

AGREEMENT BETWEEN
THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA AND

University of South Florida, Sarasota-Manatee

New Memorandum Of Understanding (MOU) Agreement

This Agreement is entered into by and between the School Board of Sarasota County, Florida (hereinafter referred to as School Board), and University of South Florida, Sarasota-Manatee (hereinafter referred to as Recipient) and describes the programs to be conducted by Recipient, and the Recipient's obligations to, among other things, 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 these standards as the project is intended to study educational outcomes to assist the School Board in improving instruction to students in Sarasota County. In addition, this partnership is designed to strengthen:

select Booker Middle School students' attitudes toward lifelong literacy and learning.

Specific projects include:

-Booker Book Whisperers/Secret Society of Readers/Booker & Bulls Boosters Program
- With input from school leaders, the research team designed an intervention intended to support students' growth in literacy and aimed at encouraging lifelong reading. The research team chose Donalyn Miller's widely recognized book in reading instruction, *The Book Whisperer* (2009), as an anchor text and resource to frame the initiatives of the study. In using the Miller text to frame the study's initiatives of encouraging lifelong reading habits and enjoyment, targeted middle school students are paired with USF student mentors and provided with time and guidance to interact around books and wide reading through a program coined as Booker Middle School Secret Society of Readers (SSR).

These students/programs are expected to be completed by 05/05/2023 and this agreement will terminate on 08/31/2023

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 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.



Data Requested

II. Recipient's Obligations Outcome:

Please identify outcome of report and the date of expected completion and return to the school board.

We anticipate this study will result in an Executive Report and a Full Report to be provided to stakeholders at the school level, the district level, and to the project donors. Additionally, the research team anticipates data will be used to develop publishable manuscripts and research conference presentations. Specifically, the target audience for these publications will include the American Educational Research Association and the Literacy Research Association.

The outcome report will be provided to The School Board by:

Lindsay Persohn, Ph.D. (study PI) and/or Cheryl
Ellerbrock, Ph.D. (study Co-PI) by August 31, 2023

Recipient shall:

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. Ensure that data required 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 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.
0. Recipient is at all times acting and performing as an independent contractor in the performance of all obligations hereunder.
2. Any additions, changes, deletions or modifications to this document must be agreed upon in writing by both parties.

3. 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.

4. This Agreement shall be governed by and construed under federal law and the laws of the State of Florida. The sole and exclusive venue for any action arising from or related to this Agreement shall be in the Twelfth Judicial Circuit Court, in and for Sarasota County, Florida.

5. 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:

8350 N. Tamiami Trail

Sarasota, FL 34243

6. 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.

7. Recipient's obligations which are continuing in nature shall survive the termination or expiration of this Agreement.

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@sarasotacounty-schools.net, THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA, 34231 If to the School Board: 1960 Landings Blvd Sarasota, FL 34231 If to Recipient: Address Line 1 Address Line 2 (above) LANDINGS BLVD., SARASOTA, FL 34231.

The Parties execute this Agreement voluntarily and intending to be bound by the terms of this Agreement.

☒ I UNDERSTAND AND AGREE TO THE CONDITIONS SET FORTH IN THIS DOCUMENT.

Name (Print) Lindsay Persohn

Date 02/08/2023



Signed (2/8/2023)

Date: _____

School Board of Sarasota County, Florida

By: _____

Print Name: _____

Title: _____

Approved as to Form and Legal Content
by Shumaker, Loop & Kendrick, LLP
Attorneys for The School Board
of Sarasota County, Florida
Signed: MRM
Date: March 17, 2023

ORGANIZATIONAL DATA REQUEST

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

SECTION 1 - REQUESTOR INFORMATION

Name Lindsay Persohn, Ph.D.

Address 8350 N. Tamiami Trail, Sarasota, FL 34243

Phone (863) 860-3904

Email lpersohn@usf.edu

Analyst Completing this Form? Yes Employee ID No. (A#)

Analyst Name

Phone

Ext

Email

SECTION 2 - STUDY FEATURES

Title What is the title of the study/project(s)?

Booker Book Whisperers: A study of impact on reader and learner identities through mentored reading experiences at Booker Middle School

Purpose/Objective In a few sentences, describe why the study is being conducted, please be specific.

