

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

For purposes of administration, analysis and publication of the 2021 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, provide each district with data reports and a slide show summary of their data;
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/district 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);

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 sample of students using agreed upon sampling methods;
3. Provide the time, computer access and building staff to administer the survey between December 2020 and March 2021;
4. Follow all DCYA survey administration guidelines and scripts to provide for consistent administration across districts;
5. Do not ask students for any type of identifying information during survey administration;
6. 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;
7. Pay a fee of \$500 prior to October 1, 2020, and;
8. 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.

Shawn Tessmann
DCDHS Director

Date

Signature
District Administrator

Date