



## View xForm - Research Review Board (RRB) Submission

### New RRB Submission

#### Data Entry

- Submitted 09/03/2024 2:30 PM ET by Davis, Laura Ph.D.

#### Amendment Summary

<b>RRB Number</b>	2022-1777
<b>Study Title</b>	District Staff, Teacher and Student Experiences with the Skyline Curriculum in the first full year of implementation
<b>Event Type</b>	Modification/Continuing Review defined 09/03/2024
<b>Schools Participating</b>	No answer provided.

#### Description of Research Activities to Date

The UChicago Consortium successfully completed the named exploratory study and reported findings to our CPS partners in the Department of Teaching and Learning and Office of External Research in October of 2022.

Activities associated with the initial scope of work included:

\*qualitative interviews with 27 CPS staff members (combination of central office, network leadership teams, and school leaders) re: their experiences, knowledge, and perceptions as related to the Skyline curriculum initiative

#### Preliminary Results to Date

The research team provided our district partners with internal-facing memos detailing emergent findings from the field scan, which in turn shaped the development of a proposal for research funding to IES.

#### Type of Request

Modification

*Please select continuing review if no changes have been made to your study protocol. If you plan on proposing a modification AND a continuing review, please select modification, as an approved modification will extend your approval period.*

## Indicate Proposed Modification Areas

Other  
Study Timeline

***After summarizing your proposed modifications on this page, please update the following pages as appropriate. Please update all aspects of your proposal to reflect your proposed modifications. Any changes made within your proposal will be displayed as tracked changes to your assigned reviewer.***

### **Please provide an overview of the proposed modifications to your study timeline**

We are requesting to incorporate existing data from this completed 2022 study into an ongoing study examining the implementation of the Skyline literacy curriculum in CPS. The current study began in 2022 and runs through 2025 - though data collection (involving human subjects) has concluded. We intend to contact a subset of approximately 10-12 participants from the exploratory 2022 study to request individuals' permission to use their interview data in service of the current study. No other activities will be required beyond granting or denying permission for the data's use.

### **Please provide an overview of any other proposed modifications to your study protocol**

We are requesting to incorporate select participants' interview data from this exploratory study (RRB2022-1777) into a related study (RRB2022-1834) examining CPS teachers' experiences with the Skyline literacy curriculum in grades K-2.

We would like to include brief excerpts from interviews with approximately 10-12 senior district leaders (Central office and Network offices) who were involved in or had first-hand knowledge of the inception, development, and launch of Skyline - as part of the CPS Curriculum Equity Initiative. These interviews were initially conducted in 2022.

## **Optional Attachments - please attach any reports/publications that have been created thus far here.**

Fieldscan Permission to Use Existing Data 2024.09 v2.docx Misc/Other

## **Pertinent CPS Documentation**

## Submitter

Davis, Laura Ph.D.

**Email:** lauradavis@uchicago.edu

**Phone:**

## Overview of Pertinent CPS Documentation

The RRB is composed of members representing various Central Office academic departments as well as the Law Department. The RRB meets quarterly to evaluate new proposals to conduct research. The RRB calendar and deadlines for submissions can be found on the CPS Research Website here. Decisions resulting from the research review process will be communicated to the applicant of the request as well as appropriate CPS staff in accordance with the estimated timelines outlined in the respective RRB calendar. External researchers may not begin any research activities or obtain data for research purposes without first following the procedures outlined in this policy and securing the necessary approvals.

***We expect all researchers to be familiar with the guidelines and policies guiding research within the district. Please verify that you have read and acknowledged the following:***

### **External Research Study and Data Policy**

✓ I have read and understood the External Research Study and Data Policy

### **CPS RRB Guidelines**

✓ I have read and understood the CPS RRB Guidelines

### **CPS Equity Framework**

✓ I have read and understood the CPS Equity Framework

### **CPS Volunteer Policy**

✓ I have read and understood the CPS Volunteer Policy, including background check requirements

## Study Personnel Details

### Study Title

District Staff, Teacher and Student Experiences with the Skyline Curriculum in the first full year of implementation

**Does your organization participate in a Research Practice Partnership (RPP) with Chicago Public Schools?**

Yes

**Please select the RPP with which you are affiliated**

UC CCSR

**RPP Point of Contact**

An, Chen PhD

**Email:**

**Phone:**

**Current Study Contacts**

Name	Role
Davis, Laura Ph.D.	Primary Contact
Davis, Laura Ph.D.	Principal Investigator

**Is the Principal Investigator a Student?**

No

**Is the researcher a CPS Staff Member?**

No

**Funding and Intervention Information**

**Is this project contracted by the CPS Board of Education?**

No

**Is a funding source associated with the proposed research?**

Yes

**Who is the primary funding source?**

UChicago Consortium Investor Council

**What is the amount of funding awarded?**

\$75,000.00

**Please list primary contact information of funder.**

Penny Sebring, psebring@uchicago.edu

**Select the option that applies to your study**

My study will be occurring District-wide

**Will this research require any in-person interaction or intervention activities?**

Yes

**Will this research require any virtual interaction or intervention activities (Google Meets, Zoom, etc.)?**

Yes

*Please note that Zoom is not approved for use with CPS Students. Any virtual activities will need to be conducted via Google Meets and safe@cps.edu must be invited to Google Meet. Please adjust virtual methods accordingly. For more information on permitted interactions with students and staff, please visit <https://www.cps.edu/about/policies/acceptable-use-policy/external-volunteers/>.*

**Please review CPS's Acceptable Use of Technology Guidance (AUP)**



*Questions about eligibility or appropriate use of communication channels should be directed to the school principal or CPS External Research department. Only CPS-approved communication channels may be used.*

*Please be aware that virtual interviews involving students may only be conducted via Google Meets. A CPS Staff member must be present for the entire duration of the interview. For more information on CPS' Acceptable Use of Technology policies, please visit <https://www.cps.edu/about/policies/acceptable-use-policy/external-volunteers/>*

**Please check all of the following that apply to your research protocol:**

Classroom Artifacts  
Interviews

**Please describe your classroom artifact collection protocol, detailing when, where, duration, frequency, and with whom?**

We will collect instructional materials from the Skyline LMS platforms to corroborate / contextualize information obtained from interviews with curriculum designers and school staff. No student work or materials with student identifiers will be collected.

We will request these materials from interviewees / participants as part of the interview protocol (see information sheets and protocols). We may request additional instructional materials or access to LMS online platform resources from the Skyline central office team. No personally identifiable information will be collected.

**Please describe how data will be captured and stored securely**

Digital files will be transferred to the research team via a secure transfer protocol (e.g., upload into a password protected, shared folder housed on UChicago-maintained servers). Any physical artifacts will be scanned and stored on the UChicago server. Only research team members will have access to these files.

**Please attach all relevant documents here.**

CPS CCSR Master Services Agreement with Data Security Specs	Misc/Other
Field Scan Information Sheet for Central Office Staff.docx	Misc/Other

**Please outline your protocol for individual interview activities, describing when, where, duration, frequency, and with whom.**

Central office personnel, network leaders, and school leaders will be invited to participate in one-on-one interviews with a member of the research team. At this time, we anticipate the majority of interviews will be conducted online using a secure, encrypted video conference platform (e.g., Google Meet). Prospective participants will be able to choose whether to sit for an online or in-person interview. Participants will have the opportunity to select the time and location of the interview. Interview duration will be determined by staff schedules and will utilize approximately 1 hour (60 minutes) of participants' time. Interview questions are designed to elicit descriptive accounts of the aims, design principles, and implementation strategies associated with the Skyline curriculum initiative.

**Does this involve video, audio, or photograph recording?**

Yes

**Please describe the protocol for audio/video recording**

The researcher will ask for participants' permission to audio record their voice during the interview (see interview protocols).

Interviews will be audio recorded to ensure the accuracy of information collected by the project team. Participant names will not be included in the audio recordings; only participant or research site ID codes will be associated with the audio files. Original audio files (i.e., recordings) will be destroyed after transcripts have been completed and reviewed for accuracy. No sensitive data will be collected as part of these protocols. Individuals who do not agree to have their voices recorded may not be eligible to participate in this study.

Audio files will be immediately transferred from digital voice recorders to a folder on the University's encrypted, password protected server. Only members of the research team have access to the server files. The audio recording files stored on the voice recorders will be expunged immediately after transfer to the server.

Audio recordings will be destroyed in the same manner as other data collected as part of this study. All data will be retained for three years, in accordance with federal guidelines for research involving human subjects, and thereafter destroyed in a secure manner.

**Please describe how data will be captured and stored securely**

Interviews will be audio recorded to ensure the accuracy of information collected by the project team. Participant names will not be included in the audio recordings; only participant or research site ID codes will be associated with the audio files. Original audio files (i.e., recordings) will be destroyed after transcripts have been completed and reviewed for accuracy. No sensitive data will be collected as part of these protocols. Individuals who do not agree to have their voices recorded may not be eligible to participate in this study.

Audio files will be immediately transferred from digital voice recorders to a

folder on the University's encrypted, password protected server. Only members of the research team have access to the server files. The audio recording files stored on the voice recorders will be expunged immediately after transfer to the server.

Audio recordings will be destroyed in the same manner as other data collected as part of this study. All data will be retained for three years, in accordance with federal guidelines for research involving human subjects, and thereafter destroyed in a secure manner.

**Please attach all study materials corresponding to interview procedures (i.e., consent forms, protocol, recruitment and incentive plans)**

Skyline Participant Written Consent 2022.02.25.doc	Consent Forms
Interview Protocol - Central Office Staff.docx	Interview Protocols
Interview Protocol - Network Leader.docx	Interview Protocols
Interview Protocol - School Leader.docx	Interview Protocols
Field Scan Information Sheet for Central Office Staff.docx	Recruitment Materials
Field Scan Information Sheet for Network and School Leaders.docx	Recruitment Materials

**Will this research require the use or access of existing CPS data?**

No

**Will this research require the use or access of existing non-CPS data?**

No

**Study Details**

**Please select all of the following that will be participating in the study?**

Other Staff



**Has this project been reviewed by an Institutional Review Board (IRB)?**

Yes, and it was deemed exempt

**IRB of Record Name**

UChicago Crown Family School Institutional Review Board

**IRB Protocol Number**

IRB22-0293

**Please attach all of your IRB documentation here (include approval/exemptions letters, IRB study protocol, etc.).**

UChicago IRB22-0293 - Skyline Field Scan.pdf IRB Protocol  
Exempt Status Explanation Placeholder.docx Misc/Other

**IRB of Record Primary Contact Email Address**

irb@crownschool.uchicago.edu

**Study Overview**

## Executive Summary or Abstract

*Please provide a high-level overview of your study, including a summary of the motivation, design, and implications of the project.*

In July 2021, the Chicago Public Schools launched its first-ever online curriculum, known as Skyline, in an effort to ensure that all its students have access to high quality, grade appropriate, and culturally relevant instructional materials. The project was conceived in 2019 when a survey of 500 CPS teachers found that nearly half of all respondents reported that their schools did not provide curricula in the areas in which they teach, and over 40 percent of respondents spent between 2 and 5 hours each week searching for instructional resources. While Skyline is available to all teachers in the district, schools were asked to commit to adopting at least one course at one grade level in order to receive district-provided support related to the curriculum (e.g. professional learning opportunities, kits including non-digital materials).

As part of a broader mixed-methods investigation of Skyline's early implementation, we propose an exploratory qualitative study designed to generate formative insights into the dynamics of district-wide implementation and school-level engagement with materials and resources associated with Skyline. The purpose of the qualitative study is to understand and characterize the early goals and expectations of district-level departments and personnel charged with administering and supporting Skyline's initial foray into schools. Findings will highlight systems and processes that appear to facilitate meaningful interaction with Skyline resources, while also outlining opportunities for investment of further effort. The discussion will leverage these findings to provide actionable feedback that informs policy and support for implementation. Findings from this work will also guide future research aimed at characterizing variation and patterns in schools' engagement with Skyline resources.

## Research Questions and Hypothesis

*Please list all research questions and hypotheses associated with this project.*

This qualitative research study is guided by the following research questions:

1. Based on interviews with central office personnel, what goals do district stakeholders have for teacher and student engagement with the Skyline curriculum initiative? What materials, resources, and supports has the district committed to the implementation of the Skyline initiative?
2. Based on interviews with instructional leaders, what factors influence the early adoption and use of Skyline resources?

## Purpose and Literature Review

*Please provide an overview of the existing research and literature on this subject. What is the contextual history of this subject area and how does this research build upon the body of extant knowledge?*

The quality of instructional materials can play an important role in how much students learn (Oakes & Saunders, 2002). Research has shown that students who begin the school year substantially below grade level are more likely to close the achievement gap when asked to work on grade-appropriate material, but many students are not exposed to such material and as a result fall further behind (TNTP, 2018).

Increasing teachers' and students' access to high quality, standards-aligned, culturally relevant instructional materials is a key component of CPS' approach for accelerating literacy development with Skyline. The district has curated and developed a comprehensive K-12 English language arts curriculum that is standards-aligned, culturally relevant, and centered in Chicago. Equally important is ensuring that these materials are used in ways that affirm students' identities and elevate student voice, making professional learning another key aspect of the district plan. Culturally-relevant texts support students' comprehension and engagement, as school learning must be connected to students' prior knowledge and experiences, making the learning experience relevant and affirming.

The Skyline curriculum initiative also contains embedded formative and summative assessments tied to the instructional resources. Formative assessments play a key role in helping teachers identify learning gaps and assess progress on grade level content mastery. "Using high-quality assessments, such as diagnostic and formative assessments that provide timely information to help educators know where to focus for particular students without tracking students or serving them inequitably" is the second key approach named by the USSE Handbook (p. 18).

Each of these strategies for accelerating literacy development must be undergirded by professional learning supports that develop strong instructional practice for all teachers, and especially for teachers of students most impacted negatively by the pandemic. To support teacher practice, CPS has committed to a model of curriculum-focused professional learning. This approach, developed by Carnegie Corporation, provides opportunities for teachers to experience instruction in the same ways their students do, in small group sessions organized like a typical lesson. The focus is squarely on the curriculum and provides opportunities for teachers to wrestle with different instructional approaches, deepen their content knowledge, and rehearse their lessons.

Given the potential for Skyline to make a significant impact on teaching and learning, the UChicago Consortium on School Research has outlined 9-month mixed-methods study of this new initiative. The project has four discrete but interconnected components, which are designed to generate formative insights into the dynamics of implementation and school-level engagement with the materials and resources associated with Skyline.



## Research Activities and Student/Staff Involvement

*Please provide an overview of all primary and secondary research activities associated with this study. Please use this space to describe, as thoroughly as possible, all that will be asked of your research subjects (e.g. surveys, focus groups, observations, etc.)*

We will utilize in-depth qualitative interviews with key stakeholders to understand the goals, structures, and dynamics of early implementation of the Skyline curriculum initiative in CPS. Semi-structured interviews with district personnel in roles or offices responsible for curriculum and instruction (e.g., Teaching and Learning), school leadership and professional learning (e.g., Office of Network Support), and equity-centered school transformation (e.g., Office of Equity) will focus on district objectives for the current phase of implementation, policies and plans for supporting Skyline's uptake in schools, assessment and monitoring, and the status of ongoing curricular and professional development. Interviews with instructional leaders (e.g., school principals or ILT department leads) within schools will center on practitioners' experiences with and perceptions of the Skyline resources and materials, to date, as well as needs for support to scale, improve, or monitor schools' engagement.

This study involves participants from multiple groups involved in the design, implementation, and assessment of the Skyline initiative in CPS, including:

- Staff in the Office of Teaching & Learning, Office of Network Support, Office of Assessment, and Office of Libraries and Educational Technology
  - Network chiefs (approximately 3-5)
  - school leaders from 3-5 CPS schools currently utilizing Skyline resources
- FOR ALL PARTICIPANT GROUPS:

No experimental interventions or tasks are associated with participation in this study.

Audio from the interviews/focus groups will be digitally recorded, with participants' consent. Individuals can elect to skip or decline any questions asked of them. They may also discontinue their participation at any time. Individuals may request that the audio recorder be shut off for any section of their interview/focus group; they are also reminded that their data are solely utilized for research purposes, are stored confidentially, and that their personal identifying information is not shared as part of any report or presentation of findings.

After the interviews/focus groups, participants will retain contact information for the principal investigator and the UChicago institutional review board. They are encouraged to contact IRB or the researcher with any questions or concerns that arise following participation.

There are no expectations of subsequent involvement by research participants beyond the interview/focus group sessions.

**PROCEDURES FOR DISTRICT AND SCHOOL STAFF:** District and school staff will be invited to participate in one-on-one interviews with a member of the research team. At this time, we anticipate the majority of data collection activities will occur online using a secure, encrypted video conference platform (e.g., Google Meet). If guidelines for conducting research in schools changes (in light of the COVID pandemic response), participants will be

given the opportunity to choose whether to conduct interviews in person or online.

Participants will have the opportunity to select the time and location of the interview. Interview duration will be determined by staff schedules and will utilize approximately one hour (60 minutes) of participants' time. Interview questions are designed to gain nuanced descriptive insights into the aims, design, and implementation of Skyline across CPS.