The primary purpose of the study is to evaluate a donor-funded program intended to support Booker Middle School readers for continuous program improvement and program scale-up. The secondary purposes include to assess growth in Booker Middle students' interests and attitudes toward reading based on program design and participation, identify ways in which mentor/mentee relationships support Booker Middle students' outlook on learning and learner identities, and identify ways in which the project impacts interests and attitudes toward literacies and lifelong learning for college-age mentors

Questions/Hypotheses List research questions/hypotheses

Please see research purposes above.

We believe the Booker Book Whisperer/Booker & Bulls Boosters project is having a positive impact on participating Booker students as well as participating USF mentors. This research is intended to determine in what ways the program is impacting participants.

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.

We will utilize a case study approach (Stake, 1995). The case is bound within the context of Booker Middle School's Secret Society of Readers (SSR). Twenty-five 6th grade middle school student participants selected by the school leadership team have been targeted to receive this intervention. Twenty-five USF students have been hired to work as mentors and matched with SSR members based on learning interests. Both USF mentors and SSR members are participants in this study. At the start of the program, USF mentors administered the Elementary Reading Attitudes Survey (McKenna & Kear, 1990) to establish a baseline for SSR members' reading interests and attitudes toward reading. The ERAS will be administered again at the end of the school year to determine changes in reading attitudes. Additionally, mentors have been provided with informal discussion guides to facilitate further conversation and Donalyn Miller's *The Book Whisperer* to demonstrate and elaborate on the concept of encouraging wide reading. In early Spring 2023, USF mentors will participate in focus group conversations designed to identify ways in which mentor/mentee relationships support Booker Middle students' outlook on learning and learner identities and ways in which the project impacts interests and attitudes toward literacies and lifelong learning for the college-age mentors. From these focus group interviews, interested mentors will be asked to participate in targeted individual interviews to collect additional data. We will conduct focus group interviews with SSR participants in early Spring 2023, then select interested SSR participants to engage in individual interviews to collect additional data. A reading survey will be administered to SSR participants again at the close of the academic year (May 2023) to gather comparative quantitative data on reading interests and attitudes. Focus group and individual interview transcripts will be analyzed for themes and impacts of the program. Booker Middle School teachers involved in the program will be surveyed to gain their understanding of impacts of the program. Booker Middle School parents will be asked to participate in a brief interview (no more than 15 minutes) when they attend a program open house. Additional responses can be shared with the study staff in writing, if participants choose.

Data Collection Method

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

- ☒ Existing data 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 Request Application.

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 Ex FSA ELA Scores	Year(s) Ex: Scale Scores 2017-18	Reason	Grade Level(s) Ex: 3,4, and 5	School(s) Ex: Elementary School A
Attendance data	2022-2023, 2021-2022, 2020-2021, 2019-2020	Archival attendance data may tell us if the program is having an impact on student attendance.	6th, 5th, 4th, 3rd (only for students participating in the program)	0084 - BOOKER MIDDLE SCHOOL
School Grades	2022-2023, 2021-2022, 2020-2021, 2019-2020	Archival course grade data may tell us if the program is having an impact on student engagement with learning.	6th, 5th, 4th, 3rd (only for students participating in the program)	0084 - BOOKER MIDDLE SCHOOL
iReady scores	2022-2023, 2021-2022, 2020-2021, 2019-2020	Archival iReady data may tell us if the program is having an impact on student engagement with learning.	6th, 5th, 4th, 3rd (only for students participating in the program)	0084 - BOOKER MIDDLE SCHOOL
Behavioral reports	2022-2023, 2021-2022, 2020-2021, 2019-2020	Archival learning behavioral data may tell us if the program is having an impact on student engagement with learning.	6th, 5th, 4th, 3rd (only for students participating in the program)	0084 - BOOKER MIDDLE SCHOOL

NOTE:

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

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 What is going to be produced as a result of this research? (e.g., journals, audio, video, etc.)

Focus group and individual interviews will be audio recorded and transcribed using computer-assisted software.

