

## MEMORANDUM OF UNDERSTANDING

The purpose of this Memorandum of Understanding is to document permission from Minneapolis Public Schools for STARBASE Minnesota to receive student information from participating schools for program evaluation and reporting. STARBASE acknowledges that data about students attending Minneapolis Public Schools is governed by the Family Education Rights and Privacy Act (FERPA) 20 U.S.C. § 123g, and the Minnesota Government Data Practices Act, Minn. Stat. ch.13, and will abide by those laws.

STARBASE Minnesota is a 501(c)3 nonprofit organization, funded by the U.S. Department of Defense, whose purpose is to increase the knowledge, skills, and interest of inner city youth in science, mathematics, and technology. Since 1993, STARBASE Minnesota has partnered with Saint Paul Public Schools to provide exciting, hands-on, standards-based programs for students in grades 4, 6, 8 in the unique, real-world aerospace environment of the Minnesota Air National Guard Base in St. Paul, Minnesota. STARBASE serves 2,500-2,600 students annually from 35 inner city schools in St. Paul and Minneapolis. STARBASE Minnesota is free to schools.

The Department of Defense has specific requirements of STARBASE to collect and report program data in order to maintain funding. This includes student names, their student ID #, race/ethnicity, language, and free/reduced lunch information. At STARBASE students take pre and post tests to measure gains in knowledge, skills, attitudes and career awareness. These results are reported back to classroom teachers and principals upon conclusion of the program and have provided Minneapolis Public Schools with valuable information that has helped classroom teachers and principals assess student performance and attitudes in science, math and technology. Internally at STARBASE, we conduct extensive data analysis, looking at student results from a multitude of angles in order to maximize effectiveness with students —information critical to the continuous improvement of our programs, curriculum and instruction. Student ID information will be used for longitudinal studies to measure potential long range impact of our program. It is for these reasons that information must be provided by the schools for each student rather than class or school summary data, and each school must submit forms to STARBASE with that information prior to participation. At no time will individual student scores/information be reported externally except to the classroom teachers and principals who receive pre/post test results recorded for each student. All other external reporting will use aggregate data.

STARBASE will submit a yearly report providing a summary of the data from Minneapolis School students who have participated in the STARBASE program. This report needs to be submitted within 90 days after the STARBASE program's fiscal year to the Director of Math, Science, & Technology in Curriculum and Instruction.

This Memorandum of Understanding documents the agreement between STARBASE Minnesota and Minneapolis Public Schools for STARBASE Minnesota to receive the necessary student information listed above and on STARBASE participation forms for all students who participate in STARBASE programs.

  
Kim Van Wie, Executive Director

STARBASE Minnesota

  
Dr. William Green, Designated Superintendent,  
Minneapolis Public Schools