## **Research Methodology and Analytical Technique**

*Please provide an overview of your research methodology and specific analytical techniques that will be utilized as part of this study.*

The study proposed involves the collection of data from semi-structured interviews and focus groups designed to elicit the beliefs and understandings of individuals involved in the design and/or implementation of the Skyline curricular initiative. The study design employs basic qualitative research methods to conduct interviews. Due to restrictions imposed in response to the COVID-19 pandemic, in person data collection will be replaced by synchronous, online data collection using an encrypted video conference platform.

Analytic strategies will include transcription of interview audio files, thematic and grounded coding of transcript data, analytic memoing, and within and cross case comparisons. The goals of analysis are both exploratory and descriptive to provide insight into individuals' sensemaking and decisions, and further, to account for and illustrate potentially meaningful patterns. We will utilize an interpretive analytic approach to derive meaning from themes and cases, in order to shed light on factors that influence schools' engagement with Skyline materials and resources.

### **AMENDMENT - 09/03/2024**

As part of the 2022 field scan study, I conducted 36 interviews with 27 district, network, and school leaders. Interviewees were asked to describe their experiences, understandings, and perceptions of the curriculum development process and product launch. Accounts from multiple interviewees provided salient insight into the district's goals and theory of action. I plan to incorporate brief, deidentified excerpts from interview transcripts into reports of research findings from the current Skyline K2 Literacy Study.

All personally identifiable information was removed from the 2022 interviews as part of initial transcript conditioning. I replaced institutional identifiers (e.g., department or team names) with generic departmental labels intended to demarcate the scope of various teams' involvement.

We propose contacting a subset of Field Scan participants (approximately 10-12 current or former CPS Central Office staff members) to request permission to use their existing interview data in service of the new Skyline study. (See attached Permission Letter.)

In accordance with the 2022 human subjects application, we have maintained a keyed roster linking participant IDs with individuals' names and contact information. We will utilize this information to reach out to the subset of participants - via email - with the permission letter. The permission letter indicates that recipients can RESPOND TO THE EMAIL / letter to grant permission for secondary use of their data, decline, or ask questions of the research team.

We will store PDF copies of response emails in a secure folder with the

study's original consent data.

## **Benefits and Commitment to Equity**



## Benefit to CPS

### Which (if any) of the CPS core values does your research support?

Academic Excellence  
Continuous Learning  
Equity

### Please describe how your project supports each of the core values selected above.

This study is designed to highlight the ways key design principles undergirding the Skyline curriculum initiative are being translated into practice at the network and school levels. We are interested in understanding how the district's core principles may have guided the development and dissemination of Skyline resources, and expect to find evidence of these values integrated in the overarching theory of change. Skyline promotional materials indicate that academic excellence, continuous learning (and professional learning), and equity are cornerstones of this initiative. Our study aims to characterize how these values are rendered in policy and practice.

### How does this project support the district broadly?

This exploratory field scan functions as part of a larger, mixed methods project examining the development, adoption, and early implementation of the Skyline curricular initiative across CPS. The field scan is designed to shed light on the goals, dynamics, and earliest outcomes of schools' first year of engagement with Skyline, in order to support the district's continual scaling of and support for Skyline. The exploratory nature of the study will afford in-process feedback and formative insights to guide district-level policy, resource distribution, and program assessment.

### Please use the table below to list all District CPS Supporters and the role they will have in your study. Use the details box to describe your supporters' title and role in the district. List your primary supporter first.

*Please click "save" after each line.*

CPS Supporter Email Address	CPS Supporter Details
Dickson, Sarah <b>Email:</b> skdickson@cps.edu <b>Phone:</b>	Sarah was among the CPS leaders who invited the Consortium to submit a project proposal to evaluate Skyline.  Upon approval of the RRB for this study and prior to the inception of data collection, we will share information about the study with leaders/key personnel from the following CPS departments: -Teaching and Learning (Sherly Chavarria)

**CPS Supporter Email Address****CPS Supporter Details**

-Office of Network Support (Bogdana Chkoumbova)

-Office of Equity (Eva Covarrubias)

-Skyline Team

We will communicate with these offices to establish an appropriate cadence for exchanging information and feedback on the proposed field scan activities.

We will work closely with those offices/officers who express interest in preliminary findings and recommendations emergent from this study.

**Link to New Contact Form**

User had the option to start a different form here.

## Commitment to Equity

### **In what ways does this project reflect/challenge/progress the district's commitment to equity?**

Given the Skyline initiative's explicit focus on elevating the quality and rigor of instructional resources, delivering culturally responsive content, and reducing gaps in teachers' access to and use of standards-based curricular and assessment materials, findings from this field scan will directly service district priorities for expanding equity in teaching and learning, assessment, and professional learning.

*Reflect on the district's equity framework as well as the following: As a researcher, what is my privilege / bias when it comes to this question? Am I assuming that Black and brown students will inherently perform poorly? Have I consulted those whose communities I want to research? Is the research designed with the holistic humanity of the people I am researching in mind? Do I perceive the communities I want to research as allies, or as research subjects? Am I interrogating / challenging policies and systems that may be contributing to inequities? Will this project create an undue burden on the communities I am seeking to research?*

### **How are your research activities accessible to individuals with disabilities?**

The research team will provide appropriate accommodations to support the participation of participants with physical and developmental needs. Given the criteria for eligibility to participate in this study, we anticipate that staff who are recruited are without disabilities that would preclude their participation in the study activities (e.g., sitting, speaking, listening).

### **Are your research activities translated into languages other than English as appropriate for the community?**

We anticipate that staff who are eligible to participate will be proficient in English, given the language of instruction in the majority of CPS schools. We do not anticipate needing translators to conduct interviews with CPS central office, network, and school staff. We will have consent documents translated into other languages, as needed.

### **How will you share your research findings with the population(s) you are studying?**

The primary purpose of the field scan is to provide formative feedback to the district, in order to guide scaling of and support for the Skyline initiative. We anticipate regular and timely communication with key district stakeholders charged with Skyline's implementation and assessment. With respect to the findings, we will utilize dissemination strategies that facilitate iterative cycles of innovation and evaluation at the level of district policy and instructional practice. Deliverables will prioritize district and practitioner audiences.

## Research Activities

**Start Date of Recruitment**

The system required that I move the start date for the original study

09/03/2024 • Davis, Laura Ph.D. • *Not Internal*

09/07/2024

**End Date of Recruitment**

10/01/2024

**Please provide the date that you will begin primary data collection**

09/07/2024

**Please provide the end date of primary data collection**

10/01/2024

**Please provide the date that you will begin analysis**

09/07/2024

**Please provide the end date of analysis**

05/03/2025

**Please provide the approximate date that you will finalize your research report.**

01/01/2026

**Description of Deliverable/Final Product (i.e., academic/journal article, white paper, memo, report)**

TBD in collaboration with the CPS Skyline team; most likely a presentation and research memo / brief designed for district audiences to highlight emergent patterns, disclose formative insights, and offer recommendations.

AMENDMENT 09/03/2024

Proposed products for the Skyline K2 Literacy Study (RRB2022-1834) include briefings, research reports, journal articles, and presentations to audiences of researchers, policy makers, district partners, and practitioners.

**Will any portion of this research, including recruitment or consent, take place during or in any way interfere with standard activities?**

No

*With very few exceptions, research procedures cannot be carried out during or in any way interfere with standard activities, including instruction time or professional development sessions.*

**Will this study involve study subject randomization or a control group?**

No

**Will your research employ study-subject deception or non-disclosure?**

No

**Will this research involve Product Testing?**

No

**Will this research involve collection of biological samples or biometric data?**

No

**Does this research involve other research procedures not described previously?**

No

**Is this research tied to a standard or novel curriculum, teaching or other program, staff professional development training or program, or other non-research activity or activities?**

Yes

**Please describe**

This is an exploratory field scan focused on the implementation of the Skyline curricular initiative in CPS.

**Has the curriculum, program, PD, etc. already been approved by the district?**

Yes

**Please list the contact information for internal CPS supporter.**

Skyline team (Curriculum Instruction and Digital Learning)

**Does this study involve the use of educational technology (including survey tools, video conference platforms, and third party websites. See note for add'l details)?**

Yes

*Please be aware that under The Student Online Personal Protection Act, SOPPA (105 ILCS 85/), any platform students interact with must be compliant with current data security and student privacy regulations. Please note that this definition includes online survey tools such as Qualtrics. Please use the following website to check if your proposed platform is complaint with SOPPA: <https://cps.app.learnplatform.com/new/public/tools>*

**Please describe the use of educational technology as part of this study**

Skyline instructional materials and professional learning resources are largely accessed through online platforms.

**Is the described educational technology a CPS SOPPA operator?**

Yes

*Please use the following website to check if your proposed platform is complaint with SOPPA: <https://cps.app.learnplatform.com/new/public/tools>*

## **Study Population**

**Will you be submitting a secondary Data Request?**

No

### Study Subject Inclusion Criteria

Participants must be:  
CPS Staff members involved in the design, implementation, assessment, or administration of the Skyline curriculum initiative

*If the research involves more than one study subject population (e.g. students, parents, teachers, staff), please individually detail the inclusion criteria for each.*

Inclusion Criteria: In order to be eligible to participate in this study, adults must belong to one of the three following groups:  
-District staff involved in the development, implementation, or assessment of the Skyline curricular initiative  
OR  
-School leaders in a CPS school that is currently utilizing Skyline resources  
OR  
-Network leaders supporting one or more schools' engagement with Skyline

### Study Subject Exclusion Criteria

Not eligible for participation are any persons who do not meet the criteria for eligibility outlined above.

*If the research involves more than one study subject population, please individually detail the inclusion criteria for each*

### Please select all special populations that may be targeted for your study

*No answer provided.*

### Describe the potential direct and/or indirect benefits for all detailed research procedures and populations

There are no direct benefits to participants of this study.

**Describe the anticipated potential risks, however minimal, associated with the detailed research procedures and subject populations**

There are no anticipated risks associated with participation in this study. Participation in this study poses no greater than minimal risk to the subject (45 CFR 46.404) and no risks beyond those associated with everyday life. There are no known risks to individuals' employment status, legal status, or academic standing.

**How will the identified risks for all research procedures and subject populations be minimized and/or mitigated to the greatest extent possible?**

Participation in this study involves no more than minimal risk.

Program and institutional affiliations will be removed from all reports of findings to protect privacy and confidentiality of participants. Data conditioning, prior to analysis, will involve removal of any personal identifiers (such as individuals' first and last names), which will be replaced with participant IDs.

Though unlikely, individuals may be able to deduce/infer the identities of other participants based on descriptions provided in the reporting of research findings. Individuals may also disclose their involvement in the research to others. It may also be possible for individuals to identify their own accounts in reports of research findings.

The research team does not guarantee anonymity, though care is taken to protect individuals' privacy in reporting. The nature of findings from this study do not include highly sensitive personal information (e.g., medical records, criminal records). Disclosure of any personal information is up to individuals, as their participation and responses are voluntary. No names, birthdates, or other identifiers are stored with the collected data. Inadvertent exposure of the data would not necessarily jeopardize individuals' privacy rights.



**What procedures will you use in the event that research questions/processes produce observable stress/distress in subjects?**

Should individuals experience stress as a result of participation in this study, they will be advised to contact the research team for additional support and/or referrals for resources and intervention. In the case of an identified or suspected threat to individuals' safety, the research team will contact local law enforcement and/or campus security officials to seek immediate intervention.

**INTENT TO HARM**

If a participant tells a member of the research staff that s/he is thinking about harming another person or her-/himself, the research staff will immediately notify appropriate school safety officers, mental health resource providers, or law enforcement.

The following language will be included in the school staff consent form:

"Researchers must report any indications expressed by participants of intent to harm oneself or others."

**CHILD ABUSE**

The research team will report any suspected or disclosed case of child abuse or neglect to the proper authorities.

The following language will be included in the school staff consent form:

"Researchers must immediately report evidence of suspected child abuse or neglect to the appropriate authorities."

**Will you compensate study subjects?**

No

**Study Recruitment**

**Outline every aspect of the recruitment process for non-teacher staff participants.**

We will be utilizing a snowball sampling approach that situates central office staff as the initial points of contact for the investigation. Officers involved in the design, implementation, and assessment of Skyline will be among the first group sampled, followed by other key department staff in the Offices of Teaching and Learning, Network Support, and Assessment. The second and third phases of sampling will involve identification and recruitment of network and school leaders, based on the accounts/recommendations of central office participants.

After proposed research activities have been approved by the institutional review board of Chicago Public Schools, the project Principal Investigator, Laura Davis, will communicate with members of the Skyline team at CPS central office to generate a list of contacts / prospective participants based on their knowledge of and involvement with Skyline development and implementation. The research team will email these contacts with invitations to participate in field scan interviews. Individuals will be informed that participation is voluntary.

The research team will coordinate directly with prospective participants to coordinate a time and location for their interviews; individuals may have the option to sit for interviews in person, depending on COVID mitigation rules in effect. All participants will be able to request online / virtual interviews.

The recruitment script outlines key information about the study's objectives, proposed activities, and scope of dissemination. The recruitment script also provides contact information for the research team to address any questions or concerns about participation.

We will plan to obtain verbal consent from all participants. Researchers will read a consent script before the start of each interview; participants will be asked to give informed consent. Individuals who do not wish to give consent will not be eligible to participate in the field scan interview.

**AMENDMENT 09/03/2024**

No new participants will be recruited as part of activities proposed by the amendment. We plan to contact a subset (approximately 10-12) participants from the now completed exploratory study to request individuals' permission to use their existing interview data as part of an ongoing study. We will contact these former participants by email - using the keyed roster and contact information maintained by the project team. The permission letter is attached.

**Please attach all recruitment materials not attached elsewhere (Optional).**

Fieldscan Permission to Use Existing Data 2024.09 v2.docx Misc/Other

**Please attach all consent/assent forms associated with this study not already attached elsewhere (Optional).**

*No answer provided.*

**Identify study team members who will recruit subjects.**

Laura Davis (Project Principal Investigator)

**Will this research involve screening procedures**

No

## **Compliance**

### **FERPA**

*For more information on FERPA, click here.*

**Is any aspect of this research subject to FERPA?**

No

### **ISSRA**

*For more information on ISSRA, click here.*

**Is any aspect of this research subject to ISSRA?**

No

### **PPRA**

*For more information on PPRA, click here.*

**Is any aspect of this research subject to PPRA?**

No

## **Permission, Confidentiality, and Security**

**Attach a draft of the permission letter that will be sent to school Principals**

*No answer provided.*

*Please note that Principals have final authority over what happens in their schools.*

**How will you protect the privacy of prospective research subjects? Please detail how study subject privacy will be protected during recruitment, screening, consent, and all research procedures. Provide an accounting for all applicable research procedures and study populations.**

Due to the COVID-19 pandemic response, interviews will most likely be conducted virtually using a web-based video conference platform (e.g., Google Meet). Individuals will have the opportunity to select the date/time and location for their interviews. Because subjects will have the opportunity to determine the scheduling, they may join the conference from their workplace or from another location of their choosing. As part of recruitment and scheduling, researchers will advise that interviewees select a location that provides them reasonable privacy. The research team will not disclose the names of individuals who agree to participate without their permission. Though the research team will never share their personal information, individuals may self-disclose their participation and/or disclose the identities of other participants.

If written consent is required by CPS, consent data will be collected and maintained by an online eConsent platform - REDCap - which is end-to-end encrypted and available only to members of the research team.

**Describe the data confidentiality or security provisions that will be in place for all research data.**

**AUDIO FILES**

Audio files will be immediately transferred from digital voice recorders to a folder on the University's encrypted, password protected server. Only members of the research team have access to the server files. The audio recording files stored on the voice recorders will be expunged immediately after transfer to the server. Servers are accessible exclusively through the University's VPN, which are protected by passwords, file encryption, and a secure firewall.

Audio recordings will be destroyed in the same manner as other data collected as part of this study. All data will be retained for three years, in accordance with federal guidelines for research involving human subjects, and thereafter destroyed in a secure manner.

**CONSENT DATA**

If written consent is required by CPS (as opposed to verbal consent), the research team will be collecting consent electronically (eConsent) using RedCAP. No paper forms will be collected. All participants will be provided a link to the consent/assent platform, which may be accessed via computer or internet-enabled device. Signatures will be collected electronically; RedCAP supports digital signature capture (using a finger or mouse). RedCAP maintains a static copy of response data, which is stored securely in an online repository accessible only by research team members.

Digital consent data will be coded with participant IDs and backed up in a secure, password protected project folder on a UChicago maintained server.

**How will you store participant data?**

With codes

*These details must be included in all applicable consent forms*

**Describe the coding mechanism, indicate where links to codes will be stored, identify the individuals who will have access to coding keys or links, and clarify if codes will be deleted at a later date.**

Participant IDs will be assigned and recorded in a separate password protected, encrypted document (the "keyed" roster). Access to this key is exclusive to members of the research team. The keyed roster will be stored separately from the data, in a password protected folder maintained on University of Chicago servers.

