

**Red Wing Public Schools**  
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**School Board Meeting Agenda Item**

Topic: Educational Data Sharing Agreements  
Contact(s):  
Presenter(s): Karsten Anderson, Superintendent

Nature of Action Requested by Board

Board action   
Board information or scheduled report

Background Information

The school district is updating several educational data privacy agreements and work agreements based on feedback and questions received over the past few months.

Private educational data may be shared without parental consent with contractors who are providing an institutional service on behalf of the School District, provided that the District has control over their use of the data and the contractor is subject to the FERPA rules regarding use and redisclosure of education records. See 34 C.F.R. § 99.31(a)(1)(i); Minn. Stat. § 13.32, subd. 3(e). The attached agreements with i3Works and Every Hand Joined contain language to bind them to those expectations.

*i3works*

The school district began working with i3works in response to a routine audit from the Minnesota Department of Education on behalf of the Office of Civil Rights about student enrollment in vocational courses. Since then, i3works has completed a variety of projects for the school district as described below.

*Every Hand Joined*

The school district has actively participated in Every Hand Joined for a decade. The school district contracts with EHJ to address data needs (see below for examples of work completed). Network partners receive aggregate data through a datamart sponsored by EHJ with data generated by the state and/or school district. Non-profit partners receive student-level data for the families that have submitted a signed parent release form.

### Past Projects

I3works and Every Hand Joined have worked independently or collaboratively on a variety of data needs. Past projects include:

- Created “Behind the Numbers” data visualization tools so that district staff could better understand teacher / student interactions. This replaced a report from the PBIS team that was very labor intensive and did not have the same level of detail.
- Performed troubleshooting to identify discrepancies in how behavioral incidents were being coded in Synergy.
- Facilitated meetings with administration to standardize how behavioral incidents are coded. Gained consensus on definition of specific violation codes.
- Led effort to improve data and make sure “DIRS”, the end of the year errors report, had far fewer pages. Allowed for accurate reporting to be made to the State of Minnesota.
- Analyzed historical trends in KSEP data to understand changes in kindergarten preparedness.
- Analyzed attendance data to understand compliance with attendance taking practices.
- Performed troubleshooting to find errors in how attendance rates were being calculated for middle school and high school.
- Performed troubleshooting to identify discrepancies in how race/ethnicity data was being coded in Synergy. Allowed for accurate reporting to be made to the State of Minnesota.
- Created documentation for new statewide Ethnic & Racial Demographic form.
- Performed troubleshooting to find errors in how grades and assignments were being entered into Gradebook for Twin Bluff.
- Managed data process necessary to distribute technology associated with the transition to distance learning in March 2020.
- Worked with Twin Bluff staff to ensure that the attendance process was working correctly with transition to distance learning.
- Worked with the district food director to ensure that Covid food distribution sites were placed appropriately for serving all RWPS students.
- Worked with the district food director to identify new food site at South Park. Resulted in \$40,000 in additional revenue.
- Oversaw data conversion into new platforms (for example, EdSpring and Synergy).
- Managed high school graduation data upload and management for National Student Clearinghouse.

### Future Projects

Examples of Possible Future Projects include:

- EdSpring customization to support specific RWPS needs.
- Migrating KSEP data into EdSpring.
- Performing analysis of KSEP results.
- Manage further code changes for PBIS data.
- Troubleshoot problems with attendance tracking in distance learning.
- Perform analysis to support PBIS team.
- Troubleshoot implications of adding Jefferson Elementary to current systems and platforms.
- Review process for using Groups in Synergy for managing permissions.
- Review process for managing opt-outs in Synergy.
- Perform analysis of factors associated with student retention under distance learning.

### Other Nonprofit Partners

Other nonprofit partners (such as Hispanic Outreach, Youth Outreach, and Hope Coalition) provide direct service with students. Families complete data releases so the school district can release educational data about these specific students to their employees, tutors and/or mentors.

### Summary of Request

The school district, i3works, and community partners would like to further outline roles and responsibilities by adopting a variety of agreements. These agreements are not required by law, but they represent good practice in data management.

### Recommendation

I move to approve the following agreements as presented:

- I3works, Master Services Agreement
- Every Hand Joined, Educational Data Privacy Agreement
- Hispanic Outreach, Educational Data Privacy Agreement
- Youth Outreach, Educational Data Privacy Agreement
- HOPE Coalition, Educational Data Privacy Agreement