



April 20, 2022

Allan Markley
Raytown Quality Schools
6608 Raytown Road
Raytown, MO 64133

Re: Real World Learning Research Partnership Project

Dear Dr. Allan Markley:

Welcome to the Real World Learning Research Partnership Project (the “Project”). MDRC, a nonprofit research organization, was awarded funding from a private foundation to help launch the Project, which aims to understand how states use rigorous research to inform higher education policymaking.

MDRC is enthusiastic about working with the Raytown Quality Schools (the “Site”) on the Project. This document, which includes Exhibit A (Scope of Work) and Exhibit B (Data Sharing Agreement), constitutes the full agreement (the “Agreement”) setting forth the respective roles and responsibilities of Site and MDRC for our work together to collaborate on the Project.

1. Term.

Unless otherwise terminated in accordance with this Agreement, the term of this Agreement is from the date Site signs below through December 2026 (the “Term”).

2. Scope of Work and Data Sharing Agreement.

Site has agreed to be MDRC’s partner in the Project in accordance with the roles and responsibilities set forth in the Scope of Work, attached hereto and incorporated herein as Exhibit A, and the Data Sharing Agreement, attached hereto and incorporated herein as Exhibit B. Site is responsible for providing complete and satisfactory performance of this Agreement, in accordance with the roles and responsibilities set forth in the Scope of Work. The determination of satisfactory performance shall be made by MDRC, in its reasonable judgment, in consultation with Site.

3. Personnel.

a. Key Personnel. The following individuals shall serve as the primary points of contact in connection with the completion of the Scope of Work for the Project:

At MDRC: Osvaldo Avila & Ivonne Garcia

At Site: Dr. Brian Huff & Dr. Andrea Mixon

- b. Unavailability of Key Personnel at Site. Site agrees to give MDRC reasonable notice whenever its Key Personnel may become unavailable.

4. Publicity.

Site shall provide MDRC, via written notice, with advance notice and copies of any Project-related materials prepared for marketing, publicity, or presentation purposes. MDRC will review these materials and provide Site with any comments and written approval to use the materials in a timely fashion.

5. Program Information and Research Information/Rights in Data.

a. Program Information.

- i. Definition. MDRC considers all data and records within Site's custody or that are collected and used in the ordinary course of business by Site to be "Program Information."
- ii. Ownership. Site shall retain ownership of all Program Information at all times and may use Program Information as it wishes.

b. Research Information. There are two types of Research Information:

- i. All data compiled or collected by MDRC and Site specifically for the Project (i.e., information that is not collected and used in the ordinary course of business), including any documents, programming code, findings, and instruments, are Research Information, whether such data are in Site's custody or MDRC's. MDRC owns all Research Information. Research Information also includes all Project-related research documents, programming code, findings, and instruments.
- ii. MDRC considers that when Site's copies of Program Information are transferred to MDRC in accordance with this Agreement, and are aggregated with other de-identified/anonymized, those copies become Research Information and will be owned and protected by MDRC as described below. For clarification, Site will retain ownership of any identifiable data, regardless of if the identifier is randomly generated or pseudonymized, unless the new identifier is completely randomized and not traceable back to the original student, as that data is considered an Educational Record under FERPA. MDRC will only own data that are aggregated or has been stripped of all direct or indirect identifiers.

6. Confidentiality.

- a. MDRC's Confidentiality Pledge. MDRC shall keep all Research Information in the strictest confidence, only making it available to MDRC personnel and members of the Project team with a need to access it. MDRC will comply with all applicable confidentiality and privacy laws and rules, and shall cause its employees, consultants, and subcontractors and subcontractors' employees and consultants to so comply. No personally identifiable data will be referred to in any report without the permission of the person involved. MDRC must comply with the requirements, if any, of MDRC's

Institutional Review Board (“IRB”) and submit to the IRB all materials required for continuing IRB oversight.

