

MEMORANDUM OF UNDERSTANDING

To Saint Paul Public Schools: Superintendent, Meria Carstarphen, Ed.D
Additional Contacts: Steve Schellenberg, Valeria Silva

From: Kim Van Wie, Executive Director, STARBASE Minnesota
STARBASE Minnesota, 659 Mustang Ave., St. Paul, MN 55111
Phone: 612-713-2530 Fax: 612-713-2540

Date: February 6, 2009


Re: Student Information Provided to STARBASE Minnesota


The purpose of this Memorandum of Understanding is to document permission from Saint Paul Public Schools for STARBASE Minnesota to receive student information from participating schools for program evaluation and reporting.

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, technology and engineering. 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 in the unique, real-world aerospace environment of the Minnesota Air National Guard Base in St. Paul, Minnesota. STARBASE serves 3,500 students annually from 32 inner city schools in St. Paul and Minneapolis, with the majority of schools from St. Paul Public Schools. For a current list of participating schools, see www.starbasemn.org. 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 Saint Paul 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 is used in 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 (report attached). All external reporting will use aggregate data. Attached please see STARBASE report samples to highlight how the information is used internally for data analysis and externally for reporting. Please see notations on reports.

This Memorandum of Understanding documents the agreement between STARBASE Minnesota and Saint Paul 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


Meria Carstarphen, Ed.D
Superintendent, Saint Paul Public Schools