



State Education Resource Center  
Ingrid M. Canady, Interim Executive Director

June 23, 2015

Matt Conway  
Superintendent  
Derby Public Schools  
35 Fifth Street  
Derby, CT 06418

Dear Mr. Conway:

Per your request, and under the auspices of SERC's Internal Review Board (IRB), this letter is being written to formalize our prior discussions regarding data collection and analysis for CT's State Personnel Development Grant (SPDG). As Superintendent of Derby Public Schools, you are authorizing SERC, on behalf of the State Department of Education (SDE), to use student-level data as part of the grant evaluation and reporting requirements. SERC and Derby mutually agree that this data will be used to determine and facilitate Derby's implementation of a multi-tiered system of academic and behavioral supports to increase student achievement. The following student-level data will be collected and analyzed for this purpose.

Office Discipline Referral (ODR) Data: to examine patterns of behavior, proportionate representation, and year to year improvement;

Universal Screening Data for Reading: to analyze Effectiveness of Core Instruction (i.e., students on grade level in the Fall who remain on level in the Spring), and Effectiveness of Intervention (i.e., students not performing on level in the Fall who evidence growth/advance to grade level in the Spring); and

Sample Individualized Education Programs (IEPs): to conduct quality review of students' access to, participation, and progress in the general education curriculum.

This data will be aggregated at the cohort (Derby schools are involved in Cohort 3), district, and school levels. It will also be disaggregated for students with disabilities, students of color (i.e., Black and Hispanic students), and students acquiring English (i.e., English learners) to expedite effectiveness of implementation for identified student groups. Please note, if received, all identifiable student information is removed and replaced with coding for purposes of aggregating and disaggregating data.

It is understood that per expectations of the Office of Special Education Programs (OSEP), SERC is working with an external evaluator, Glen Martin Associates, to compile, analyze, and summarize some data. This adheres with the federal law requirements of the Family Educational Rights and Privacy Act (FERPA) which states:

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"...Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to...specified officials for audit or evaluation purposes; [and]... organizations conducting certain studies for or on behalf of the school." (see 34 CFR § 99.31)

GMA agrees to use information provided solely for the purposes of fulfilling its obligations pursuant to its contract with SERC and agrees that it shall only have access to personally identifiable information from education records as allowed under the audit and evaluation exception and the studies exception as defined by FERPA (see 20 U.S.C. Section 1232g). Student data submitted to GMA is stored in an electronic format on systems maintained by GMA in a secure data center. The measures that GMA takes to protect the privacy and security of student data while it is stored are associated with industry best practices, including: file encryption, firewalls, and password protection. Any student-level data received will be destroyed by GMA within three months of the conclusion of the contract with SERC.

Per this understanding, as Superintendent of Derby Public Schools, you agree that SERC may use the student-level data submitted as part of the annual data analysis process for CT's SPDG. Data will be reported in the following ways: 1) at federal level, as part of Annual Performance Report (APR) submitted to OSEP; 2) at state level, to validate programming and scale-up; and 3) at district/school level, to customize training and technical assistance. As Superintendent, you will have access to all report summaries to share with administrators and key stakeholders to support Derby's continuous improvement efforts and expansion of quality programming district-wide.

If there is any further information you need, please do not hesitate to inquire with me directly.

Sincerely,

Michelle LeBrun-Griffin  
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