- b. Site’s Confidentiality Pledge. Site may not divulge or disseminate to any third party any Research Information that becomes known to it during performance of this Agreement and/or which is in its custody. Site will keep any Research Information that contains personal identification information (e.g., contact information, Social Security Numbers), if any, confidential and secure until it is sent to MDRC. Use of or disclosure to any third party of any Research Information is a breach of the terms of this Agreement. If Site has any reason to believe that there has been a breach of confidentiality of Research Information, whether through deliberate or inadvertent disclosure, Site will make its best efforts to notify MDRC within 24 hours of the discovery of the breach or possible breach. Upon completion of this Agreement, Site will request and then comply with reasonable written instructions from MDRC regarding the disposition of any Research Information. Program Information is subject to the confidentiality and privacy laws and rules applicable to Site. Anything in this Agreement to the contrary notwithstanding, when and to the extent that Project materials are made public by MDRC, Site shall have the same rights as the general public to utilize any such materials, including the right to make fair use of copyrighted materials.
- c. Survival of Confidentiality Provisions. The provisions in this Agreement regarding confidentiality will continue to bind both Parties when the Agreement is completed or otherwise terminated.

7. Proprietary Information.

- a. Performance of this Agreement may require Site to access and use data and information proprietary to MDRC (including its subcontractors) that is of such a nature that its dissemination or use, other than in performance of this Agreement, will be adverse to the interest to the MDRC (“Proprietary Information”). For illustrative purposes only, the Project protocols used for data collection or information about the study design approach or any training materials would be Proprietary Information. Site understands that the Proprietary Information disclosed pursuant to this Agreement derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by, other persons who can obtain economic value from its disclosure or use.
- b. Except as permitted under this Agreement, Site agrees not to divulge, reproduce, or release Proprietary Information in any form to any third party, either during or after the term of this Agreement, until made public by MDRC. Site shall not use, disclose, or reproduce Proprietary Information, other than as required in the performance of this Agreement. Nothing herein shall preclude the use of any data and information and independently acquired by Site without such limitations.
- c. Site agrees that it will protect MDRC’s Proprietary Information in the same manner as it protects its own Proprietary Information of a similar nature. Disclosure of MDRC’s Proprietary Information within Site’s organization shall be restricted to those individuals who are directly participating in performance under this Agreement.

d. The foregoing terms and conditions regarding Proprietary Information shall survive the termination of this Agreement and shall remain in effect for three (3) years thereafter.

8. Notice.

All notices required or permitted to be given hereunder shall be sufficient if in writing and personally delivered; if sent by certified mail, return receipt requested, and postage prepaid; or if sent by national recognized courier, signature delivery required, addressed as follows:

If to MDRC:

Jesús M. Amadeo
Senior Vice President
MDRC
200 Vesey Street
New York, NY 10281

If to Site:

Dr. Brian Huff/Dr. Andrea Mixon
10750 E. 350 Highway
Raytown, MO 64138

9. Insurance.

During the Term, MDRC and Site shall maintain all appropriate insurance for its organization and its insurance policies shall be placed with suitably licensed carriers with appropriate ratings.

10. Equal Opportunity/Non-Discrimination.

Each party shall comply with all applicable federal, state, and local civil rights and non-discrimination laws, rules, and executive orders.

11. Liability.

Each party agrees to be responsible for its own negligent actions or omissions, and those of its officers, agents, and employees in the performance or failure to perform under this Agreement.

Each party agrees to be responsible for any and all claims, suits, expenses, damages, or other liabilities, including reasonable attorney fees and court costs, arising out of the damage or injury to persons, entities, or property caused or sustained by any person(s) as a result of its performance or failure to perform pursuant to the terms of this Agreement.

12. Changes.

This Agreement may be altered, amended, or modified only by a writing executed by duly authorized representatives of both parties. However, MDRC may at any time, by written order, make changes in the services to be performed by Site, within the general scope of this Agreement. Such changes include those that would reasonably follow from the COVID-19 pandemic, as determined by MDRC in its sole discretion.

13. Termination.

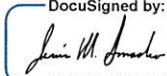
MDRC may terminate this Agreement in whole or in part for cause upon written notice to Site. Upon receipt of such notice, Site shall cease performance of services under this Agreement on the specified termination date. Within fourteen (14) days after receiving such notice, Site shall deliver to MDRC any and all finished and unfinished work created under this Agreement along with any information or resources provided to Site by MDRC. Such work will be provided in the format specified by MDRC.

