

Memorandum of Understanding Between the Dane County Youth Commission and the < > School District

For purposes of administration, analysis and publication of the 2018 Dane County Youth Assessment, it is agreed that:

The Dane County Youth Commission will:

1. Provide overall coordination for the Dane County Youth Assessment project;
2. Contract with a qualified vendor to develop the assessment tool, coordinate with district staff to administer the survey; compile and analyze the results of the survey; and assist schools in generating reports on community data using Survey Monkey;
3. Use a survey instrument that has been reviewed and approved by the district administrator or his/her designee;
4. Release final, aggregate data to the public (Note: Specific community data will not be released by the Youth Commission, but cannot be withheld if requested.)
5. Allow funding partners (school districts, United Way of Dane County, the City of Madison and Public Health Madison-Dane County) and qualified researchers who sign a Data Use Agreement, access to the database (school identifiers are removed for non-funder use.)
6. Through the project vendor, assist districts in producing data table summary reports by May 2018;
7. Through the project vendor, provide training to district to further analyze its local community data by May 2018.

The School District will:

1. Provide a staff person to participate in the Dane County Youth Assessment planning process to review the survey tool and coordinate survey administration;
2. Survey a census of students or otherwise agreed to statistically significant sample of students;
3. Provide computer access and building staff to administer the survey between January – March 2018.
4. Secure passive consents from parents within an agreed upon project time frame. Maintain a copy of the survey within each building where the survey will be administered allowing for parent review and student opt out.
5. Pay a fee of \$480 prior by December 1, 2017, and;
6. Grant permission to the Youth Commission to include district data in the aggregate analysis of the survey on the condition that district-specific data will not be identifiable in the final published documents.

Meghan Benson
Chair, Dane County Youth Commission

Date

Name
District Administrator

Date