

**DATA SHARING AGREEMENT BETWEEN  
THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA AND  
THE PATTERSON FOUNDATION**

This Data Sharing Agreement (“Agreement”) is entered into by and between the School Board of Sarasota County, Florida (hereinafter referred to as School Board), and The Patterson Foundation (hereinafter referred to as Recipient) and describes the programs to be conducted by Recipient, and the means to be used by Recipient to ensure the confidentiality and security of information and data exchanged between the School Board and Recipient.

**I. Purpose and Duration of the Study/Project(s)**

Pursuant to the Family Educational Rights and Privacy Act ("FERPA"), the School Board may disclose personally identifiable student data to organizations conducting studies for, or on behalf of, the School Board to (a) develop, validate, or administer predictive tests, (b) administer student aid programs, or (c) improve instruction. The project(s) to be undertaken by Recipient meets this standard as the project is intended to study educational outcomes to assist the board in improving instruction to students in Sarasota County. In addition, this partnership is designed to strengthen the data acquisition and management processes needed to ensure that continuous progress is being made in areas supported by the Suncoast Campaign for Grade Level Reading (SCGLR). Specific projects include: The Suncoast Summer Reading Challenge

These studies/programs are expected to be completed by June 30, 2021 and this agreement will terminate by June 30, 2021. In accordance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99) student records and all personally identifiable student information are private, strictly confidential and must not be disclosed to any other person or organization without the permission of the district or the parent.

Specific Data Requested: **See attached Research Request Application**

**II. Recipient's Obligations**

Outcome: Please identify The Patterson Foundation outcome or report and the date of expected completion and return to the school board.

**Suncoast Summer Reading Challenge data** \_\_\_\_\_

---

**The outcome report will be provided to SCS by ongoing communication with the Assistant Superintendent Chief Academic Officer**

Recipient agrees it will:

1. Use personally identifiable information from education records only to meet the purpose or purposes of its study/programs as stated above;
2. Keep all education records strictly confidential and conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of its organization with legitimate interests; and further, you agree you will respect the privacy of these records and will neither seek to view nor share within your organization the contents of any records except in the furtherance of the program's implementation, program review and/or program evaluation nor, disclose the contents of any record to any third party person or organization.
3. Destroy all personally identifiable information when the information is no longer needed for the purposes for which the study/program was conducted. Such destruction will take place within thirty (30) days of the conclusion of the study/program.
4. Refrain from publishing any individual identifiable student or teacher data.
5. Refrain from publishing any reports that use any aggregated student or teacher data unless agreed to by the School Board of Sarasota County.
6. Require all individuals receiving and reviewing any personally identifiable information to sign and return the "Agreement to Maintain Confidentiality of Student Records" form (see attached).
7. Ensure that data required by The Patterson Foundation will be transferred using a secure file sharing service required by the district. All data received from the school/district will be stored on a secure server at The Patterson Foundation and accessible only to employees with direct involvement in this project.

**III. General Provisions**

1. The School Board may terminate this Agreement, without cause, at any time by providing written notice to the Recipient. In the event of such termination, all personally

identifiable education record information provided by the School Board to Recipient shall be returned by Recipient to the School Board within ten (10) days. Recipient may not retain any copies of such information.

2. The Patterson Foundation is at all times acting and performing as an independent contractor in the performance of all obligations hereunder.

3. Any additions, changes, deletions or modifications to this document must be agreed upon in writing by both parties.

4. This Agreement represents the entire agreement between the parties, and no prior or subsequent oral agreements shall be binding upon either of the parties until reduced to writing.

5. This Agreement shall be governed by and construed under federal law and the laws of the State of Florida. The sole and exclusive jurisdiction for any action brought pursuant to, or that is related to, this Agreement, shall be in the Twelfth Judicial Circuit Court, in and for Sarasota County, Florida.