14. Stop Work.


A Stop Work Order will be issued by MDRC to Site if it is advisable in MDRC’s sole discretion to suspend work. Such suspension shall not exceed thirty (30) days unless otherwise agreed in writing. By written Stop Work Order to Site, MDRC will require Site to stop all, or any part, of the work called for by this Agreement. Upon receipt of the Stop Work Order, Site will immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allowable to the work covered by the Stop Work Order.

We look forward to working with you. Thank you, and please sign below to signal your agreement.

Sincerely,

DocuSigned by:

BD79E1E8567148E
Jesus M. Amadeo
Senior Vice President

Acknowledged and Agreed to:



Dr. Allan Markley
Superintendent of Schools

Exhibits:

- Exhibit A Scope of Work
- Exhibit B Data Sharing Agreement

Exhibit A: Real World Learning Research Partnership Scope of Work

BACKGROUND

The following document describes work to be undertaken by MDRC and Raytown Quality Schools for the Real World Learning Research Partnership Project. As part of the Real World Learning initiative, the Ewing Marion Kauffman Foundation (the Foundation) has awarded design planning and pilot year grants to districts in the Kansas City region to enhance and/or expand their offerings of regionally vetted “market value asset” (MVA), which include internships, client-connected projects, industry-recognized credentials, entrepreneurial experience, and dual college credit courses. The initiative was designed to increase college and career readiness among students in the region. The Foundation has partnered with MDRC to help support this work through the Real World Learning Data Project.

The goal of the Real World Learning Research Partnership Project is to collect data across participating districts to:

- 1) Understand how the initiative is affecting schools and students in the region.
- 2) Determine whether and how it increases the numbers of students who acquire MVAs, and to confirm that students exit systems and institutions prepared for success in ongoing education and careers.
- 3) Promote collaborative learning and information sharing, so that districts collectively have knowledge to improve and assess their progress in this regional effort.
- 4) Provide data to improve instructional programs within the school in regards to student access to MVAs

Below is a timeline of project related research activities through the end of 2022.

- By April 2022 the MDRC team and districts will have scheduled and participated in a call to prepare for data collection activities.
- In May through July 2022, districts will deliver data elements listed in the Exhibit B: Data Sharing Agreement.
- In August – September 2022, MDRC will analyze data.
- In October and November 2022, MDRC will report aggregate findings to districts and the Foundation.

Exhibit B: Data Sharing Agreement

MDRC will guide districts in the collection and sharing of data for this project, on behalf of the Ewing Marion Kauffman Foundation. District (or “Data Provider(s)”) will be asked to share student-level data, such as demographic and attendance information, as well as some basic data about the new Real World Learning experiences, such as Market Value Asset (MVA) participation and completion.

In participating in the Real World Learning Research Partnership Project, the District and participating schools agree to the following:

Assistance with data collection: From the District, the research team will receive student-level data on student characteristics, MVA completion data, and indicators of progress towards graduation for all students in district high schools for school year 2021-22.

The following variables at the student-level will be requested for the 2021-22 school year:

Variable	Notes
Identifiers	
Random research ID generated by District	10-12 digit unique ID
Demographics	
Grade level	
Gender	
Race/ethnicity	
ELL status	
IEP status	
MVA participations and completion	
<i>For each MVA an individual student enrolled in, please provide the following information</i>	
Name of course or course code	If available, a course catalog that identifies all MVAs and the course/program criteria
Variable(s) indicating MVA type for each course	Whether course involves internship, client-connected project, dual credit course, industry-recognized credentials, or entrepreneurial experience)
Variable indicating if course is an emerging MVA	
Academic term	Fall 2021, Spring 2022
Indicator of whether student earned MVA in course	District can provide variable indicating Pass/Fail or course grade on 4-pt scale
<i>Industry-recognized credentials only:</i> type or description of certification student earned	
Hours	
<i>For each MVA an individual student enrolled in, please provide the following information <u>if it is available.</u></i>	

Variable	Notes
<i>Internships, Client-Connected Projects, and Entrepreneurial Experience only:</i> Hours student dedicated to completing MVA	e.g., total number of hours student attended internship, etc.
<i>Dual Credit Courses only:</i> Credit hours course is equivalent to	e.g., 9 hours
Student engagement and academic performance	
Total days enrolled in school, OR date of enrollment AND exit date	
Total days absent OR total days present	
On-track to graduate indicator	
Academic Achievement <i>For each student, please provide the following information <u>if it is available.</u></i>	
Cumulative GPA	
<i>Seniors only,</i> High school completion status	

Additionally, MDRC is interested in collecting the following baseline data from the District, if it is available.

