

**Memorandum of Understanding between RAYTOWN QUALITY SCHOOL DISTRICT and
the UNIVERSITY OF KANSAS CENTER FOR RESEARCH, INC.**

WHEREAS, Raytown Quality School District (School District) and the University of Kansas Center for Research, Inc. (KUCR) on behalf of the Kansas City Area Education Research Consortium (KC-AERC) wish to create an independent, non-partisan vehicle of the very highest quality to evaluate the Turn the Page KC reading initiative and contribute to basic scholarly research on 3rd grade reading proficiency; and

WHEREAS, in order to advance these goals, it is necessary to create a digital data archive consisting of longitudinal data that have been fully cleaned, integrated, and documented; and

WHEREAS, data on student characteristics, student academic performance, and school characteristics are necessary to address the foreseeable research questions of the KC-AERC and the public it serves; and

WHEREAS, to achieve these purposes, the KC-AERC will release aggregate data to a broad public while protecting the school and district-level confidentiality.

Now therefore, the parties agree as follows:

1. School District will appoint a data liaison to coordinate this work (at School District) who will facilitate access to the data, and arrange for the staff resources necessary to create all data files to be provided to KUCR.
2. Once this Memorandum of Understanding (MOU) has been fully executed by all parties, KUCR will provide resources to clean, organize, and manage all data files provided for the project. KUCR will design and execute a methodology for analyzing the data.
3. School District will, through a data liaison, or other representative, resolve in a timely fashion through discussions with the KC-AERC Executive Director or other staff of KUCR any questions that arise concerning the content, timing, or other aspects of the data transfer.
4. School District will provide the staff resources needed to assist, in a timely fashion, with the design and documentation of the data, and create or supply the extract files for KUCR from the administrative systems of the School District.
5. School District will provide KUCR with the data needed to sustain the mission of evaluating efforts of the reading program. School District will provide extracts containing the following types of student information for every student enrolled in kindergarten through 3rd grade for the school years 2015-2016, 2016-2017 and 2017-2018:

Measures:	The number of students at or above grade level for each of the categories listed below, as determined by the reading benchmark assessment score
	The total number of students for each category listed below

Academic Years:	2015-2016, 2016-2017 and 2017-2018
Semesters:	Fall, Spring
Categories:	District
	District x grade
	District x ELL
	District x FRL
	District x Gender
	District x Race/Ethnicity
	School
	School x grade
	School x ELL
	School x FRL
	School x Gender
	School x Race/Ethnicity
	School x grade x ELL
	School x grade x FRL
	School x grade x Gender
	School x grade x Race/Ethnicity

6. School District will provide KUCR with the data described above for students in kindergarten through 3rd grade attending all schools for which School District maintains data, including elementary, alternative schools, collaborative programs and special education programs. The feasible beginning date (i.e., historical and longitudinal character) of the data will be determined in consultation with School District.
7. KUCR will preserve the confidentiality of all school and district level information obtained pursuant to the MOU in accordance with applicable law, including the Federal Social Security Act, the Family Educational Rights and Privacy Act and any regulations promulgated there under. All studies will be conducted in a manner that does not permit personal identification of parents, teachers and students by persons other than required for research activities undertaken by representatives of KUCR. As such, KUCR will not disclose any such information to any persons except as authorized by law and upon formal approval of School District and will include results in aggregate or in some other non-personally identifiable form. KUCR assures all researchers who are given access to data with school level identifiers provided pursuant to the MOU will have undergone appropriate training.
8. KUCR will subject all research initiated under this MOU to review and approval by KUCR's Human Research Protection Program, as applicable. KUCR may publish results, analysis, or other information developed as a result of any research based on the data made available under this agreement only in aggregate form with other participating school districts' information.
9. The agreement between School District and KUCR is effective as of the date of the last signature and shall continue through 08/31/2019, unless terminated earlier by either party. Either party may terminate this agreement provided written notification is received by the other party 30 days prior to the proposed termination date.

By signing below, the official certifies that he or she has the authority to bind the organization to the terms of this MOU and that the organization has the capability to undertake the commitments in this MOU.

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Date: 11/6/2018



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Read and Acknowledged:

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Date: 11/6/2018