6. Any notices to the parties will be sent via U.S. Mail as follows:

If to the School Board:  
1960 Landings Blvd  
Sarasota FL 34231 \_\_\_\_

If to Recipient:  
The Patterson Foundation  
2 N. Tamiami Trail, Suite 206  
Sarasota, FL 34236

7. Each Party to this Agreement shall be responsible for any liability, claim, loss, damage or expenses, including without limitation, reasonable attorney fees, arising from its negligent acts or omissions in connection with its performance of this Agreement, or its failure to comply with the terms of this Agreement, as determined by a court of competent jurisdiction.

8. Recipient shall comply with Florida's Public Records Law including:

a) keeping and maintaining public records that ordinarily and necessarily would be required by the School Board in order to perform the service;

b) providing the public with access to public records on the same terms and conditions that the School Board would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law;

c) ensuring that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and

d) meeting all requirements for retaining public records and transfer, at no cost, to the School Board all public records in possession of Recipient upon termination of the Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the School Board in a format that is compatible with the information technology systems of the School Board.

**IF RECIPIENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 941-927-4009, [publicrecordrequest@sarasotacountyschools.net](mailto:publicrecordrequest@sarasotacountyschools.net), THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA, 1960 LANDINGS BLVD., SARASOTA, FL 34231.**

The Patterson Foundation  
By: Debra M. Jacobs, President and CEO

---

The School Board of Sarasota County, Florida  
By: Caroline Zucker, Chair

---

Date

---

Date

Approved for Legal Content,  
October 9, 2020, by Eastmoore, Crauwels & DuBose  
Signed: ASH

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA  
RESEARCH, ASSESSMENT, AND EVALUATIONS  
1960 LANDINGS BOULEVARD, SARASOTA, FLORIDA 34231  
PHONE (941)927-9000 FAX (941)927-4021

**RESEARCH / DATA REQUEST**

**APPLICATION TO CONDUCT RESEARCH REQUEST**

**Instructions:** Complete all sections of this application and sign, date, and submit.

**SECTION 1 - RESEARCHER/REQUESTOR INFORMATION**

Name Beth Duda  
Address The Patterson Foundation 2 North Tamiami Trail, Suite 206 Sarasota, FL 34236  
Phone (941)952-1413 Preferred Email [bduda@thepattersonfoundation.org](mailto:bduda@thepattersonfoundation.org)  
Current district employee? ☐ Yes ☒ No If Yes, Employee ID No. (A#) \_\_\_\_\_  
University/Agency affiliation The Patterson Foundation  
Degree sought (if applicable) \_\_\_\_\_  
Project Director/Advisor Name Beth Duda Phone see above  
Address same as above Email same as above

**SECTION 2 - STUDY FEATURES**

**Title** What is the title of the research study/project(s)? (100-character limit)

**The Suncoast Summer Reading Challenge**

**Purpose/Objective** In a few sentences, describe why the study is being conducted. (1,000-character limit)

**To provide resources to Sarasota children Grades Kindergarten – Eighth to enhance reading and prevent summer reading loss.**

## RESEARCH REQUEST

Researcher/Requestor Name Beth Duda

### SECTION 3 – METHODS AND PROCEDURES

Provide a **brief** summary of research methods, including specific actions that will be taken to answer the research questions and meet the stated purpose or objective of the study. This may include procedures for research activities such as sampling, identifying participants, collecting data, and analyzing results. When discussing sampling procedures, be sure to describe how potential participants will be identified and describe sampling techniques, indicating whether the research project requires the use of a comparison/control group. (2,500-character limit)

**The Patterson Foundation supports the Suncoast Summer Reading Challenge. A list of students will be provided to SCS via a secure file transfer. SCS will provide aggregate iReady data and determine student growth.**

#### Data Collection Method

Which of these apply to data in the study? Select all that apply.