AMENDMENT 09/03/2024: Existing interview data do not need to be transferred. The PI of the study (RRB2022-1777) is a member of the research team for the current/ongoing RRB2022-1834. The data are currently stored on the University server and can only be accessed by designated members of the research team. Any records/data for which we receive permission (participant) and approval (IRB) for use will be duplicated and saved in the secure project folders for the present study.

**Will you keep participants' contact information on file after the data have been collected?**

No

**Will you share individual-level data with other researchers or practitioners beyond the designated key research personnel?**

No

**What will you do with the data once the research has been completed (choose all that apply)?**

Retain data for three years or longer post-completion, then destroy it

*Please note that the district discourages storing study data for longer than three years after study completion.*

**Please describe the purpose for which you will be storing data after the conclusion of the study. Also, explain the planned duration (i.e. how long) you will retain data**

As per Federal Regulations, the HHS protection of human subjects regulations require both institutions and Principal Investigators to retain research-related records. The institution must maintain records of IRB activities and certain other records frequently held by investigators for at least three years after completion of the research (45 CFR 46.115(b)).  
THOUGH THIS FIELD SCAN IS NOT BEING PROPOSED AS RESEARCH, THE CONSORTIUM RETAINS THE RIGHT TO HOLD ON TO RECORDS FROM THIS PROJECT FOR A MINIMUM OF THREE YEARS AFTER PROJECT COMPLETION.

Any documentation of the informed consent of the subjects will be retained by Principal Investigator for at least three years after completion of the research (45 CFR 46.117).

Additional research records (e.g., audio files, email communications, cross walk code book linking participants to participant IDs) will be preserved in electronic/digital form on a secure university server and will be accessible for inspection and copying by the IRB or authorized representatives of HHS at reasonable times and in a reasonable manner (45 CFR 46.115(b)).

**Attachments**

**Please attach all miscellaneous attachments**

I will UPLOAD the letter of approval for the amendment currently under review by the UChicago Crown School IRB as soon as it becomes available. The project has been verbally approved. We should receive a written approval within the next 24 hours.

09/03/2024 • Davis, Laura Ph.D. • *Not Internal*

*No answer provided.*

*If you are resubmitting your protocol following initial review, please attach your response letter here.*

**Are there any additional finalized contracts or agreements associated with this research that have not been attached elsewhere as part of this application (e.g. CPS Data Authorization Agreements)?**

Yes

**Please attach any contract or agreement associated with this research**

CPS\_MasterDUA\_CCSR\_FE\_8.3.20.pdf Contract/Agreement

**Are there any pending (i.e. not yet signed by both parties) contracts or agreements associated with this research that have not been attached elsewhere as part of this application?**

No

**Acknowledgements**

## Acknowledgements

### Please acknowledge the following:

- ✓ All parts of this submission are accurate, complete, consistent, and clear.
- ✓ I have accurately and completely described all intended human subjects research procedures and the populations with whom they will be carried out.
- ✓ I have attached all study materials, including, but not limited to, all materials that will be given to, sent to, read to, or otherwise used with all prospective study subject populations.
- ✓ This submission adhere to all CPS policies and guidance as outlined in the link below  
<https://www.cps.edu/about/district-data/conduct-primary-research/>
- ✓ I have accurately identified all personnel who will be involved in this study.
- ✓ I acknowledge that any/all changes required by the CPS RRB in the course of its review of this submission will be reported to my IRB of record during the entire lifetime of this study.
- ✓ I attest that I will work with my IRB of record to address any concerns raised in the review of this submission.
- ✓ I attest that all of the research procedures detailed in this submission have been carried out with prospective IRB review and approval.
- ✓ I agree to comply with all background check and volunteer procedures required of my study, per the official CPS Volunteer Policy (link provided below):  
<https://policy.cps.edu/download.aspx?ID=272>

## Submission Date

03/03/2022



**Load CR/Mod into IRBManager**  
**- Submitted 09/03/2024 2:31 PM ET by System, The**

**CR/Mod Processing**

**- Submitted 09/13/2024 3:09 PM ET by Corson, Adam**

**CR/Mod Processing**

**Ready for Review**

Approve

**Approval Date**

09/13/2024

**Approval Period (in number of months)**

12

**Existing Background Check Level**

No Background Check

**Existing Background Check Justification**

N/A

**Does background check level need to be updated?**

No

**Notes for Letter**

*No answer provided.*

**RRB Meeting Date for Notification**

09/16/2024

**Current School Sites**

*No answer provided.*

**School Sites Chosen Within Data Entry**

**School Contacts for Sites Chosen**

*No answer provided.*

**Are the Supplementary Sites the same?**

True

**Administrative Reviewer**

Corson, Adam

**Email:** ACorson1@cps.edu

**Phone:**

**Load Approved Modifications**

**- Submitted 09/13/2024 3:11 PM ET by System, The**

## Determination Letter Finalization

- Submitted 09/13/2024 3:12 PM ET by Corson, Adam

**Review Generated Letter and Confirm Before Sending**

### RRB #

2022-1777

### Study Title

District Staff, Teacher and Student Experiences with the Skyline Curriculum in the first full year of implementation

### Principal Investigator

Davis, Laura Ph.D.

**Email:** lauradavis@uchicago.edu

**Phone:**

### Determination Letter

**In some cases you may see other determination letters attached by the submitter. However, only the generated determination letter will be sent in the decision email.**

Name	Type	Date	<i>This determination letter will be automatically attached to an email being sent to the principal investigator.</i>
RRB#2022-1777- Laura Davis, Ph.D. 2024-09-13.docx	Determination Letter	09/13/2024	

**Please use the link below, click on the Attachments link on the left side of the page if you need to upload an edited version of the above letter.**

Modification/Continuing Review defined 09/03/2024

### Output Background Check Level

N/A

### Additional Attachments to Decision Email

*No answer provided.*

## Notes for Determination Email

*No answer provided.*

### Study Site Contact Background Check Expirations

Name	Role	Background Check Expiration
Davis, Laura Ph.D.	Primary Contact	Missing
Davis, Laura Ph.D.	Principal Investigator	Missing

**Please use the text box above to indicate the background check level required or any other pertinent information.**

No Background Check

### Background Check Level Justification

N/A

### Other Notes in Letter

N/A

# UChicago Consortium on School Research

[Date]

RE: Request to use interview data for a related Skyline study

Dear [Participant's Name],

I hope this letter finds you well. As you may recall, in 2022, you participated in an interview as part of an exploratory study examining the launch and early implementation of the Skyline curriculum in Chicago Public Schools. Your contributions to that project were invaluable and directly informed the Consortium's plans for future research related to Skyline.

I am reaching out to request your permission to use the interview data you provided in the 2022 Skyline Qualitative Field Scan for a new research project the Consortium is leading in partnership with CPS. This three-year project, funded by the Institute for Education Sciences, aims to characterize the instructional practices and implementation-related experiences of K-2 literacy teachers in Skyline-adopting schools. **We would like to incorporate data excerpts from the 2022 Field Scan interviews with central office, network, and school staff to establish the context and warrant for the Skyline initiative in CPS.**

I want to assure you that your privacy and confidentiality remain our utmost priority. If you agree to let us use your data for this new study, any personal information that could identify you will be removed; data will not be shared with anyone outside the research team. No personally identifiable information will be included in any reports, publications, or presentations that result from this research. Please note, however, that due to the unique nature of your experiences and perspectives, it may be possible for others to infer that you contributed to the study.

Your participation in this new project is entirely voluntary, and your decision will not affect your professional standing, employability, or relationship to the UChicago Consortium on School Research. If you agree, I will be happy to provide you with more details about the new project and answer any questions you may have.

**Please respond to this email to grant permission for us to use your existing interview data in our current study.** To decline permission, please email me at [lauradavis@uchicago.edu](mailto:lauradavis@uchicago.edu) or call 646-801-9238 and I will ensure that your interview is excluded. If you have questions or would like additional information, feel free to contact me.

Thank you once again for your valuable contribution to our research and understandings. I look forward to hearing from you and appreciate your consideration.

Sincerely,

Laura Davis, Ph.D.  
Senior Research Scientist

## Consent Form for Research Participation

**Study Number:** e.g., IRB22-0293

**Study Title:** District Staff, Teacher and Student Experiences with the Skyline Curriculum in the first full year of implementation

**Researcher(s):** Laura Davis

**Sponsor:** Consortium Investor Council

This is a consent form for participation in an exploratory study of educational practice. It contains important information about this study and what to expect if you decide to participate. Your participation is voluntary.

**Purpose:** The purpose of this qualitative study is to examine the early phases of implementation of the Skyline curriculum initiative in Chicago Public Schools. Through interviews with central office staff, network leaders, and school leaders, we want to understand the overarching goals, support structures, and organizational dynamics of schools' engagement with Skyline materials and professional learning resources. Findings from this work will be shared with district stakeholders to provide formative feedback and guide future efforts to scale and support educators' use of Skyline.

**Procedures and Time Required:** You will be asked to participate in a 1-hour interview with a member of our research team. The interview will be conducted either in person or online and scheduled around your availability. With your permission, the interview will be audio-recorded for note-taking purposes.

**Financial Information:** Participation in this study will involve no cost to you. You will not be paid for participating in this study.

**Risks and Benefits:** Your participation in this study does not involve any risks to you beyond those of everyday life. Please note that you may refuse to answer any interview question and can withdraw from the study at any time, without penalty. No one at your organization will be notified if you withdraw from the study. Your participation has no bearing on your employment or professional standing.

Taking part in this research study may not benefit you personally, but we hope the findings of the study will provide useful insights to guide local education policy and practice.

### Confidentiality:

Information that is obtained in connection with this study and that can be identified with you will remain confidential and will be disclosed only with your permission or as required by law. Researchers must immediately report evidence of suspected child abuse or neglect to the appropriate authorities. Researchers must also report any indications expressed by participants of intent to harm oneself or others.

To maintain confidentiality of your data, personal identifiers will be removed and replaced with participant ID codes and/or pseudonyms. Identifiable data will never be shared outside the

research team and all identifiers will be removed from any data retained. All digital files will be encrypted and saved on a secure, password protected server at the University of Chicago. Only the research team will have access to data from this study. Subsequent uses of records and data will be subject to standard data use policies which protect the anonymity of individuals and institutions. In accordance with federal policy (45 CFR 46), research records including data are retained for three years after the completion of the study and are later destroyed.

**Contacts & Questions:**

If you have questions or concerns about the study, you can contact the researcher, Laura Davis (email: [lauradavis@uchicago.edu](mailto:lauradavis@uchicago.edu), phone: 773-702-4491).

If you have any questions about your rights as a participant in this study, feel you have been harmed, or wish to discuss other study-related concerns with someone who is not part of the research team, you can contact the University of Chicago Crown Family School Institutional Review Board (IRB): phone (773) 834-0402, email [irb@crownschool.uchicago.edu](mailto:irb@crownschool.uchicago.edu).

**Consent:**

Participation is voluntary. Refusal to participate or withdrawing from the research will involve no penalty or loss of benefits to which you might otherwise be entitled. You will be provided a copy of this form. By signing below, you agree to participate in the research.

---

**Participant's Signature**

---

**Participant's Name (printed)**

---

**Date**



## **Introduction and Consent Statement**

I want to start by thanking you for making time to talk to me today. As you might remember from our previous conversations, the purpose of this exploratory study is to learn more about schools' engagement with the new Skyline curriculum initiative in CPS. I'm interested in learning more about the district's goals for Skyline and how the work has been taken up at the central office, network, and school level in this first year of implementation. As part of this study, I'm talking with people who have been involved in the development, roll-out, and assessment of Skyline from the district end of things, as well as those more directly involved in practice at the network and school levels.

Our discussion today is being used exclusively for the purposes of this study. Your name and personal information will not be shared with anyone outside the research team. While I value your participation in the study, you may of course choose not to answer any of the questions I ask you, and you have the right to stop the interview at any time.

I'd like to tape record our discussion to keep track of information and allow me to focus on the conversation. You can let me know if you want me to turn off the tape recorder at any point in the discussion. Is it okay with you if I turn on the recorder? (wait for response)

Do you have any questions for me before we begin?

This is Project ID 22-0293 (CPS IRB 2022####). You've indicated that it's okay for me to record this meeting and I have given each of you a copy of the study information form that includes my contact info in case you have any questions after the interview.

So you'll know where the conversation is going, I'm going to start with a few questions about your role at CPS and your involvement with the Skyline initiative. I'd like to learn more about the origins of Skyline and how it maps on to the district's strategic goals. I have a few questions about the district's approach to rolling out the curriculum and professional learning supports – and the information that's being used to track schools' engagement with those resources. I'm curious to hear about any trends that seem to be emerging or feedback you've received from the field. And we'll wrap up with a few questions about next steps. Does that work for you?

## **Section 1: Background and Role**

1. Tell me a little about your role here with respect to the development and implementation of the Skyline initiative.
  - a. When did you first get involved with the Skyline project?
  - b. How is your department/team/office involved in the rollout of Skyline?

## **Section 2: Skyline Overview**

2. How would you describe the Skyline initiative?
  - a. What are the different parts of Skyline? (curricular materials, professional learning resources, technical assistance and support, \$\$, assessment tools, ???)
3. Why did CPS take on this work? (Why did CPS develop Skyline?)
  - a. What strategic goals or priorities does Skyline advance for the district?
4. Can you tell me a little about how Skyline was developed?

Skyline Qualitative Field Scan  
PROTOCOL: **CPS Central Office Staff**

- a. Which teams, departments, organizations, partners, vendors were involved?
  - b. Needs analysis?
  - c. R&D timeline?
5. Can you talk me through the **theory of action** for Skyline's implementation?
  - a. Preconditions
  - b. Inputs (materials, funding, principal leadership strength, professional development, coaching, etc.)
  - c. Activities / change mechanisms
    - i. Network support / instructional leadership and professional learning resources
  - d. Outputs
  - e. Short & long term outcomes
  - f. Field testing process?
6. How will Skyline influence student learning and students' experiences?

**Section 3: Rollout Strategy and Goals for Year One**

7. Which district offices or teams are currently involved in Skyline's implementation?
  - a. What roles do they play?
  - b. What work occurs across / between these offices? (coordination of efforts)
8. What would you say were the primary goals for this first year of implementation?
  - a. For the district, broadly
  - b. For your office/department
  - c. For staff and students in schools
9. How were schools recruited to take part in the Skyline initiative?
  - a. How was information disseminated?
  - b. How was interest gauged?
    - i. Any screening process?
  - c. What incentives were/are attached?
    - i. SQRP implications?
10. Can you summarize the onboarding and early implementation processes?

**Section 4: Implementation Status and Variation**

11. Can you describe the current scope of implementation?
  - a. # of schools (or classrooms)
  - b. # of curricular modules or resources
  - c. # of technical assistance coaches / supports
12. How does implementation vary across schools?
  - a. By school type / grade levels served
  - b. By network / network chief
  - c. By site
13. What metrics have been/are being used to gauge (departmental/network/school) success?
  - a. What feedback is being collected vis-à-vis the following:
    - i. Use of materials / content and curriculum
    - ii. User experience

- iii. Fidelity of implementation
  - iv. Allocation of support to schools (incl. PD)
  - v. Student learning
14. What patterns seem to be emerging in the ways schools are interacting with the resources?
15. What are some early indicators of success?
16. What are some early indicators of needs / opportunities / obstacles?
17. What additional information needs to be collected to assess these efforts?

#### **Section 5: Next Steps and Up/Downstream Messaging**

18. What are the next steps in this work?
- a. For central office?
  - b. For networks?
  - c. For schools?
19. How have the goals attached to Skyline shifted in the last year?
20. What would you say are the most important things (\_\_\_\_) need to know or do to be successful with implementing Skyline in the coming year?
- a. Skyline program administrators
  - b. Network leaders
  - c. School leaders
  - d. Teachers

#### **Section 6: Wrap Up**

21. What other things should I know about Skyline's implementation in CPS this year? Is there anything else you'd like to share?
22. Do you have any questions for me?

That's everything I have for you! Thank you again for taking the time to meet with me today. I've really enjoyed our conversation. You should feel free to reach out to me with any questions or concerns.

#### **POST INTERVIEW INSTRUCTIONS:**

- Provide your contact information for any follow up questions or comments they have.
- Confirm that the participant has a copy of the study information form to take with them.

## Introduction and Consent Statement

I want to start by thanking you for making time to talk to me today. As you might remember from our previous conversations, the purpose of this exploratory study is to learn more about schools' engagement with the new Skyline curriculum initiative in CPS. I'm interested in learning more about the district's goals for Skyline and how the work has been taken up at the central office, network, and school level in this first year of implementation. As part of this study, I'm talking with people who have been involved with Skyline's development and implementation from the district end of things, as well as people in the field who are seeing how the initiative is taking shape on the ground.

Our discussion today is being used exclusively for the purposes of this study. Your name and personal information will not be shared with anyone outside the research team. While I appreciate your participation in the study, you may of course choose not to answer any of the questions I ask you, and you have the right to stop the interview at any time.

I'd like to tape record our discussion to keep track of information and allow me to focus on the conversation. You can let me know if you want me to turn off the tape recorder at any point in the discussion. Is it okay with you if I turn on the recorder? (wait for response)

Do you have any questions for me before we begin?