Baseline Academic Achievement <i>For each student, please provide the following information <u>if it is available.</u></i>	
Eighth-grade standardized Math test score or level	NWEA MAP
Eighth-grade standardized ELA test score or level	NWEA MAP

MDRC will begin collecting data from districts in summer 2022. If possible, the District will assign students in the data file a randomly generated 10-12 digit research ID, create a crosswalk that maps student research IDs to names and/or district IDs, and remove student personally identifiable information from the data file(s). MDRC will also ask the District to store the crosswalk for 5 years for future data requests related to the Real-World Learning Research Partnership.

Data Guidelines:

- Dissemination: Raytown Quality Schools will consult with MDRC before publicly disseminating or posting information about findings from the project, as outlined in the Agreement.
- IRB:** MDRC will prepare required materials and receive any necessary approvals from MDRC's Institutional Review Board (IRB). MDRC will provide Raytown Quality Schools with letters of approval as they are received.

Protect confidentiality of participants

- a. All audio files, transcripts, survey responses, and notes are stored on encrypted-at-rest and password-protected devices, and securely transferred and maintained on internal secure drives with access limited to designated members of the project team. Where possible and applicable, any data collected will be assigned research ID numbers that link to files containing PII.
- b. MDRC will, when necessary, transmit participants' personally identifiable information to and from our partners in a secure manner. MDRC uses Box to securely transfer PII with its partners.
- c. **Reporting:** All public reports, tables, and printed materials will be limited to presentation of aggregate numbers. No student-level personally identifiable information will be referred to in any report by MDRC.

Data File Structure and Format

Raytown Quality Schools will send MDRC data files in an Excel format (either .xls or .xlsx). The Data Provider will link all data files sent to MDRC to one or more academic terms by including a field in each data file specifying the academic term(s) of the data.

Data Documentation Raytown Quality Schools will provide MDRC with all available and necessary documentation regarding the data files shared. Examples of documentation include course catalogs, data dictionaries, explanations of codes, and copies of survey instruments.

Data Transfer Procedures

To ensure that data files are transferred securely, MDRC uses a secure file transfer site that is easy to use and does not require the Data Provider to make any purchase or install any software. MDRC will email instructions on setting up a secure account to data contacts at the Data Provider, enabling those contacts to log on to the site and upload data files as needed. To ensure that all data are transmitted in a confidential and secure manner, data contacts at the Data Provider will only transmit data to MDRC via MDRC's secure file transfer site. Data contacts at the Data Provider will not transmit any data to MDRC via email or any method other than MDRC's secure file transfer site nor provide any other unsolicited data of any kind.

MDRC Data Security

MDRC follows internal data security and confidentiality protocols to secure and protect student data. Generally, after receiving data from Raytown Quality Schools, MDRC will keep data files containing direct identifiers in a secure location on the internal MDRC network, where they will only be accessible to a small number of staff and accessed only for research purposes. Additionally, MDRC will strip direct identifiers from the data and assign a unique, randomly-generated identification number to each participant. MDRC's analysis will proceed using these files, rather than the original files containing direct identifiers. This random ID assigned to each individual will also be used to link data for that individual across files that no longer include direct identifiers. MDRC will also assign one or more Data Managers to maintain custody of the records shared by the Data Provider and ensure that MDRC data security and confidentiality protocols are observed.

MDRC Data Destruction

Within five years of the conclusion of the project, MDRC will destroy all data files received from the District that contain direct identifiers. MDRC will retain data files that do not contain direct identifiers to conduct additional analyses.