- ✓ Existing data, which is stored in SCS databases, is required (e.g., test scores, demographics). This data can only be released if the researcher agrees to the following statements:
  - ✓ I acknowledge I will not request SCS data directly from individual schools.
  - ✓ I understand that all existing data must be requested from the district by completing **the Data Element Request** portion of this application.
  - ✓ I will complete the Data Element Request Information to identify the specific data and format I will require, with the understanding that I may request up to 10 data elements and no more than the current year plus three past years will be provided.
- ✓ Data will be collected using instruments (e.g., observations, interviews, surveys). NOTE: Copies of all instruments must be provided with this Research Request Application.
- ☐ SCS data will not be requested.

## RESEARCH REQUEST

Researcher/Requestor Name Beth Duda

### Data Element Request Information

If “Existing data which is stored in SCS databases is required (e.g., test scores, demographics),” was selected complete the table below. Ensure the correct terminology is used. List each data element separately with only one data element per row. Note, census data collection is not permitted (i.e., do not list "all" for any participant group).

For each data element requested, list the school years requested (e.g., 2019-20), the grade levels requested (e.g., 3, 4, and 6) and briefly describe why this data element is needed. Up to 10 data elements may be requested. NOTE: No more than the current plus three past years will be provided.

Data Element	Year(s)	Grade Level(s)	School(s)	Reason	Analyst
Ex.: FSA ELA scores	Scale scores 2017-18	3, 4, and 5	Elementary School A	This school offers the reading program I am studying through this project.	
Ex.: SAT ELA scale scores	Scale scores 2018-19	11 <sup>th</sup>	All high schools	The SAT scores are a predictor variable in this study	
<b>1. iReady Reading</b>	<b>Scale Scores AP2 SY2019-2020 and AP1 SY2020-2021</b>	<b>Student current grade</b>	<b>Elementary Schools and Middle Schools</b>	<b>To measure effectiveness of Summer Reading Challenge</b>	<b>A Pinchin</b>
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

#### NOTE:

- SCS does not release free/reduced lunch status.
- SCS does not release disaggregated student data if the cell size is under 10.

## RESEARCH REQUEST

Researcher/Requestor Name Beth Duda

### Protocols and Instruments

If "Data will be collected using instruments (e.g., from observations, interviews, surveys)," fill out the information requested in this section and upload copies of all instruments, including documentation supporting the use of these instruments. See the Applicant Assurances on pages 8 through 10 to ensure the appropriate documentation for published and new surveys is submitted.

Which of these instruments are included in your research project? Select all that apply:

☐ Observation Form

☒ Test

☐ Survey

☐ Interview/focus group

☐ Instruction

☐ Other, specify (200-character limit) What is going to be produced as a result of this research? (e.g., journals, audio, video, etc.)

**Expected Participant Information** Indicate which participant groups will be included, their grade levels or departments, the expected duration of research activities for each participant group, and the number of expected participants. List the duration of each participant group time commitment in minutes/hours. For example, if a 30-minute survey to select students in grades 6-8 is being administered, indicate the duration of research activities as 30 minutes or half an hour. Note, census data collection is not permitted (i.e., do not list "all" for any participant group).

Participants	Describe the Participants (include grade, subject taught, school position and specific identifies other than names)	Expected Number of Participants	Time Commitment
Students/Grade Levels	Elementary and/or middle students whose names are provided by requestor	2500	2 hours
Teachers			
School-Based Administrators			
Parents and Guardians			
District-Based Administrators			
Other			



## SECTION 4 – SECURITY

**Security of Data and Participant Privacy** Describe the measures that will be taken to ensure data security, including your website encryption type, collection methods, data storage precautions, or de-identification methods and data destruction method at the end of the study. Note all data must be destroyed after all analysis is completed and the final report is completed). (2,000-character limit)

Transferred via One drive

### SCS Staff/Student/Family Involvement

- ☐ Yes, my research project involves in-person interaction with SCS staff, students, or families and I understand the badging requirements. See the Security Clearance document for details.
- ☒ No, my research project does not involve in-person interaction with SCS staff, students, or families.