This is Project ID 22-0293 (CPS IRB 2022####). You've indicated that it's okay for me to record this meeting and I have given each of you a copy of the study information form with my contact info in case you have any questions after the interview.

So you'll know where the conversation is going, I'm going to start with a few questions about your role as a network (POSITION) and your relationship to schools. I'd like to find out more about your understandings of Skyline and your experiences with it so far. I'm trying to get a better sense of how networks are positioned to support schools' engagement with Skyline resources, so I'll ask a few questions about that, as well. And then I'd like to get your impressions and feedback on what's working, what's not, and where you imagine things will go next with this work. Does that all sound alright?

## Section 1: Background and Role

1. Tell me a little about your role as a (POSITION).
  - a. Can you talk about the types of support you provide to schools, generally?
2. How long have you been doing this work in CPS?
  - a. What preparation / training did you have for the work you're doing now?

## Section 2: Origins and Objectives of Skyline

3. When did you first learn about the Skyline initiative?
4. How would you describe Skyline?
  - a. What are the different parts of Skyline? (curricular materials, professional learning resources, technical assistance and support, \$\$, assessment tools, ???)
5. What are the district's goals for Skyline?
  - a. Why did the district undertake this work?
  - b. How does it connect to other stated priorities?

Skyline Qualitative Field Scan  
PROTOCOL: **CPS Network Leader**

6. From what you know, how is Skyline's implementation supposed to achieve those goals? (intended TOA)
  - a. If this work (i.e., implementation efforts) were successful, what changes might we expect to see? (outcomes)
    - i. What would explain those changes? (mechanisms)
7. What is the network office's role with respect to Skyline?
  - a. What forms of support is the network supposed to provide? To whom?

**Section 3: Implementation Status and Variation**

8. How has the first year of implementation gone so far?
  - a. Scale
  - b. Scope / degree
  - c. Quality of engagement
9. What indicators are you using to track progress / monitor success?
10. I'd like to have you think about a school where you're actively supporting implementation efforts for Skyline. Can you talk about the work they've been doing this year?
  - a. How similar would you say that is to what's happening in other schools across your network? (probe for variation & contributing factors)
  - b. What patterns seem to be emerging in the ways schools are interacting with Skyline resources?
11. Can you tell me a little more about *your role* in that work?
12. What guidance or support have you received from the Central Office with respect to implementing Skyline?
  - a. Training? Professional development
  - b. Tools for measuring / monitoring / assessing work in schools
13. What are the characteristics of schools (or teams) that have been successful at this stage of the work?
  - a. Are there requisite conditions that facilitate success with Skyline?

**Section 4: Bandwidth and Prioritization**

14. How would you say that Skyline has influenced the day-to-day work you're doing with schools?
  - a. Would you characterize Skyline as a value add to your toolbox?
  - b. Where does Skyline fit into your priorities for leadership training and support?
15. Given Skyline's focus on equity, can you tell me a little about how your team was engaging with equity concerns before this year?
  - a. What were those goals for that work?
  - b. Can you walk me through an example?
16. How would you say your approach to centering/supporting equity has changed in the past year?
  - a. How successful do you feel these efforts have been?
17. Overall, how helpful has Skyline been to you in your work as a (ROLE)?
  - a. What things are going well?
  - b. What challenges have you encountered?

**Section 5: Next Steps and Up/Downstream Messaging**

20. What goals do you have for supporting Skyline in the coming year?
  - a. Have your goals shifted at all since this work began?
21. Can you outline your next steps in this work?

*Just a couple of final questions before we wrap up.*

**Section 6: Wrap Up**

22. What other things should I know about Skyline's implementation in CPS this year? Is there anything else you'd like to share?
23. Do you have any questions for me?

That's everything I have for you! Thank you again for taking the time to meet with me today. I've really enjoyed our conversation. You should feel free to reach out to me with any questions or concerns.

**POST INTERVIEW INSTRUCTIONS:**

- Provide your contact information for any follow up questions or comments they have.
- Confirm that the participant has a copy of the study information form to take with them.

## Introduction and Consent Statement

I want to start by thanking you for making time to talk to me today. As you might remember from our previous conversations, the purpose of this exploratory study is to learn more about schools' engagement with the new Skyline curriculum initiative in CPS. I'm interested in learning more about the district's goals for Skyline and how the work has been taken up at the central office, network, and school level in this first year of implementation. As part of this study, I'm talking with people who have been involved with Skyline's development and implementation from the district end of things, as well as folx who are seeing how the initiative is taking shape in practice.

Our discussion today is being used exclusively for the purposes of this study. Your name and personal information will not be shared with anyone outside the research team. While I appreciate your participation in the study, you may of course choose not to answer any of the questions I ask you, and you have the right to stop the interview at any time.

I'd like to tape record our discussion to keep track of information and allow me to focus on the conversation. You can let me know if you want me to turn off the tape recorder at any point in the discussion. Is it okay with you if I turn on the recorder? (wait for response)

Do you have any questions for me before we begin?

This is Project ID 22-0293 (CPS IRB 2022####). You've indicated that it's okay for me to record this meeting and I have given each of you a copy of the study information form with my contact info in case you have any questions after the interview.

So you'll know where the conversation is going, I'm going to start with a few questions about your background and work as a principal. Then I want to push in on Skyline and your experiences with it so far. I'm trying to get a better sense of how schools have incorporated Skyline resources and engaged in professional learning related to them. And then I'd like to get your impressions and feedback on what's working, what's not, and where you imagine things will go next with this work. Does that all sound alright?

## Section 1: Background and Role

1. Tell me a little about your background as a principal at [SCHOOL NAME].
  - a. What brought you to this work?
2. What would you say are your biggest priorities as an instructional leader right now?
  - a. What does that look like in your day-to-day?

## Section 2: Origins and Objectives of Skyline

3. How did you first learn about the Skyline initiative?
  - a. When, in what context
  - b. From whom
4. Can you tell me a little about what Skyline is, as far as you understand it?
  - a. What are the different parts of Skyline? (curricular materials, professional learning resources, technical assistance and support, \$\$, assessment tools, ???)
5. Do you have a sense of how this initiative maps onto broader district priorities?

Skyline Qualitative Field Scan  
PROTOCOL: **CPS School Leader**

- a. How is Skyline's implementation *supposed to* achieve those goals? (intended TOA)
6. What goals, if any, has the district articulated for schools' *preliminary* (first year of) engagement with Skyline?
7. Why did you decide to move forward with adopting Skyline?
  - a. Incentives
  - b. Pressure
  - c. Interest
8. Where does Skyline live at this school? (in what department(s)? team(s)? under whose leadership?)
9. How did Skyline get rolled out here?
  - a. Adoption process / timeline & activities
10. Why did you take this approach?

**Section 3: Implementation Status and Role**

11. How has the first year of implementation gone so far?
  - a. Scale (how many classrooms, how many teachers)
  - b. Scope / degree (how much of the content has been utilized or how much of existing has been replaced?, how consistent is implementation / use across classrooms or teams)
  - c. Quality of engagement (based on observations, anecdotes, feedback)
12. What indicators are you using to track progress / monitor success?
13. What does your role in the implementation process look like?
  - a. In terms of leadership?
  - b. In terms of support?
  - c. In terms of day-to-day activity?

**Section 4: Guidance, Support, Resources**

14. What types of **guidance and support** have you received from **network** staff in implementing Skyline?
  - a. What does that support look like? (activities, frequency, etc.)
15. What **messaging** have you received from **Central Office** during this past year?
  - a. Do you have a sense of where Skyline falls in the district's priorities for school improvement?
  - b. What gives you that impression?
16. What **resources** have been helpful to your school's work with Skyline?
  - a. Did your school participate in systems training to get up to speed with Skyline?
  - b. Can you talk to me about the **professional learning resources** attached to Skyline?
    - i. What are they?
    - ii. How are they accessed?
    - iii. Quality
  - c. What do you think of the curricular content and **instructional materials** provided through Skyline?
    - i. How do these resources differ from those that were being used before?
  - d. How do you feel about the **format of these resources**?



Skyline Qualitative Field Scan  
PROTOCOL: **CPS School Leader**

- i. Are they accessible to students/staff?
  - ii. Are they engaging?
  - iii. Are they user friendly?
  - iv. Are they accessible to diverse learners?
17. How **unique** are the resources attached to Skyline? (How do they differ from materials and resources your school was using before?)
18. What would you say the **defining characteristics** of Skyline instructional materials are?  
*Examples might be:*
  - a. Cultural relevance
  - b. Standards alignment
  - c. Quality learning assessments
  - d. Digital format / technology-enhanced
  - e. Centralized access

**Section 5: Reflection & Next Steps**

19. In what ways has Skyline influenced teaching and learning at your school?
  - a. Would you characterize Skyline as a value add to instruction?
20. What **feedback** have you received from **teachers and staff**?
21. What **feedback** have you received from **students**?
22. What seems to be **going well**?
  - a. What instructional needs does Skyline seem well situated to address?  
(need for high quality materials, need for standards-based assessments & teacher resources, need for culturally relevant materials)
23. What **challenges** have you (or others at your school) encountered in implementing Skyline?
24. What plans do you have for Skyline's implementation next year?
  - a. What are your goals for this work?
  - b. What changes would you like to see?
25. What feedback or recommendations would you like to share with network and/or district leaders based on this past year?

**Section 6: Wrap Up**

26. What other things should I know about Skyline efforts at this school? Is there anything else you'd like to share?
27. Do you have any questions for me?

That's everything I have for you! Thank you again for taking the time to meet with me today. I've really enjoyed our conversation. You should feel free to reach out to me with any questions or concerns.

**POST INTERVIEW INSTRUCTIONS:**

- Provide your contact information for any follow up questions or comments they have.
- Confirm that the participant has a copy of the study information form to take with them.

April 18, 2022

Hello!

My name is Laura Davis and I am an education researcher at the UChicago Consortium on School Research who is interested in learning more about the ways people in Chicago Public Schools are engaging with the new Skyline curriculum initiative. **I am writing to invite you to participate in an exploratory study examining the early implementation of Skyline.** The purpose of this work is to provide formative feedback to district, network, and school leaders about schools' engagement with Skyline in order to guide implementation and support.

Over the next 4 months, I will be meeting with CPS central office staff, network leaders, and school leaders to learn more about their experiences with and perceptions of the Skyline curriculum and professional learning resources. I will also be collecting Skyline curricular materials and instructional artifacts to better understand practitioners' engagement with these resources.

As a participant, **you will be invited to take part in a one hour interview with me to discuss your interactions with and perceptions of the Skyline initiative.** I may ask you to share examples of Skyline materials and resources that you reference. With your permission, I will record audio from our conversation to ensure the accuracy of my notes. You may request that recording be stopped at any time.

**There are no known risks associated with your participation** in this study beyond those of everyday life. Participation is voluntary and you may refuse to participate or withdraw at any time without penalty. Not taking part or withdrawing after the study has begun will not affect your professional standing or employment in any way. Your name and personal information will be removed from any reports and data from this field scan will not be shared with anyone outside the research team. While there are no direct benefits as a result of your participation, we hope that findings from this work will provide useful feedback to CPS and contribute to successful implementation efforts in schools.

If you are interested in participating in interviews as part of this study, please reach out to me by email at [lauradavis@uchicago.edu](mailto:lauradavis@uchicago.edu). You can also schedule your interview by scanning the QR code below. If you have additional questions about the study, you may contact me by email or by telephone at (773) 702-4491.

Sincerely,

Laura Davis, Ph.D.  
Principal Investigator and Project Director

Insert QR code with  
link to online  
scheduling site

April 18, 2022

Hello!

My name is Laura Davis and I am an education researcher at the UChicago Consortium on School Research who is interested in learning more about the ways people in Chicago Public Schools are engaging with the new Skyline curriculum initiative. I am writing to invite you to participate in an exploratory study examining the early implementation of Skyline.

Over the next 4 months, I will be meeting with CPS central office staff, network leaders, and school leaders to learn more about their experiences with and perceptions of the Skyline curriculum and professional learning resources. I will also be collecting Skyline curricular materials and instructional artifacts to better understand practitioners' engagement with these resources.

As a participant, you will be invited to take part in a one hour interview with me to discuss your interactions with and perceptions of the Skyline initiative. I may ask you to share copies of Skyline curricular materials and resources you have interacted with to contextualize the information you share. With your permission, I will record audio from our conversation to ensure the accuracy of my notes. You may request that recording be stopped at any time.

There are no known risks associated with your participation in this study beyond those of everyday life. Participation is voluntary and you may refuse to participate or withdraw at any time without penalty. Not taking part or withdrawing after the study has begun will not affect your professional standing or employment in any way. Your name and personal information will be removed from any reports and data from this field scan will not be shared with anyone outside the research team. While there are no direct benefits as a result of your participation, we hope that findings from this work will provide useful feedback to district leaders and contribute to the successful implementation of Skyline across CPS.

If you are interested in participating in interviews as part of this study, please reach out to me by email at [lauradavis@uchicago.edu](mailto:lauradavis@uchicago.edu). You can also schedule your interview by scanning the QR code below. If you have additional questions about the study, you may contact me by email or by telephone at (773) 702-4491.

Sincerely,

Laura Davis, Ph.D.  
Principal Investigator and Project Director

Insert QR code with  
link to online  
scheduling site

## **MASTER RESEARCH SERVICES AGREEMENT**

This MASTER RESEARCH SERVICES AGREEMENT ("**Agreement**") is entered into as of the 1st day of August, 2020 ("**Effective Date**") by and between the Board of Education of the City of Chicago, a body politic and corporate commonly known as the Chicago Public Schools (the "**Board**" or "**CPS**") and The University of Chicago, with offices located at 6054 S. Drexel Ave, Suite 300, Chicago IL 60637 ("**Researcher**") in behalf of its Consortium on School Research. Board and Researcher may hereinafter be referred to individually as a "**Party**" and collectively as the "**Parties**".

### **RECITALS**

A. WHEREAS, the Board desires that Researcher conduct research projects more fully described herein and in the Statements of Work entered subsequent to and pursuant to the terms of this Agreement; and

B. WHEREAS, Researcher has demonstrated expertise in providing such services, has represented that it has the requisite knowledge, skill, experience and other resources necessary to perform such services and is desirous of providing such services for the benefit of the Board.

NOW, THEREFORE, in consideration of the foregoing, which are incorporated into and made a part of this Agreement, and the mutual covenants contained herein, the parties hereby agree as follows:

1. **Term of Agreement:** This Agreement is for a term commencing on the Effective Date and terminating on July 31, 2023 ("**Term**"), unless terminated sooner as provided herein. The Board shall have two (2) options to renew the Agreement for periods of one (1) year (each a "**Renewal Term**") by entering into a written renewal agreement with Researcher.

2. **Research Services:** From time to time, and as agreed upon by the parties hereto, Researcher shall provide research services to or for the benefit of the Board ("**Research Services**"), in accordance with the terms and conditions of this Agreement and any executed Statement of Work. "Research Services" means, collectively, the services, duties, and responsibilities described in this Agreement and any executed Statement of Work, and any and all work necessary to complete them or carry them out fully to the standard of performance required in this Agreement.

A. **General Scope of Services:** A general description of the types of services ("**Services**") that Researcher shall perform under this Agreement is set forth in the "**General Scope of Services**" attached hereto and incorporated herein by reference as Exhibit A. Any and all Services to be conducted under this Agreement shall fall within the approved parameters set forth in the attached General Scope of Services. Either party may request changes to the General Scope of Services. Any such changes shall be documented by a written amendment to this Agreement as described in Section 21 below.

B. **Research Proposals and Statements of Work:**

- i. Any and all Services performed pursuant to this Agreement and an executed Statement of Work shall be subject to the Board's External Research Study and Data Policy (hereinafter referred to as the "**Research Policy**") approved December 11, 2019 (authorized by Board Report #19-1211-PO3), as may be amended. Board policies and any updates thereto can be accessed through the following website: <https://policy.cps.edu/Policies.aspx>.
- ii. Prior to performing any Services, Researcher shall submit a written research services proposal to the Board's Director of School Quality and Management (the "**Research Services Proposal**") in compliance with the Research Policy and any other applicable Board Rules, policies and procedures. Each Research Services Proposal shall identify and fully describe the Services

proposed to be undertaken by Researcher. All Research Services Proposals shall contain sufficient detail to allow the Board to evaluate, among other things, the nature and scope of the proposed Services, the purpose and proposed use of the Services, and the Confidential Information and other data and information that Researcher will need to perform the Services. Prior to the Board granting approval of the Research Services Proposal, the Board shall have the right to (a) request additional information and/or (b) require Researcher to modify its Research Services Proposal. The Board shall determine if the Research Services Proposal requires approval from the Board's Research Review Board ("**RRB**") or Director of School Quality and Management or his/her designee. If the Research Services Proposal requires RRB approval, Researcher shall submit any information requested by the RRB to evaluate the Research Services Proposal. A Research Services Proposal that has received the approval of the Board, either through the RRB or through the Board's Director of School Quality and Management, shall be referred to as an "**Approved Research Services Proposal**."