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 Participants (include grade, subject taught, school position & specific identifies other than names)	# of Participants	Time Commitment
Student/Grade Levels	Booker Middle School 6th grade students participating in the program	up to 25	Up to (2) 50 minute interviews
Teachers	Booker Middle School teachers who host USF mentors in their classrooms	up to 15	Up to 15 minutes to complete a short written survey
SB Administrators			
Parents & Guardians	Parents/Guardians of Booker Middle 6th graders participatin in the program	up to 25	up to 15 mins during Open House; follow ups in writing if they choose
DB Administrators			
Other	USF student mentors	up to 25	Up to (2) 50 minute interviews

Instructional Time Describe how any interruption to instructional time will be minimized. N/A is not an acceptable answer and if this field is left blank, the proposal will NOT be approved.

We will work to minimize disruption to instructional time for participating students by utilizing a maximum of three (3) elective periods to conduct the research between the time of study approval and the close of the 2022-2023 school year. We are working to minimize disruption to instructional time for teachers by providing opportunity to respond to survey questions in writing, so participation can occur when it is convenient for teachers.

Reporting SCS requires submission of a one-page executive summary within 45 calendar days of the expiration of the Research Notice of Approval. Other than the project's final report and mandatory one-page executive summary, describe the plan for publication and/or presentation of the findings? Include any names (e.g., journals, books) and applicable links.

NOTE: Without prior approval, the district requires removal of the SCS district name, any names of schools, or names of personnel within SCS on any final reporting.

We anticipate our research will result in presentations at the annual meetings of the American Educational Research Association and the Literacy Research Association. We anticipate publishing our findings in journal produced by these research organizations and the journal Voices from the Middle.

We will anonymize findings and participants' information but request permission to retain the program name "Booker Book Whisperers" in published materials. If this is not acceptable, we would like to use a pseudonym for the school name with a similar rhythm (e.g. Brooker Book Whisperers, etc.).

Compensation/Incentives Does this study provide compensation or incentives to research participants and/or the school/department included in the research? Use this space to describe any compensation or incentives as well as the conditions for receiving such compensation/ incentives.

No compensation is provided for participation in the study. As a part of the Booker Secret Society of Readers, participants will receive tokens (food, swag, etc.) and financial compensation (gift cards to local bookstores) provided by the project donors.

Booker Middle School teachers will not be compensated for their participation in the survey.

USF students are employed in the capacity to tutor and mentor Booker Middle School students as a part of the donor-funded initiative but no additional compensation will be provided for participation in the study.

SECTION 4 - SECURITY

Risks What are the risks for SCS to participate in this study? It is not plausible to claim that there are no risks involved in participation.

For example: "Although all study interactions are those that are normally part of regular classroom activity, teachers may feel minor discomfort when viewing video recordings of their classroom practice."

Risk to all subjects is considered minimal. Participation in the study involves having conversations about the benefits and opportunities in the SSR program in which they are already participating. There is the possibility of discomfort in sharing ideas and feelings in peer focus groups. Participants will have the option to say as much or as little as they would like to share with the group. Our focus group discussion structures will mirror the inherent social risks for middle school students' class discussions. We anticipate no greater social or psychological risk for SSR participants than they experience in a typical classroom setting.

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.

Digital data collected in this study will be stored on a secure online location (i.e. Box). Print-based data (e.g., consent documents, reading surveys) will be stored in the PI's locked office on the USF Sarasota-Manatee campus. Printed reading survey results will be assigned code numbers that will be used, never the student's name. Focus group and individual interviews will be video recorded and stored in a secure online location (i.e., Box). Focus group and individual interview transcripts will be generated using Otter.ai software and coded using NVivo software. Any names appearing on collected physical documents will be anonymized by the research team by assigning students' code numbers to the documents. Booker students and USF mentors will choose a pseudonym to be utilized in all study write-ups. Qualitative data collected by the research team will be stored for up to 3 years after the end of this iteration of the project. At that point, print data will be shredded and digital data will be deleted. Raw data may be shared with the study team (USF researchers and Booker Middle School staff affiliated with the project). Project donors will only have access to final anonymized documents and executive summaries.

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.

1. Data collection - Data from SCS participants

Avoid the beginning/end of school year and statewide testing. See the current year School Calendar and Assessment Calendar.

3/24/2023, 4/21/2023

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. 3/15/2023

3. Report Writing - Analysis and synthesis of findings

8/31/2023

4. Final Report - Submitted to institution

8/31/2023

5. Required Executive Summary or abstract due to SCS

This should be within 45 days of the expiration of the Research Notice of Approval.

9/30/2023