## SECTION 5 - TIMELINE

Enter approximate dates for each of the following events. If not applicable, type N/A.

Date	Event
Oct 2, 2020	1. Data collection - Data from SCS participants  Avoid the beginning/end of school year and statewide testing. See the <a href="#">current year School Calendar and Assessment Calendar</a> .
	2. Data request - Data from SCS databases  Time needed will vary according to the complexity of the request. Upon approval, allow a minimum of 4 business weeks.
Oct 9, 2020	3. Report Writing - Analysis and synthesis of findings
Oct 9, 2020	4. Final Report - Submitted to institution
	5. Required Executive Summary or abstract due to SCS  This should be within 45 days of the expiration of the Research Notice of Approval.

**RESEARCH REQUEST**  
**APPLICANT ASSURANCES**

**Instructions:** Read the following assurances carefully and modify your research request to ensure you meet these requirements. Check each box to indicate you understand and will comply with each requirement of conducting research in Sarasota County Schools, sign, date, and submit the document as indicated.

Researcher/Requestor Name Beth Duda

By submitting a research request to Sarasota County Schools:

- ☐ I understand that all requests will be reviewed by the Sarasota County Schools (SCS) Research Review Team. The SCS Research Review Team will be the final decision-making body, either approving or denying the request.
- ☐ I acknowledge that I have included all required documents and I understand that missing or incomplete information will result in immediate denial.
- ☐ I understand that contact with schools/departments and/or potential participants is considered a research activity and cannot occur until a Research Notice of Approval is granted by the SCS Research Review Team.

**Data Requests**

- ☐ I understand that information available through SCS is, by federal and state law, confidential and shall be used only for the authorized purpose. Under no circumstances shall records and reports be released by SCS to any party unless such release is in strict accordance with the provisions, and to the entities identified in, the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C.

§1232g; 34 CFR Part 99, chapter 119 and section 1002.22, Florida Statutes; and SCS School Board Policies.

- ☐ I understand that any data or information gathered for this research project will be used solely for the project outlined in my research request; any additional research projects using this data and/or information will need to be approved in advance by the SCS Research Review Team.
- ☐ I acknowledge separate obligations in accordance with the requirements of these provisions by establishing duties of confidentiality, privacy, and nondisclosure. The information released by SCS will be used by me for generating aggregate statistics that will be used to evaluate educational programs or needs in Sarasota, Florida. A request will only be approved if it is determined to add to the educational knowledge base, meets all local requirements, and does not violate any of the prohibited activities listed below. Requests that have a potential benefit to Sarasota County schools, students and/or staff will be considered more favorably.
- ☐ I understand that deliberate or accidental misuse of information may result in loss of access, disciplinary action, dismissal or prosecution under the scope of all applicable federal and state laws and regulations.
- ☐ I understand that some data elements are readily available, such as information about assessments, demographics, course enrollment, and accountability. Data requests involving only these data elements will take up to two business weeks. Requests involving other elements will take additional resources to complete:

## **RESEARCH REQUEST**

Researcher/Requestor Name \_\_\_\_\_

### **SCS Staff/Student/Family Involvement**

- ☐ I understand that consent forms and student consent is required for research involving SCS staff, students, or families. Consent forms must be provided for all research participants. If the research will involve students, a parent/guardian consent or permission form must be provided. All consent forms submitted for approval must include the required Sarasota County Schools components which can be found on the Consent – Organizational and Personal Research (029-19-RAE). An Institutional Review Board (IRB) letter does excuse you from this SCS requirement.
- ☐ I understand that gaining “assent” for participant permission from a child or adult is NOT permitted. “Assent” is a term used to express willingness to participate in research by persons who are too young to give informed consent but who are old enough to understand the proposed research in general, its expected risks, possible benefits, and the activities expected of them as subjects. If the research will involve students, student consent is required. An IRB letter does not excuse you from SCS requirements. Methods for obtaining and documenting student consent must be determined in conjunction with SCS prior to the start of any research activity in SCS.
- ☐ I understand that after gaining approval of a research application and before engaging in research activities, each researcher or research team member (applicant, research assistants, collaborators, etc.) who interacts in-person with SCS staff, students or families, during events or otherwise, must be prepared to show the following items at any time. I understand that I will be responsible for the costs involved in the badging process.
- A copy of the Research Notice of Approval
  - Security Clearance document