- iii. Prior to the commencement of any Services described in an Approved Research Services Proposal, the parties will develop and execute a "**Statement of Work**" that incorporates the Approved Research Services Proposal. Prior to the commencement of any Services, this Statement of Work must be signed by an authorized representative of each party hereto. The form of the Statement of Work to be used is attached and incorporated into this Agreement as Exhibit B. The Services and research described in the Statement of Work shall be performed in accordance with the terms of this Agreement. No attempt to alter the terms and conditions of the Agreement through a Statement of Work will be effective. Any attempt to modify or add to the legal terms and conditions of the Agreement through a Statement of Work shall be null and void. In the case of the Board, all Statements of Work that are in accordance with the form provided must be signed by the Board's Director of School Quality and Management or his/her designee. Researcher shall provide a copy of any fully signed Statements of Work to the Board's General Counsel or his/her designee. Each Statement of Work in the form provided and signed as set forth herein shall be incorporated into this Agreement by reference, as if fully set forth herein. All Statements of Work shall be conducted under the purview of an assigned CPS Project Manager ("**CPS Project Manager**"). As reasonably requested by the Board from time to time, Researcher shall report on the progress of each Statement of Work.
- iv. The Parties acknowledge and agree that certain research that was initiated prior to the Effective Date of this Agreement pursuant to the terms of a prior agreement between the Parties will continue to completion under this Agreement. The Parties agree that the ongoing research are referenced and included in the Summary of Continuing Statements of Work that is attached and incorporated as part of this Agreement as Exhibit C. Despite anything In those Statements of Work, the terms of this Agreement shall supersede and prevail over any conflicting terms in said SOW's and any amendments to said SOW's shall be in accordance with the terms of this Agreement.
- v. The Board retains final authority with respect to any and all Services physically occurring on any property owned or controlled by the Board, any activity that negatively affects the safety or welfare of CPS students or Board staff, and any dissemination of Confidential Information including any personally-identifiable student or staff-level data. As set forth below, the Board retains final authority with respect to any and all dissemination of Confidential Information.
- vi. Either party may, from time to time, request changes in individual Statements of Work. Any and all such changes must be documented by a written

amendment to such Statement of Work and must be signed by authorized representatives of each party hereto. In the case of the Board, amendments to Statements of Work must be signed by the Board's Director of School Quality and Management or his/her designee, and if the Research Services Proposal was subject to RRB approval, the amendment to the Statement of Work may require additional RRB approval. Researcher shall provide copies of any amendments to Statements of Work to the Board's General Counsel or his/her designee in a timely manner after all signatures have been obtained.

3. **Compensation:** Researcher agrees to provide the Services at no cost to the Board. Further, the Board shall not reimburse Researcher for any expenses. The Board may charge Researcher for CPS costs associated with Approved Research to be conducted. The applicable Statement of Work will include details regarding any costs that are to be paid by Researcher.

4. **Standards of Performance:** Researcher shall devote, and shall cause all of its staff and subcontractors, if any, to devote, such of their time, attention, best skill and judgment, knowledge and professional ability as is necessary to supply all Services effectively, and consistent with this Agreement and any executed SOW. Researcher acknowledges that, if in the course of providing Services hereunder, it is entrusted with or has access to valuable or confidential information or records of the Board, that with respect to that information, Researcher agrees to be held to the standard of care established by this Agreement and applicable law. Any review, approval, acceptance of Services or deliverables by the Board does not relieve Researcher of its responsibility for the professional skill, care, and technical accuracy of its Services and deliverables. Researcher shall remain responsible for the professional and technical accuracy of all Services, including any deliverables furnished, whether by Researcher or its subcontractors or others on its behalf.

5. **Events of Default:** Events of default ("**Events of Default**") include, but are not limited to, any of the following:

- A. Any material misrepresentation by Researcher in the Inducement of the Agreement or the provision of Services;
- B. Failure to perform in accordance with the terms, conditions, and specification of this Agreement, representation or warranty made by Researcher in the Agreement;
- C. Action or failure to act which affects the safety or welfare of students or Board staff; or
- D. Failure to supply any portion of the Services herein at the time fixed for performance and in the manner specified herein or discontinuance of the supply of the Services for reasons within Researcher's reasonable control.

6. **Remedies:** The Board may give Researcher an opportunity to cure an Event of Default within a certain period of time ("**Cure Period**") which shall not be less than thirty (30) days. In such an event, the Chief Education Officer shall give Researcher a written notice of the default in the form of a cure notice ("**Cure Notice**"). In the case of material defaults, including but not limited to instances where the safety or welfare of students or Board staff are at issue, the Chief Education Officer may determine that no opportunity to cure will be granted; in such a case, the Chief Education Officer shall provide Researcher a default notice ("**Default Notice**") stating that the Agreement is terminated, in whole or in part

Upon the occurrence of any Event of Default, the Board may invoke any or all of the following remedies:

- A. The right to terminate this Agreement, in whole or in part, as to any or all of the Services yet to be supplied effective at a time specified by the Board;



B. The right to suspend the supply of Services during the Cure Period if the default results from Researcher's action or failure to act which affects the safety or welfare of students or Board staff;

C. The right to receive from Researcher any and all damages incurred as a result or in consequence of an Event of Default;

The Board may elect not to declare Researcher in default or to terminate this Agreement. The parties acknowledge that this provision is solely for the benefit of the Board and that if the Board permits Researcher to continue to supply the Services despite one or more Events of Default, Researcher shall in no way be relieved of any responsibilities, duties or obligations under this Agreement nor shall the Board waive or relinquish any of its rights under this Agreement, at law, equity or statute. Whether to declare Researcher in default is within the sole discretion of the Chief Education Officer. Written Default Notice shall be final and effective upon Researcher's receipt of such notice.

The remedies under the terms of this Agreement are not intended to be exclusive of any other remedies provided, but each and every such remedy shall be cumulative and shall be in addition to any other remedies, existing now or hereafter, at law, in equity or by statute. No delay or omission to exercise any right or power accruing upon any Event of Default shall be construed as a waiver of any Event of Default or acquiescence thereto, and every such right and power may be exercised from time to time and as often as may be deemed expedient.

7. **Early Termination:** Either Party may terminate this Agreement in whole or in part, without cause upon thirty (30) days written notice.

After notice is received, Researcher must restrict its activities and those of its subcontractors, to winding down any reports, analyses, or other activities previously begun. No costs incurred after the effective date of the termination are allowed.

Researcher must include in its contracts with subcontractors an early termination provision in form and substance equivalent to this early termination provision to prevent claims against the Board arising from termination of subcontracts after the early termination of this Agreement.

Researcher shall not be entitled to make any early termination claims against the Board resulting from any subcontractor's claims against Researcher or the Board to the extent inconsistent with this provision.

8. **Suspension of Services:** The Board may, upon fifteen (15) calendar day's written notice, request that Researcher suspend supplying Services in whole or part. Researcher shall promptly resume supplying Services upon written notice from the Board and upon such equitable extension of time as may be mutually agreed upon, in writing, by the Board and Researcher. Responsibility for any additional costs or expenses actually incurred by Researcher as a result of remobilization shall be determined by mutual agreement of the parties.

9. **Assignment:** This Agreement shall be binding on the parties and their respective successors and assigns, provided however, that Researcher may not assign this Agreement or any obligations imposed hereunder without the prior written consent of the Board.

10. **Confidential Information, Dissemination of Information, Ownership, Survival:**

A. **Confidential Information:** In performance of this Agreement, Researcher may have access to or receive certain information that is not generally known to others ("**Confidential Information**"). Such Confidential Information may include but is not limited to proprietary information, Student Data as further described below, employee data, contractor data, unpublished school information, CPS financial information, and CPS plans. It is understood and agreed that Confidential Information may include information that Researcher obtains from

CPS's third party vendors through performance of the Services. It is understood and agreed that Confidential Information will not include information that is: (i) or becomes part of the public domain through no breach of this Agreement by Researcher; (ii) made available to Researcher by an independent third party having the legal right to make such disclosure; (iii) known, as supported by records to be provided to the Board contemporaneously, to Researcher prior to disclosure by the Board under this Agreement; (iv) information that can be established and documented by Researcher to have been independently developed or obtained without reliance on the Board's Confidential Information; (v) contained in a publication in accordance with Section 10.G. of this Agreement; or (vi) required to be disclosed by a court of competent jurisdiction, law, or government rule or regulation.

B. Student Data: "**Student Data**" means any data, metadata, information, or other materials of any nature recorded in any form whatsoever, that is generated, disclosed, transmitted, created, or provided by the Board, either directly or through its students, employees, agents, and subcontractors. It is understood that protection of Student Data shall be subject to the special requirements of the Family Educational Rights and Privacy Act ("**FERPA**") and the Illinois School Student Records Act ("**ISSRA**"). For purposes of this Agreement, Student Data shall be considered and treated as Confidential Information for which additional requirements may be required as described below.

C. Data Collected by Researcher: In the course of performing Services in accordance with the terms of this Agreement and an executed Statement of Work, Researcher may be permitted to collect certain information concerning CPS students, CPS Staff, and individual Chicago Public Schools. This includes all information that is created or generated through the Services and that is directly related to a CPS student. Researcher shall strictly adhere to the procedures specified in this Agreement and the applicable Approved Research Services Proposal when collecting any and all such data and shall obtain all necessary written consents to collect such data. Data collected by Researcher pursuant to this Section 10.C. shall be collectively referred to as "Researcher-Collected Data".

D. Parental Consent: The Parties acknowledge that in the course of performing specific Services under this Agreement, the Board may deem it necessary for Researcher and/or CPS to obtain the informed written consent of the student if the student is over the age of majority and consent of students' parents or legal guardians when the student is under the age of majority in order to collect and analyze Student Data. In some circumstances, when the student is under the age of majority, the student's assent may also be required. Researcher shall abide by the Board's direction in each such instance and shall obtain the Board's prior written approval for the use of any consent form in each instance.

E. Use of Confidential Information: Researcher shall use at least the same standard of care in the protection of Confidential Information of the Board as Researcher uses to protect its own confidential information, but in any event such Confidential Information shall be protected in at least a commercially reasonable manner. Researcher shall only use Confidential Information for the sole purpose of performing the Services specifically set forth and addressed in a Statement of Work in accordance with the terms of this Agreement. Researcher shall not disclose Confidential Information except to those of its officers, agents, employees, and subcontractors who have a need to access the Confidential Information to complete the Services as described herein. Other than as specified in this Agreement, Researcher shall not use or disclose any Confidential Information without the prior written consent of the Board, other than as specified in this Agreement, including the properly executed Statements of Work.

F. Handling of Confidential Information: Researcher shall protect against the unauthorized access, use or disclosure of Confidential Information by employing security measures that are no less protective as those used to protect Researcher's own confidential information. When handling Confidential Information which may include, but is not limited to Student Data, Researcher shall:



- i. When mailing physical copies of Confidential Information, send the Confidential Information in a tamper-proof, labeled container, with a tracking number and a delivery confirmation receipt;
- ii. Encrypt any and all Confidential Information stored on portable or removable electronic media, such as CDs, DVDs, electronic tape, flash drives, etc. Further, such electronic media shall be kept locked, or otherwise have sufficient physical access control measures to prevent unauthorized access;
- iii. Not leave Confidential Information in any medium unsecured and unattended at any time;
- iv. Keep all physical copies (paper, portable or removable electronic media, or other physical representations) of Confidential Information under lock and key, or otherwise have sufficient physical access control measures to prevent unauthorized access;
- v. Password protect any laptop or other electronic device that contains Confidential Information. Additionally, any laptop or other electronic device that contains Confidential Information shall have its full hard drive encrypted with an encryption key of no less than 256 bits. Researcher shall not leave any laptop or other electronic device unattended without enabling a screen-lock or otherwise blocking access to the laptop or other electronic device. Researcher certifies that it has policies in place regarding the proper use and storage of electronic devices and passwords securing such devices, and that all employees providing Services under this Agreement shall be informed of and trained on such policies.
- vi. Secure the Confidential Information stored on its systems, including but not limited to any servers, by employing adequate security measures to prevent unauthorized access to, disclosure and use of that information. These measures include appropriate administrative, physical, and technical safeguards, policies, procedures, and technical elements relating to data access controls. All Confidential Information must be secured in transit using secure FTP services or https/TLS 1.0+. Researcher must maintain industry recognized security practices to establish secure application(s), network, and infrastructure architectures.
- vii. Ensure that the manner in which Confidential Information is collected, accessed, used, stored, processed, disposed of and disclosed within Researcher's Services and supporting enterprise complies with applicable data protection and privacy laws, as well as the terms and conditions of the Agreement.
- viii. Conduct periodic risk assessments and remediate any identified security vulnerabilities in a timely manner. Researcher will also have a written incident response plan, to include prompt notification of the Board in the event of a security or privacy incident, as well as best practices for responding to a breach of Confidential Information security practices. Researcher agrees to share its incident response plan upon request.
- ix. Assure that its systems and Services include at least the following safeguards, where applicable:
  - A. Include component and system level fault tolerance and redundancy in system design;
  - B. Encrypt user passwords in any data storage location and obfuscate password entry fields in any entry interface controlled by Researcher;

- C. Encrypt Confidential Information at rest and in transit;
  - D. Authentication of users at logins with a 256-bit or higher encryption algorithm;
  - E. Secure transmissions of login credentials;
  - F. Automatic password change routine;
  - G. Trace user system access via a combination of system logs and an analytical tool with capabilities and metrics equivalent or superior to Google Analytics;
  - H. Secure (encrypt) the audit trails and system generated logs and ensure that they are stored in locations that are inaccessible to automated content discovery software;
  - I. Conduct system level testing whenever new functionalities are added to the system to reconfirm system security measures are retained and functional, and that interaction with the Board systems is not degraded or compromised;
  - J. Employ an in-line intrusion prevention system that inspects incoming data transmissions;
  - K. Prevention of hostile and unauthorized intrusion; and
  - L. Backup of all Confidential Information at least once every twenty-four (24) hours. Perform content snapshots at least daily and retain for at least thirty (30) days.
- x. Confidential Information shall be stored, backed up, and served only on servers located in the continental United States. Researcher's network where Confidential Information may be stored shall have an in-line intrusion prevention system that inspects incoming data transmissions. Researcher shall have a documented disaster covered plan for the electronic systems where Confidential Information may be stored. Data stored in cloud-based systems must be protected in the same manner as local data as described throughout the Agreement. Also, the prior approval of the Board's ITS Program Manager or designee for any hosting solution may be required.

G. Dissemination of Information: Researcher shall not disseminate any Confidential Information to a third party without the prior written consent of the Board. If Researcher is presented with a request for documents by any administrative agency or with a *subpoena duces tecum* regarding any Confidential Information which may be in Researcher's possession, Researcher shall promptly give notice to the Board and its General Counsel with the understanding that the Board shall have the opportunity to contest such process by any means available to it prior to submission of any documents to a court or other third party. Researcher shall not be obligated to withhold delivery of documents beyond the time ordered by a court of law or administrative agency, unless the request for production or subpoena is quashed or withdrawn, or the time to produce is otherwise extended.

H. Publication of Research Results: The Board acknowledges that Researcher's provision of Services under this Agreement is intended to result in the publication of research results, and agrees that such publications may include aggregated data provided, collected, or generated under one or more executed Statements of Work, provided that no such publication shall include any individually identifiable data. Researcher shall provide the Board a copy of any proposed publication no less than thirty (30) days prior to its publication or public dissemination (the "**Review Period**"). During such Review Period, the Board shall have the right to comment on such proposed publication and the Researcher agrees to consider any such comments in good faith, and the Board shall have the right to review such proposed publication and notify Researcher in writing of any inadvertent disclosures of individually identifiable information or Confidential Information, which Researcher will remove or redact. Any redactions requested in writing by the Board shall be final and Researcher agrees that the publication of any material requested in writing by the Board to be redacted, shall be considered a material breach of this Agreement. Following the conclusion of the Review Period, Researcher shall be free to publish

the proposed publication, even in the absence of any acknowledgement or other communication from the Board.

I. Press Release; Publicity: No less than ten (10) business days prior to issuing any publicity news release or granting any press interviews related to any Services provided pursuant to this Agreement or any executed Statement of Work, Researcher shall provide a copy of such news release or summary of such interview talking points to the Board's Office of Communications for written approval, and such approval will not be unreasonably delayed or withheld. Researcher shall not use any of the Board's intellectual property, including but not limited to the CPS logo or the logos of any schools, during or after the performance of Services without the prior express written consent of the authorized representative of the Board. Furthermore, Researcher may not photograph or film or cause others to photograph or film any CPS student without obtaining the prior written consent of the Board's Chief Communications Officer or his/her designee and that of the student's parent or legal guardian as described in Section 10.C of this Agreement.

J. Ownership: All Confidential Information is and remains the property of the Board. Student Data and intellectual property developed by the Board or developed by a third party who transferred rights therein to the Board, including but not limited to the CPS logos and those logos of individual schools, shall at all times be and remain the property of the Board. Researcher Collected Data, as defined in Section 10.C. is and remains the sole property of Researcher.