### **Reporting**

- ☐ I understand that I must obtain permission to use the SCS district name, any school name, or names of any personnel in research findings prior to dissertation or prospectus, defense, publication, presentation, and/or any correspondence regarding this research project. Without this written permission, the SCS district or any school name should not be included in any written or oral communication or publication regarding this research.
- ☐ I understand that SCS may request one complete copy of each report or product developed as a part or outcome of the research project. No charge will be made of SCS for any of these reports, copies, or products; and all will be provided within 45 calendar days of the development of the report or product, or within 45 calendar days of the end of the study, whichever comes first.
- ☐ I understand that SCS requires an Executive Summary or abstract to be submitted within 45 calendar days of the Research Notice of Approval expiration, and that SCS may post the required Executive Summary or abstract on their research website.

### **Resubmitting or Changing a Request**

- ☐ I understand that I will have 12 months from the date of approval to complete this research project; if additional time is needed, I will need to submit a Research Review Committee Change Request (028-19-RAE) to SCS for an extension.
- ☐ I understand that I must complete and submit a Research Review Committee Change Request (028-19-RAE) should any part of this application change.
- ☐ I understand that I am obligated to report unanticipated problems or adverse events related to subject participation that occur in the context of an ongoing or closed SCS-approved research project. If there are any unanticipated problems or adverse events, I will notify SCS via email to [research@sarasotacountyschools.net](mailto:research@sarasotacountyschools.net)

### **Survey/Interview Protocol Use**

- ☐ I understand that each request can only submit up to three interview protocols and/or surveys. The same survey or interview protocols in multiple languages will be considered a single survey.
- ☐ I understand that the SCS Research Review Team will review each survey submitted and/or interview protocol. The inclusion of any inappropriate content will result in denial.

## RESEARCH REQUEST

Researcher/Requestor Name \_\_\_\_\_

- ☐ I understand that the use of published surveys with published statistical documentation are highly recommended. This documentation must be included on the research request form. The researcher must document that they obtained permission from the survey publisher. The associated institution must sign off that such permission was obtained.
- ☐ I understand that any modification of published surveys must be noted. The researcher must document that they obtained permission from the survey publisher. The associated institution must sign off that such permission was obtained.
- ☐ If the survey is newly created by the researcher, documentation of how it was piloted and reviewed must be included. The associated institution must sign off that the survey was piloted.
- ☐ If a survey is in any language other than English, a translation of the survey must be provided. The researcher must document this on the research request form. The associated institution must sign off that the translation was accurate and error free.

### Prohibited Activities

- ☐ I understand that I cannot begin a research project without first receiving district permission via the district research request process.
- ☐ I understand that I cannot recruit or contact students or staff via county email or district mailboxes.
- ☐ I understand I cannot access ANY staff or student data without direct district approval obtained through this research process. I understand that even if a district employee has access to student or staff data as a result as their normal employment duties, this is still prohibited for personal research, and employees are only permitted to access data as a job function only, it should never be used for personal benefit.
- ☐ I understand that I cannot contact students, communicate with students, survey students or access ANY of their school or personal data without first obtaining parental or guardian written permission via a district approved informed consent form.
- ☐ I understand that I cannot make any request that interrupts instructional time.

\_\_\_\_\_  
Researcher/Requestor Signature\*

\_\_\_\_\_  
Date

\* I acknowledge by typing my name above, my electronic signature shall be deemed to have been "signed" and will constitute an "original" when printed from electronic records. Forms submitted without a signature will be returned without review.