K. Destruction of Confidential Information: Upon the later of either (i) Researcher's completion of any required reports as part of the Services pursuant to a Statement of Work, or (ii) the termination or expiration of this Agreement ("**Ending Event**"), Researcher shall cease using and destroy all Confidential Information furnished by the Board in performance under this Agreement unless otherwise directed by the Board. Researcher shall destroy all Confidential Information within thirty (30) business days of an Ending Event and provide a written affidavit to the Board that Researcher has complied with the requirement of this provision to destroy such items. In the event that Researcher needs to retain the Confidential Information past an Ending Event, Researcher shall communicate to the Board's Director of School Quality and Management ("**SQM Director**") in advance of the Ending Event the reason for such retention and obtain his/her written agreement. Researcher shall protect such retained Confidential Information in accordance with the terms of this Agreement, even after termination or expiration of the Agreement, and shall not use Confidential Information for any purpose not expressly agreed upon by the SQM Director.

L. Unauthorized Access, Disclosure or Use of Confidential Information. If Researcher has knowledge of any unauthorized access, disclosure and/or use of shared Confidential Information, it shall: (i) notify the Board immediately, which in no event shall be longer than twenty four (24) hours from the Researcher receiving notice of the unauthorized access and use; (ii) take prompt and appropriate action to prevent further unauthorized access or use; (iii) cooperate with the Board and any government authorities with respect to the investigation and mitigation of any such unauthorized access and use, including the discharge of the Board's duties under the law; and (iv) take such other actions as the Board may reasonably direct to remedy such unauthorized access and use, including, if required under any federal or state law, providing notification to the affected persons. Researcher shall bear the losses and expenses (including attorneys' fees) associated with a breach of Confidential Information including, without limitation, any costs: (1) of providing notices of a data breach to affected persons, and to regulatory bodies; and (2) of remedying and otherwise mitigating any potential damage or harm of the data breach, including, without limitation, establishing call centers and providing credit monitoring or credit restoration services, as requested by the Board. Researcher shall include this provision in any and all agreements they execute with subcontractors under this Agreement.

M. Employees, Agents, and Subcontractors: Researcher agrees to cause its employees, agents, and subcontractors, if any, to undertake the same obligations of confidentiality and ownership agreed to herein by Researcher.

N. Additional Obligations Regarding Treatment of Student Data: In addition to the above stated obligations for the treatment and handling of Confidential Information, Researcher shall abide by the following obligations when treating and handling Student Data:

- i. Student Data Use. Researcher shall not use Student Data, including persistent unique identifiers, data created or gathered by Researcher's Services, and technology, to amass a profile about a student or otherwise identify a student except in furtherance of specific Services described in an executed Statement of Work. Researcher will use Student Data only for the purpose of fulfilling its duties and delivering Services under this Agreement.
- ii. Student Data Collection. Researcher will collect only Student Data necessary to fulfill its duties as outlined in this Agreement.
- iii. Marketing and Advertising. Researcher shall not engage in any commercial advertising or marketing to schools, students or their parents/legal guardians when the advertising is based upon any Student Data that Researcher has acquired because of the use of that Researcher's Services, or technology. Notwithstanding the foregoing, the Board acknowledges and agrees that Researcher may use Student Data to identify and recruit participants, including but not limited to CPS student, parents, and CPS staff, for research activities conducted in performance of the Services. Any such recruitment activities shall be described in the applicable Approved Research Services Proposal.
- iv. Student Data Mining. Researcher is prohibited from mining Student Data for any purpose. Student Data mining or scanning of user content for the purpose of advertising or marketing to students or their parents is prohibited.
- v. Student Data Transfer or Destruction. Researcher will ensure that all Student Data in its possession and in the possession of any subcontractors, or agents to whom Researcher may have transferred Student Data, are destroyed or transferred to the Board when Student Data is no longer needed for its specified purpose.
- vi. Rights in and to Student Data. Parties agree that all rights, including all intellectual property rights, associated with such Student Data shall remain the exclusive property of the Board. Nothing in this Agreement is meant and nothing shall be interpreted to mean that the Board releases any ownership or control of Student Data during the performance of the Services under this Agreement. Student Data shall remain under the control of the Board throughout the Term of this Agreement, including any Renewal Terms. The Board grants Researcher a limited, nonexclusive license to Student Data solely for the purpose of performing its obligations as outlined under the Agreement. This Agreement does not give Researcher any rights, implied or otherwise, to Student Data, content, or intellectual property, except as expressly stated in the Agreement. Researcher does not have the right to sell or trade Student Data.
- vii. Sale of Student Data. Researcher is prohibited from selling, or trading Student Data.
- viii. Access. Any Student Data held by Researcher will be made available to the Board upon request of the Board. The identity of all persons having access to Student Data through Researcher will be documented and access will be logged.

O. Data Security Manager: Researcher shall provide the Board with the name and contact information for an individual who shall serve as the Board's primary security contact and who shall be available to assist the Board as a contact in resolving obligations associated with a Student Data-related security breach. The designated contact shall respond to any Board inquiries within twenty-four (24) hours, or such other reasonable time as agreed upon by the Parties.

P. Survival: The provisions of this Section shall survive the termination or expiration of this Agreement.

11. **Representations and Warranties of Researcher**: Researcher represents and warrants that the following shall be true and correct as of the effective date of this Agreement and shall continue to be true and correct during the Term of this Agreement

A. Compliance with Laws: Researcher is and shall remain in compliance with all applicable federal, state, county, and municipal, statutes, laws, ordinances, and regulations relating to this Agreement, as amended from time to time, including but not limited to the Prevailing Wage Act, 820 ILCS 130/1 *et seq.*, the Drug-Free Workplace, the Illinois School Student Records Act ("ISSRA"), the Family Educational Rights and Privacy Act ("FERPA"), the Protection of Pupil Rights Amendment and any others relating to non-discrimination. Further, Researcher is and shall remain in compliance with all applicable Board policies and rules, as may be amended from time to time. Board policies and rules are available at <https://policy.cps.edu/Policies.aspx>;

B. Good Standing: Researcher, each of its members, if a joint venture or limited liability company, and each of its subcontractors, if any, have not been deemed by the Board's Chief Procurement Officer to be in default under any other agreement with the Board during the five (5) year period immediately preceding the effective date of this Agreement, and have not been debarred under the Board's Debarment Policy during the three (3) year period immediately preceding the effective date of this Agreement;

C. Authorization: In the event Researcher is an entity other than a sole proprietorship, Researcher represents that it has taken all action necessary for the approval and execution of this Agreement, and execution by the person signing on behalf of Researcher is duly authorized by Researcher and has been made with complete and full authority to commit Researcher to all terms and conditions of this Agreement which shall constitute valid, binding obligations of Researcher;

D. Financially Solvent: Researcher warrants that it is financially solvent, is able to pay all debts as they mature, and is possessed of sufficient working capital to supply all Services and perform all obligations under this Agreement;

E. Gratuities: No payment, gratuity, or offer of employment was made to or by Researcher, any of its members of a limited liability company or joint venture or, to the best of Researcher's knowledge, to any subcontractors, in relation to this Agreement or as an inducement for award of this Agreement. Researcher is and shall remain in compliance with all applicable anti-kickback laws and regulations.

F. Research Activities and Data Requests: Except as specifically set forth in this Agreement, Researcher shall not conduct research in the Chicago Public Schools or use Confidential Information for research purposes. In the event that Researcher seeks to conduct research in the Chicago Public Schools or use Confidential Information for research purposes outside of those set forth in this Agreement, Researcher shall comply with the Board's External Research Study and Data Policy adopted on December 11, 2019, as may be amended from time to time. Researcher acknowledges and agrees that it may not begin any research activities or obtain data for research purposes, other than as specifically set forth in this Agreement,



without the prior written consent of the Director of School Quality and Management or his/her designee.

G. No Legal Action Preventing Performance: As of the Effective Date, Researcher has no knowledge of any action, suit, proceeding, or material claim or investigation pending or to its knowledge threatened against it in any court, or by or before any federal, state, municipal, or other governmental department, commission, board, bureau, agency, or instrumentality, domestic or foreign, or before any arbitrator of any kind, that, if adversely determined, would materially affect Researcher's ability to perform its obligations under this Agreement.

H. Intellectual Property: In performing and delivering the Services under this Agreement, Researcher shall not knowingly or intentionally, after due inquiry, violate or infringe upon any patent, copyright, trademark, trade secret or other proprietary or intellectual property rights of any third party and will not improperly use any third party's confidential information. Researcher shall grant, without encumbrance, all ownership, licensing, marketing and other rights required to furnish all materials and products that it furnishes to the Board under this Agreement and can grant or assign all rights granted or assigned to the Board pursuant to this Agreement.

I. Prohibited Acts: Within the three (3) years prior to the effective date of this Agreement, Researcher or any of its members if a joint venture or a limited liability company, or any of its or their respective officers, directors, shareholders, members, managers, other officials, agents or employees (i) have not been convicted of bribery or attempting to bribe a public officer or employee of any public entity and (ii) have not been convicted of agreeing or colluding among contractors or prospective contractors in restraint of trade, including bid-rigging or bid-rotating, as those terms are defined under the Illinois Criminal Code.

J. Free of Computer Viruses: Researcher shall use commercially reasonable best efforts designed to ensure that the Services, and any software used in Researcher's performance of the Services, are free of malicious code, malware, Trojan horses, ransomware, worms, and other computer viruses.

K. Debarment and Suspension: Researcher certifies to the best of its knowledge and belief, after due inquiry, that:

1. it, its principals, and its subcontractors providing Services under this Agreement are not barred from contracting with any unit of state or local government as a result of violation of either Section 33E-3 (bid-rigging) or Section 33E-4 (bid rotating) of the Illinois Criminal Code (720 ILCS 5/33A et seq.);
2. it, its principals, and its subcontractors providing Services under this Agreement are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency or any unit of State or local government; and
3. it, its principals, and its subcontractors providing Services under this Agreement have not violated the rules, regulations, or laws of any federal, state, or local government unit or agency.

**"Principals"** for the purposes of this certification means officers, directors, owners, partners, persons having primary management or supervisory responsibilities within a business entity; and, if a joint venture is involved, each joint venture member and the principals of each such member.

L. Continued Disclosure Requirement: If at any time during the Term of the Agreement Researcher becomes aware of any change in the circumstances that makes the representations and warranties stated above no longer true, Researcher must immediately disclose such change to the Board in accordance with the Notice provision of this Agreement.

12. **Background Check.** Researcher shall comply with the following requirements and such other procedures as may be determined necessary by the Board from time to time for each employee, agent, volunteer or subcontractor who may have contact with a CPS student as a result of this Agreement (individually and collectively “**Staff**”) (“**Background Check**”). For purposes of this Section, contact via text messages, live chats, emails, any other digital or online media, telephone, in person, or through any other means shall be considered “contact”. Researcher shall not allow any Staff to have contact with students until Researcher has confirmed with the Board that each respective Staff has successfully completed the Background Check in accordance with the following requirements:

A. **Do Not Hire List.** The Board will perform a check of eligibility of each Staff who may have contact with a CPS student pursuant to this Agreement by checking the Board’s “Do Not Hire” (“**DNH**”) records (“**DNH Check**”). The Board will utilize the same DNH Check process that the Board uses for its own prospective staff. Staff with a DNH designation shall not provide Services hereunder.

B. **Criminal History Records Check.** Researcher shall, at its own cost and expense, have a complete fingerprint-based criminal history records check conducted on each Staff who may have contact with a CPS student pursuant to this Agreement through the process established by the Board, including using the Board’s contracted vendor for conducting such checks, and otherwise in accordance with the Illinois School Code (105 ILCS 5/34-18.5), which refers to and incorporates the Sex Offender and Child Murderer Community Notification Law (730 ILCS 152/101 *et seq.*), and the Murderer and Violent Offender Against Youth Registration Act (730 ILCS 154/1 *et seq.*) (collectively “**Criminal History Records Check**”). A complete Criminal History Records Check includes the following:

1. Fingerprint-based checks through the Illinois State Police and the Federal Bureau of Investigation;
2. A check of the Illinois Sex Offender Registry and the Nationwide Sex Offender Registry; and
3. A check of the Illinois State Police Murderer and Violent Offender Against Youth Registry.

The results of each Criminal History Records Check shall be adjudicated by the Board. Staff shall not have contact with CPS students prior to successfully completing the Criminal History Records Check. When the Board determines that any Staff has not passed a Criminal History Records Check, such Staff shall not access any Board facility and shall not have contact with any CPS student hereunder.

C. **Department of Children and Family Services Check.** At Researcher’s cost and expense, the Board shall have the right to check Staff who may have contact with a CPS student pursuant to this Agreement for indicated reports of child abuse and/or neglect with the Illinois Department of Children and Family Services (“**DCFS**”) State Automated Child Welfare Information System (or a comparable determination of child abuse or neglect by a government agency in another jurisdiction) for each Staff (“**DCFS Check**”). Researcher shall follow the directives and processes of the Board for initiating any DCFS Check, and the results of each DCFS Check shall be adjudicated by the Board. Staff determined by the Board not to have passed a DCFS Check shall not access any Board facility and shall not have contact with any CPS student hereunder.

D. **Background Check Representations and Warranties.** With respect to each Background Check, Researcher further represents and warrants that Researcher shall:

1. Utilize the process established by the Board for completing each Background Check and immediately initiate all action, as directed by the Board, to have such Background Check performed;

2. Obtain from each of its prospective and current Staff and provide to the Board a signed copy of any release and consent required to conduct the Background Check in the form determined by, and as directed by the Board;
3. Confirm with the Board's Chief of Safety and Security that each respective Staff has successfully completed the Background Check through the process established by the Board and complied with the Board's directives regarding the results of each Background Check before any contact with a CPS student may occur;
4. When contact with a CPS student may occur, not allow any Staff to provide Services until a DNH Check, Criminal History Records Check, and DCFS Check have been completed by the Board and the results of the Background Check satisfy for the Board, at a minimum, the requirements of 105 ILCS 5/34-18.5 and the requirements of all other Acts and Laws referenced in this Section, as may be amended;
5. Comply with and require compliance of all Staff with directives from the Board relating to any updates to any Background Check (which updates shall be received and adjudicated by the Board) and provide any other information requested by the Board necessary for the performance of the Background Check and its update process; and
6. Immediately remove from any contact with any CPS student pursuant to this Agreement and otherwise terminate access for any Staff determined by the Board not to have passed a Background Check or update for any matters arising after an initial Background Check.

E. Allocation of Costs and Liquidated Damages. Researcher is obligated to cause the Background Check to be performed for all Staff who may have contact with any CPS student pursuant to this Agreement, and Researcher shall be responsible for the costs of such Background Check. Whether or not Researcher allocates the costs to its subcontractors shall not affect Researcher's obligations in this Section.

If Researcher fails to comply with this Section, in whole or in part, then, in addition to the Remedies set forth in this Agreement, the Board may exercise additional remedies, including but not limited to: (i) withholding payments due under this Agreement, and any other agreement Researcher may have or enter into with the Board until Researcher remedies such non-compliance to the Board's reasonable satisfaction; (ii) immediately terminating this Agreement without any further obligation by the Board of any kind (other than payment for Services previously rendered pursuant to the terms herein); (iii) seeking liquidated damages; (iv) or taking any other action or remedy available under this Agreement or by law.

Liquidated damages shall be calculated as \$5,000.00 per breach of this Section, which, for purposes of clarity, for the aggregate calculation of liquidated damages, will include each instance of contact with CPS students by Staff as a separate breach. It is understood and agreed that Researcher's non-compliance with this Section shall constitute a material breach of this Agreement.

13. **Independent Contractor:** It is understood and agreed that the relationship of Researcher to the Board is and shall continue to be that of an independent contractor and neither Researcher nor any of Researcher's employees, agents, or subcontractors shall be entitled to receive Board employee benefits. It is further understood and agreed that the Board shall not be responsible for, nor incur any liability for, any State or Federal withholding or other taxes or for FICA or State unemployment insurance for Researcher, its agents, employees or subcontractors, and the payment of any such taxes incurred or due by Researcher shall be the sole responsibility of Researcher. To the extent that the Researcher is subject to taxes under Section 4980H of the Internal Revenue Code, the Researcher shall be solely



responsible for paying such taxes. Researcher agrees that neither Researcher, nor any of its employees, agents, or subcontractors shall represent themselves as employees or agents of the Board. Researcher shall provide the Board with a valid taxpayer identification number as defined by the United States Internal Revenue Code, including, but not limited to, a Social Security Number or a Federal Employer Identification Number.

14. **Indemnification:** Researcher agrees to indemnify and hold harmless the Board, its members, employees, agents, officers and officials, from and against any and all liabilities, taxes, tax penalties, interest, losses, penalties, damages and expenses of every kind, nature and character, including without limitation, costs and attorney fees (collectively "**Claims**"), arising or alleged to arise out of breach of the obligations regarding the protection of Confidential Information set forth in this Agreement and the negligent or willful acts or omissions of Researcher, its officials, employees, agents, and subcontractors related to this Agreement ("**Indemnified Event**"). The foregoing obligation extends to and is intended to encompass any and all Claims that the Services knowingly infringe, misappropriate, or otherwise violate any confidentiality, proprietary, or intellectual property rights of a third party.

Furthermore, in the event that the Board is determined to be liable for taxes under Section 4980H of the Internal Revenue Code as a result of its use of the Researcher's employees under this Agreement, the Researcher shall indemnify the Board for any such liability. And, in the event of unauthorized access, use, or disclosure of Confidential Information arising or alleged to arise from the negligent or willful acts or omissions of Researcher, its employees, agents, and subcontractors, in addition to the obligations provided for in this Section, Researcher shall cover any costs or fees associated with (i) providing notices of a data breach to affected persons and to regulatory bodies and (ii) remedying and otherwise mitigating any potential damages or harm from the data breach, including but not limited to call centers and providing credit monitoring or credit restoration services as may be requested by the Board.

Researcher shall, at its own cost and expense, appear, defend and pay all attorney fees and other costs and expenses arising from an Indemnified Event. In addition, if any judgment shall be rendered against the Board in any such action, Researcher shall, at its own expense, satisfy and discharge such obligation of the Board. The Board shall have the right, at its own expense, to participate in the defense of any suit, without relieving Researcher of any of its obligations hereunder. The Board retains final approval of any and all settlements or legal strategies which involve the interest of the Board.

However, if Researcher, after receiving notice of any such proceeding, fails to promptly begin the defense of such claim or action, the Board may (without further notice to Researcher) retain counsel and undertake the defense, compromise or settlement of such claim or action at the expense of Researcher, subject to the right of Researcher to assume the defense of such claim or action at any time prior to settlement, compromise or final determination thereof. The cost and expense of counsel retained by the Board in these circumstances shall be borne by Researcher and Researcher shall be bound by, and shall pay the amount of any settlement, compromise, final determination or judgment reached while the Board was represented by counsel retained by the Board pursuant to this paragraph, or while Researcher was conducting the defense provided that Board shall not enter into any compromise or settlement without Researcher's prior written approval. Researcher shall not unreasonably withhold approval of any Board settlement agreements covered by their insurance policy limits as set forth in Section 16 below.

To the extent permissible by law, Researcher waives any limits to the amount of its obligations to defend, indemnify, hold harmless, or contribute to any sums due under any losses, including any claim by any employee of Researcher that may be subject to the Workers Compensation Act, 820 ILCS 305/1 et seq. or any other related law or judicial decision (such as *Kotecki v. Cyclops Welding Corporation*, 146 Ill. 2d 155 (1991)). The Board, however, does not waive any limitations it may have on its liability under the Illinois Workers Compensation Act, the Illinois Pension Code, any other statute or judicial decision.

The indemnities set forth herein shall survive the expiration or termination of this Agreement.

15. **Non-Liability of Board Officials:** Researcher agrees that no Board member, employee, agent, officer or official shall be personally charged by Researcher, its members if a joint venture or any subcontractors with any liability or expense under the Agreement or be held personally liable under the

Agreement to Researcher, its members if a joint venture or any subcontractors.

16. **Insurance Requirements:** Researcher, at its own expense, shall procure and maintain insurance covering all operations under this Agreement, whether performed by Researcher or by subcontractors. All insurers shall be licensed by the State of Illinois and rated A-VII or better by A.M. Best or a comparable rating service. Researcher shall submit to the Board satisfactory evidence of insurance coverage prior to the supply of any Services. Minimum insurance requirements are:

A. **Workers' Compensation and Employers' Liability Insurance:** Workers' Compensation Insurance affording workers' compensation benefits for all employees as required by law and Employers' Liability Insurance covering all Researcher's employees, with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence. The workers' compensation policy shall contain a waiver of subrogation clause;

B. Researcher hereby warrants and represents that it is insured or self-insured, and that it has and shall maintain during the term of this Agreement and any renewal thereof adequate coverage for all services being performed by Researcher employees or its subcontractors under this Agreement. If Researcher is self-insured, coverage under such self-insurance shall be at least as broad as would ordinarily be maintained in a commercial insurance policy.

C. **Commercial General Liability Insurance:** Commercial General Liability Insurance or equivalent with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence, combined single limit for bodily injury, personal injury and property damage liability coverage, which shall include the following: all premises and operations; Services/completed operations (for a minimum of two (2) years following completion); explosion; collapse; independent contractors; separation of insureds; defense; and contractual liability. The Board shall be named as an additional insured, on a primary non-contributory basis, for any liability arising directly or indirectly from the supply of the Services, and said coverage shall not exclude claims for sexual molestation and/or abuse;

D. **Professional Errors and Omissions:** Professional errors and omissions insurance coverage in the amount of at least One Million Dollars (\$1,000,000.00) covering contractor and its employees. If insurance is on a claims-made basis, coverage must be in place for a minimum of three (3) years beyond the termination of this Agreement;

E. **Umbrella/Excess Liability Insurance:** Umbrella or Excess Liability Insurance with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence, which will provide additional limits for Commercial General Liability Insurance and Automobile Liability Insurance;

F. **Cyber Liability:** If the Board's Confidential Information is kept on any computers or other electronic devices, Researcher shall carry coverage for damages arising from a failure of computer security, or wrongful release of private information including expenses for notification as required by local, state or federal guidelines. Limit of liability should be at least Two Million Dollars (\$2,000,000.00) per claim and Two Million Dollars (\$2,000,000.00) in the aggregate. Any retroactive date or prior acts exclusion must predate both the date of this agreement and any earlier commencement of any services. If coverage is on a "claims made basis", a five (5) year extended reporting provision must be included. Cyber liability coverage may be included in the technology errors and omissions.

G. **Automobile Liability Insurance:** Automobile Liability Insurance when any motor vehicle (whether owned, non-owned or hired) is used in connection with any Agreement, with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence for bodily injury and property damage; and

H. **Additional Insured:** Researcher shall have its Commercial General Liability Insurance and Automobile Liability Insurance policies endorsed to provide that the Board of Education of the City of Chicago, a body politic and corporate, and its members, employees and agents, and any other entity as may be designated by the Board are named as additional insured on a

primary basis without recourse or right of contribution from the Board.

The insurance company, or its representative, shall submit an insurance certificate evidencing all coverage as required hereunder and indicating the Additional Insured status as required above. to:

Risk Management  
Board of Education of the City of Chicago  
42 W. Madison  
Chicago, IL 60602  
riskmanagement@cps.edu

Any failure of the Board to demand or receive proof of insurance coverage shall not constitute a waiver of Researcher's obligation to obtain the required insurance. The receipt of any certificate does not constitute agreement by the Board that the insurance requirements in this Agreement have been fully met or that the insurance policies indicated on the certificate are in compliance with all Agreement requirements. In the event Researcher fails to fulfill the insurance requirements of this Agreement, the Board reserves the right to stop the Services until proper evidence of insurance is provided, or this Agreement may be terminated.

Any deductibles or self-insured retentions on referenced insurance coverage must be borne by Researcher. Any insurance or self-insurance programs maintained by the Board of Education do not contribute with insurance provided by the Researcher under this Agreement.

For the purposes of this Section, "Subcontractor" shall only apply to a third-party entity engaged by Researcher to conduct activities required as part of the Services under this Agreement, and when that entity requires access to Confidential Information to perform those activities. Further, Subcontractors shall not include individuals working as employees or agents of Researcher, regardless of their access to Confidential Information, with the understanding that Researcher shall ensure such individuals shall abide by the terms of this Agreement with respect to obligations of confidentiality and data security. All Subcontractors are subject to the same insurance requirements of Researcher unless otherwise specified in this Agreement. The Researcher shall require any Subcontractors under this Agreement to maintain comparable insurance naming the Researcher, the Board inclusive of its members, employees and agents, and any other entity designated by the Board, as Additional Insureds. The Researcher will maintain a file of subcontractor's insurance certificates evidencing compliance with these requirements.

The coverages and limits furnished by Researcher in no way limit the Researcher's liabilities and responsibilities specified within this Agreement or by law. The required insurance is not limited by any limitations expressed in the indemnification language in this Agreement, if any, or any limitation that might be placed on the indemnity in this Agreement given as a matter of law.

Researcher agrees that insurers waive their rights of subrogation against the Board.

Researcher must register with the insurance certificate monitoring company designated by the Board and must maintain a current insurance certificate on file during the entire time of providing services to the Board. The initial certificate monitoring company designated by Board is identified below. Researcher must register and pay the annual monitoring fee to the insurance certificate monitoring company prior to performing services for the Board. The Initial annual monitoring fee is currently Twelve 00/100 Dollars (\$12.00) per year, but is subject to change.

Each year, Researcher will be notified 30 to 45 days prior to the expiration date of their required insurance coverage (highlighted on their latest submitted insurance certificate on file) that they must submit an updated insurance certificate with the insurance certificate monitoring company. Insurance certificate submissions and related annual fees are required to be made online at the dedicated website established by the certificate monitoring company identified below.

Questions on submissions and payment options should be directed to the certificate monitoring company.

**Certificate Monitoring Company:**

Topiary Communications, Inc.  
211 W. Wacker, Ste 220  
Chicago, IL 60606  
Phone: (312) 494-5709  
Email: [dans@topiarycomm.net](mailto:dans@topiarycomm.net)  
URL: <https://www.cpsvendorcert.com>

Website for online registration, Insurance certificate submissions and annual fee payments:  
URL -<http://www.cpsvendorcert.com>.

**17. Audit and Records Retention:**

A. Audit: Researcher shall furnish the Board with such information as may be requested relative to the progress, execution and supply of the Services. Researcher shall permit and reasonably cooperate in a periodic audit by Board staff or Board-appointed auditors for compliance by Researcher with this Agreement. Failure of Researcher to comply in full and cooperate with the requests of the Board or its agents shall give the Board, in addition to all other rights and remedies hereunder, the right to charge Researcher for the cost of such audit.

B. Document Retention: Researcher shall retain all records relating to Researcher's Services under this Agreement for the longer of (a) the period required by applicable law, or (b) ten (10) years after the termination or expiration of this Agreement and such records shall be subject to inspection and audit by the Board. If any audit, litigation or other action involving the records is being conducted or has not been resolved, all applicable records must be retained until the proceeding is closed. As used in this clause "records" includes correspondence (including emails), receipts, vouchers, memoranda and other data, regardless of type and regardless of whether such items are in written form, electronic, digital, or in any other form. Researcher shall require all of its subcontractors to maintain the above-described records and allow the Board the same right to inspect and audit said records as set forth herein.

18. Notices: All notices required under this Agreement shall be in writing and sent to the addresses and persons set forth below, or to such other addresses as may be designated by a party in writing. Any notice involving non-performance or termination shall be sent by hand delivery or recognized overnight courier. All other notices may also be sent by mail. All notices shall be deemed to have been given when received, if hand delivered; upon confirmation of delivery, if sent by recognized overnight courier; and three (3) business days after mailed if no confirmation of receipt is available. Refusal to accept delivery has the same effect as receipt.

IF TO THE BOARD: Department of School Quality Measurement and Research  
Director of School Quality Measurement and Research  
Board of Education  
42 West Madison Street  
Chicago, IL 60602

Copy to: General Counsel  
Board of Education of City of Chicago  
One North Dearborn, Suite 900  
Chicago, IL 60602  
Fax: (773) 553-1701

IF TO RESEARCHER: The University of Chicago  
 Attention: Michael R. Ludwig  
 6054 South Drexel Avenue, Suite 300  
 Chicago, IL 60637  
 Fax: (773) 702-2142  
 Email: io-ura@lists.uchicago.edu

Copy to: The University of Chicago  
 Vice President and General Counsel  
 5801 South Ellis Avenue, Suite 619  
 Chicago, IL 60637  
 Fax: (773) 702-0934

19. **Right of Entry:** Researcher, and any of its employees, agents, and subcontractors supplying Services shall be permitted to enter upon a school site in connection with the supply of the Services hereunder, subject to the terms and conditions contained herein and those rules established by the Board. Researcher shall provide advance notice to the Board and subject school principal whenever applicable, of any such intended entry. Consent to enter upon a school site given by the Board shall not create, nor be deemed to imply, the creation of any additional responsibilities on the part of the Board. Researcher shall use, and shall cause each of its employees, agents, and subcontractors to use, the highest degree of care when entering upon any property owned by the Board in connection with the supply of the Services. In the case of any property owned by the Board, or property owned by and leased from the Board, Researcher shall comply and shall cause each of its employees, agents, and subcontractors, to comply with any and all instructions and requirements of Board or authorized Board representative for the use of such property. Any and all claims, suits or judgments, costs, or expenses, including, but not limited to, reasonable attorneys' fees, arising from, by reason of, or in connection with any such entries shall be treated in accordance with the applicable terms and conditions of this Agreement including without limitation the indemnification provisions contained in this Agreement.

20. **Non-Discrimination:** It shall be an unlawful employment practice for Researcher or any of its subcontractors to fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to compensation, or other terms, conditions, or privileges of employment, because of such individual's race, color, ancestry, religion, sex, sexual orientation, age, disability, marital status, parental status, military discharge status or national origin; or to limit, segregate, or classify employees or applicants for employment in any way that would deprive or tend to deprive any individual from equal employment opportunities or otherwise adversely affect an individual's status as an employee because of such individual's race, color, ancestry, religion, sex, sexual orientation, age, disability, marital status, parental status, military discharge status or national origin. At all times, Researcher shall remain in compliance with, but not limited to: the Civil Rights Act of 1964, 42 U.S.C.A. §2000a, *et seq.*, as amended; the Age Discrimination in Employment Act, 29 U.S.C.A. §621, *et seq.*; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C.A. §701, *et seq.*; as amended; the Americans with Disabilities Act, 42 U.S.C.A. §12101, *et seq.*; the Individuals with Disabilities Education Act, 20 U.S.C.A. §1400 *et seq.*, as amended; the Illinois Human Rights Act, 775 ILCS 5/1-101, *et seq.* as amended; the Illinois School Code, 105 ILCS 5/1-1 *et seq.*; the Illinois Public Works Employment Discrimination Act, 775 ILCS 10/0.01 *et seq.*; and the Chicago Human Rights Ordinance, ch. 2-160 of the Municipal Code of Chicago, and all other applicable federal, state, county, and municipal statutes, regulations, ordinances, and other laws.

21. **Entire Agreement and Amendment:** This Agreement, including all exhibits attached to it and incorporated into it, constitutes the entire agreement of the Parties with respect to the matters contained herein. All attached exhibits are incorporated into and made a part of this Agreement. No modification of or amendment to this Agreement shall be effective unless such modification or amendment is in writing and signed by both Parties hereto. Any prior agreements or representations, either written or oral, relating to the subject matter of this Agreement are of no force or effect.

22. **Governing Law:** This Agreement shall be governed as to performance and interpretation in accordance with the laws of the State of Illinois. Researcher irrevocably submits itself to the original jurisdiction of those courts located in the County of Cook, State of Illinois, with regard to any controversy



arising out, or relating to, or in any way concerning the execution or performance of this Agreement. Researcher agrees that service of process on Researcher may be made, at the option of the Board, by either registered or certified mail to the address and to the person set forth in the Notice Section of this Agreement or to such other address or person as may be designated by Researcher in writing. If any action is brought by Researcher against the Board concerning this Agreement, the action shall only be brought in those courts located within the County of Cook, State of Illinois.

23. **Continuing Obligation to Perform:** In the event of any dispute between Researcher and the Board, Researcher may proceed with the performance of all of its obligations under this Agreement with a reservation of all rights and remedies it may have under or pursuant to this Agreement at law or in equity.

24. **Conflict of Interest:** This Agreement is not legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3, which restricts the employment of, or the letting of contracts to, former Board members within a one year period following expiration or other termination of their office.

25. **Ethics:** No officer, agent or employee of the Board is or shall be employed by Researcher or has or shall have a financial interest, directly, or indirectly, in this Agreement or the compensation to be paid hereunder except as may be permitted in writing by the Board's Code of Ethics adopted May 25, 2011 (11-0525-PO2), as amended from time to time, which policy is hereby incorporated by reference into and made a part of this Agreement as if fully set forth herein.

26. **Inspector General:** Each party to this Agreement hereby acknowledges that in accordance with 105 ILCS 5/34-13.1, the Inspector General of the Chicago Board of Education has the authority to conduct certain investigations and that the Inspector General shall have access to all information and personnel necessary to conduct those investigations.

27. **Waiver:** No delay or omission by the Board to exercise any right hereunder shall be construed as a waiver of any such right and the Board reserves the right to exercise any such right from time to time and as often as may be deemed expedient.

28. **Survival/Severability:** All express warranties, representations and indemnifications made or given in this Agreement shall survive the completion of Services by Researcher or the expiration or termination of this Agreement for any reason. In the event that any one or more of the provisions contained herein will for any reason be held to be unenforceable or illegal, such provision will be severed; and the entire Agreement will not fail, but the balance of this Agreement will continue in full force and effect. In such event, the Parties agree to negotiate in good faith a substitute enforceable and legal provision that most nearly effects the intent of the Parties in entering into this Agreement.

29. **Freedom of Information Act:** Researcher acknowledges that this Agreement and all documents submitted to the Board related to this contract award are a matter of public record and are subject to the Illinois Freedom of Information Act (5 ILCS 140/1) and any other comparable state and federal laws and that this Agreement is subject to reporting requirements under 105 ILCS 5/10-20.44.

30. **Joint and Several Liability:** If Researcher, or its successors or assigns, if any, is comprised of more than one individual or other legal entity (or a combination thereof; then, and in that event, each and every obligation or undertaking herein stated to be fulfilled or performed by Researcher shall be the joint and several obligation or undertaking of each such individual or other legal entity.

31. **Counterparts and Electronic Signatures:** This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute but one instrument. A signature delivered by electronic means shall be considered binding for both Parties.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date above.

**THE BOARD OF EDUCATION OF THE  
CITY OF CHICAGO**

DocuSigned by:  
*LaTanya D. McDade*  
396394628F8A43A...

By: \_\_\_\_\_

LaTanya McDade  
Chief Education Officer

August 2, 2020

Date: \_\_\_\_\_

**THE UNIVERSITY OF CHICAGO**

DocuSigned by:  
*Stefan Jellicoe*  
CB7F9EE43D3A483...

By: \_\_\_\_\_

Name: Michael R. Ludwig

Title: Assoc. VP for Research Admin.

Date: July 31, 2020

DS DS DS  
*EL* *JG* *AB*

Approved as to Legal Form:

DocuSigned by:  
*Joseph T. Moriarty*  
571EC59C33144C5...

By: \_\_\_\_\_

Joseph T. Moriarty  
General Counsel

---

Attachments:

Exhibit A - General Scope of Services

Exhibit B - Sample Form of Statement of Work

Exhibit C - Summary of Continuing Statements of Work

## Exhibit A

### GENERAL SCOPE OF SERVICES

This General Scope of Services shall be conducted pursuant to the terms and conditions of the Master Research Services Agreement (“Agreement”) by and between the Board of Education of City of Chicago, commonly known as Chicago Public Schools (the “Board” or “CPS”), and The University of Chicago in behalf of its Consortium on School Research (the “CONSORTIUM”). Defined terms used in this General Scope of Research shall have the same meaning as those ascribed to such terms in the Agreement.

The CONSORTIUM conducts research of high technical quality to inform and assess policy and practice in CPS. Through our research we aim to:

- Identify what matters for student and school success
- Develop stakeholders’ understanding of the evidence base for policy action and improvement of practice
- Identify how programs and policies are working
- Chart district progress on key student- and school-level indicators that are predictive of students’ long-term success

The scope of research to be undertaken by CONSORTIUM is consistent with these goals. The CPS data obtained through research projects that have been approved by the Board will allow CONSORTIUM to work with the Board and other stakeholders to understand how policies and practices in Chicago Public Schools improve the well-being of children and youth, especially related to their academic performance and school outcomes. The specific research projects are developed in collaboration with CPS partners so that project goals and research questions address dilemmas and challenges faced by school practitioners and district administrators. Within each research project, the CONSORTIUM works with CPS and other education stakeholders to develop clear roles and routines to regularly build knowledge and share findings as the project develops. Research conducted under the Agreement will operate under three categories of collaboration and fall into four topic areas and draw on five types of analyses described below.

### Collaboration Categories

#### A. *Co-led Collaboration*

Projects under this category are jointly developed and led by the CONSORTIUM and CPS. Research project responsibilities and decision-making are done jointly among the partners, including securing funding, identifying research questions and methods, interpreting findings, and developing products.

#### B. *Close Collaboration*

A partnership with close collaboration between the CONSORTIUM and CPS partners may be initiated by either partner, with research questions and methods being developed by the CONSORTIUM with strong guidance from CPS. The partners will have frequent, regular communications to mutually share learnings and interpret findings. Products from research projects under this category will be developed by the CONSORTIUM with close consultation from CPS.



C. *Advisory Collaboration*

Research projects under this category are developed by the CONSORTIUM with opportunities for CPS to provide feedback on research questions and methods. The CONSORTIUM project team will have regular meetings with CPS to share and make meaning of findings.

### Research Topic Areas

A. *Rigor and Readiness*

This line of research will focus on the skills and knowledge students need to be successful at each point along the educational continuum, from early childhood through postsecondary education. It will examine traditional measures of academic achievement (test scores and grades), as well as social and emotional development, and students' experiences as they move through different stages of school.

B. *Teachers, School Leaders, and School Staff*

This research examines the structures that facilitate the effectiveness and retention of teachers, leaders, and school staff members, including training, recruitment, professional development, and resources. Specific research studies may focus on how to support culturally-oriented pedagogy; recruiting and retaining teachers of colors; supporting teachers of diverse learners; and the roles that school counselors, social workers and nurses play in schools.

C. *Schools as Organizations*

This strand of research examines the organizational structure and community context of schools and their impact on student achievement. Our research will study the distinctive organizational features of different kinds of schools and programs, and assess how these are related to differences in student achievement across and within schools. Specific studies may examine the ways in which school structures and design influence family's enrollment decisions and their engagement in school, and the mechanisms by which schools improve their climate for teaching and learning.

D. *District Policies*

This strand of work will focus on new policies adopted by the district (e.g. Common Core State Standards, STEM schools, policies around preschool enrollment and bilingual certification), as well as their impact on schools and student achievement. It will involve testing the theory of action behind reforms and isolating the effects of particular changes in policy. Specific studies might examine the effects of the district's school rating policy on teaching and learning, or the ways in which families navigate school enrollment decisions.

### Analytic Approaches

A. *Descriptive analysis*

We will use district data to establish baseline values, quantities, or characteristics of schools, students, and outcomes to examine variation and change over time.

B. *Indicator Development*

We will apply measurement techniques to district administrative data in order to identify, define, and characterize key factors or outcomes of importance such as elements of school culture or levels of postsecondary readiness.

*C. Qualitative analysis*

We will work with district partners to collect a variety of qualitative data through interviews, focus groups, and observations. Our analysis of the data will describe teachers', students', and caregivers' experiences of their schools, district policies, and local community contexts.

*D. Associational analysis*

We will use district administrative and survey data to explore relationships between student, teacher and school characteristics and student achievement, teacher practice, and district trends.

*E. Evaluation analysis*

We will use causal modeling and inference to isolate the effects of particular district policy changes and programs.

CONSORTIUM will provide the Board with products based on research findings. The nature of the research products will depend on the research studies and the form which will provide most effectively provide CPS with findings. The possible products include longer research reports, shorter briefs or snapshots, one-page summaries, infographics or interactive online tools. As appropriate it will provide individual schools with reports on their own organizational strength and on how their students perform on various indicators and outcomes. CONSORTIUM will support efforts to communicate results to various stakeholder groups.

**Exhibit B – Sample Form of Statement of Work****STATEMENT OF WORK # CCSR-****MASTER AGREEMENT FOR RESEARCH SERVICES****The University of Chicago Consortium on Chicago School Research**

Name of Research Project:

CPS Project Manager: Phone: 773-\_\_\_\_\_ E-Mail: \_\_\_\_\_

CCSR Project Manager: Phone: E-Mail:

Period of Performance: until

IRB Number:

CPS RRB Number (if applicable):  

---

---

This Statement of Work #CCSR-\_\_\_\_, effective as of the date of final signature below, which includes the attached Research Services Proposal, shall be conducted pursuant to the terms and conditions of the Master Agreement for Research Services ("**Agreement**") effective August 1, 2020 by and between The Board of Education of the City of Chicago (the "**Board**"), commonly known as the Chicago Public Schools ("**CPS**"), and The University of Chicago ("**Researcher**"), in behalf of its Consortium on School Research. Defined terms used in this Statement of Work shall have the same meanings as those ascribed to such terms in the Agreement.

1. This Statement of Work shall be subject to the terms and conditions of the Agreement and all work and Services performed hereunder shall be conducted as described in the Research Services Proposal that was approved by the Board (the "**Approved Research Services Proposal**"). [Note: If the above-named Research Services only involves the exchange of Confidential Information and does not require that University have contact with CPS students or CPS Staff, the signature of the Board's Chief Accountability Officer or his/her designee on this Statement of Work evidences the BOARD'S approval of the Research Services Proposal. If the Research Services Proposal was subject to the Board's RRB process, a copy of the signed RRB approval letter for this Research Services Proposal must be attached to this Statement of Work to evidence the Board's approval of the Research Services Proposal.]

**Check the applicable box:**

- ☐ This Research Services Proposal only involves the exchange of Confidential Information/Existing Secondary Data.
- ☐ This Research Services Proposal also involves primary research data collection and was subject to the RRB process.
- Attached hereto and incorporated herein by reference as Attachment 2 is a copy of the RRB approval letter for the above-named Research Services.
  - Attached hereto and incorporated herein as Attachment 3 is a summary of the Approved Research Services Proposal. Such "Proposal Summary" is subject to the approval of the BOARD'S Chief Performance Officer or her designee.

Either party may request changes to this Statement of Work, but any such changes must be documented by a written amendment to this Statement of Work and must be signed by an authorized representative of each party hereto. In the case of the Board, any such amendment must be signed by the Board's Chief Officer of Planning and Demographics or his/her designee, and if the underlying Research Services Proposal was subject to RRB approval, the Board will determine whether the Amendment to this Statement of Work requires additional RRB approval.

**IN WITNESS WHEREOF**, the parties hereto have caused this Statement of Work # CCSR-\_\_\_\_/Research Proposal Form to be executed by their duly authorized representatives as of the date first set forth above.

**THE BOARD OF EDUCATION  
OF THE CITY OF CHICAGO**

**THE UNIVERSITY OF CHICAGO**

By: \_\_\_\_\_  
Jeff Broom, Director  
School Quality Measurement & Research

Date: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Date: \_\_\_\_\_

EXHIBIT ONLY -  
NOT FOR EXECUTION

**RESEARCH SERVICES PROPOSAL**

Research Study Name: \_\_\_\_\_  
 to be conducted by:  
 UNIVERSITY OF CHICAGO CONSORTIUM ON SCHOOL RESEARCH

---

**Instructions:**

- Please provide the information requested in **Items 1-5** below. The information provided should be accurate and complete. If you wish, you may use text from your Research Review Board ("**RRB**") submission materials.
- Your Research Services Proposal must be approved, signed and dated by an authorized representative of UNIVERSITY; and it must be approved, signed and dated by the BOARD'S Chief Data and Planning Officer or his/her designee to be valid.
- If this Research Study involves more than obtaining Student Data, Staff Data, and School Level Data directly from the Board, you must append a copy of the RRB Approval Letter to this Research Services Proposal.

The Statement of Work for this Research Study cannot be executed until this Research Services Proposal has been signed by an authorized representative of the UNIVERSITY and by the Chief Data and Planning Officer of the Board or his/her designee. A signed copy of this Research Services Proposal must be attached to the subject Statement of Work.

At a minimum, such overview should include the following information:

1. Provide the Research Questions to be addressed by the Study, and Project Overview.
2. Describe and list the existing CPS data sources that Consortium on School Research wishes to analyze and describe any new data that Consortium on School Research wants to collect.
3. Describe the analytic techniques to be employed to answer the Research Questions.
4. Describe the data collection activities that Consortium on School Research will employ and provide an approximate schedule for these activities to occur.
5. Provide the Research Study timeline, including the reporting and deliverable schedule.

**Exhibit C****SUMMARY OF CONTINUING STATEMENTS OF WORK**

<b>SOW Number</b>	<b>Project Name</b>	<b>Expiration</b>
25	Chicago Post-Secondary Transition Project: Individual School Reports	Ongoing
29	Building Equitable Learning Environments Network	09.30.20
47	Identifying Post High School Paths for at Risk CPS Graduate	08.31.21
51	An Exploration of School Efforts to Improve Preschool Attendance in Chicago Public Schools	12.31.20
55	Access to Eight Grade Algebra: Helping Schools Understand Prospects for All Students	03.31.22
58	Implementation of Common Core and Next Generation Standards: Changes in Classroom Instruction and Student	12.31.20
59	AUSL-North Lawndale Cluster School Study	01.31.21
60	Improving Instruction through Data Use on Teaching Quality	12.31.20
62	IES Double Dose	09.30.20
63	How do Schools and Teachers Influence Socio-Emotional Learning and What Effect Does that Have on Post-HS Outcomes?	10.31.20
65	Computer Science in CPS Landscape Study	11.30.20
68	Studying the Role of Differential Classroom Experiences and Individual Behaviors in the Gender and Race Differences in High School Grades	03.31.22
70	Trauma Responsive Educational Practices Project	09.30.21
71	Post-Secondary Pathways and Match	02.28.22
72	Longitudinal Validation of the 5Essentials Framework for School Improvement	11.30.20
73	Exploring the Relationship Between Pre-K Enrollment Policies and Students' Access and Long-term Outcomes	04.30.21
74	An Exploration of the Influence of Preschool and Early Grade Years for English Learner Students	06.30.21
75	How Schools Address Student Exposure to Community Violence	07.31.22
76	Getting Effective Leaders into High-Needs Schools: A Cross-Site Mixed-Methods Examination of Principal Preparation, Recruitment, and Hiring and Their Associations with Principal and School Outcomes	10.31.23
77	Making Meaning of Multiple Standardized Tests Given by CPS	02.28.22
78	Early Colleges Students & Their College Outcomes	07.31.22

April 18, 2022

Hello!

My name is Laura Davis and I am an education researcher at the UChicago Consortium on School Research who is interested in learning more about the ways people in Chicago Public Schools are engaging with the new Skyline curriculum initiative. **I am writing to invite you to participate in an exploratory study examining the early implementation of Skyline.** The purpose of this work is to provide formative feedback to district, network, and school leaders about schools' engagement with Skyline in order to guide implementation and support.

Over the next 4 months, I will be meeting with CPS central office staff, network leaders, and school leaders to learn more about their experiences with and perceptions of the Skyline curriculum and professional learning resources. I will also be collecting Skyline curricular materials and instructional artifacts to better understand practitioners' engagement with these resources.

As a participant, **you will be invited to take part in a one hour interview with me to discuss your interactions with and perceptions of the Skyline initiative.** I may ask you to share examples of Skyline materials and resources that you reference. With your permission, I will record audio from our conversation to ensure the accuracy of my notes. You may request that recording be stopped at any time.

**There are no known risks associated with your participation** in this study beyond those of everyday life. Participation is voluntary and you may refuse to participate or withdraw at any time without penalty. Not taking part or withdrawing after the study has begun will not affect your professional standing or employment in any way. Your name and personal information will be removed from any reports and data from this field scan will not be shared with anyone outside the research team. While there are no direct benefits as a result of your participation, we hope that findings from this work will provide useful feedback to CPS and contribute to successful implementation efforts in schools.

If you are interested in participating in interviews as part of this study, please reach out to me by email at [lauradavis@uchicago.edu](mailto:lauradavis@uchicago.edu). You can also schedule your interview by scanning the QR code below. If you have additional questions about the study, you may contact me by email or by telephone at (773) 702-4491.

Sincerely,

Laura Davis, Ph.D.  
Principal Investigator and Project Director

Insert QR code with  
link to online  
scheduling site

Date: Thursday, March 3, 2022 5:40:52 PM

Print

Close

ID: IRB22-0293

View: General Information

## 1.0 General Information

This is the first step in your IRB Application. As you complete this application, you will automatically be guided to the appropriate sections needed to complete your submission.

The questions with a red asterisk (\*) are required and must be answered – you will not be able to move to the next page in the application form until you answer any questions that are required.

### 1. \* Full Study Title:

Exploratory Field Scan of Skyline Initiative in Chicago Public Schools

### 2. \* Short Study Title: (Limit to 25 characters. This short title will appear with the IRB number for tracking within AURA)

Skyline Field Scan

### 3. \* Principal Investigator:

Laura Davis

### 4. Primary Contact:

Laura Davis

### 5. Co-Investigators:

Last Name	First Name	Department	CNetID / UCHAD	UChicago ID
There are no items to display				

### 6. Other Study Staff:

Last Name	First Name	Department	CNetID / UCHAD	UChicago ID
There are no items to display				

ID: IRB22-0293

View: ssa\_Research Team Details 2018 Common Rule

## 1.2 Research Team Details

### \*\* IMPORTANT NOTICE \*\*

Based on the PI for this study, this protocol will be sent to the SSA/IRB Committee for review. If this is not correct - do not complete this form, and contact that IRB office for assistance.

**Conflict of Interest Disclosure:** The University of Chicago's Conflict of Interest/ Conflict of Commitment Policy requires that all individuals with the designation of faculty, or other academic appointment, file annually a Conflict of interest-Conflict of Commitment Disclosure. See <https://ura.uchicago.edu/page/conflict-interest-conflict-commitment-coi-coc> Please contact [coi@lists.uchicago.edu](mailto:coi@lists.uchicago.edu) or call the COI office at 773-834-0621 for any questions on AURA-COI or COI CITI Training.

### 1. Select the checkbox for all of the people who will be obtaining consent:

Role	Person	Exec/Division	Department	Consent	CITI Human Subjects Training Completed	Non-CITI Human Subjects Training Completed	Submitted Disclosure Date



	Role	Person	Exec/Division	Department	Consent	CITI Human Subjects Training Completed	Non-CITI Human Subjects Training Completed	Submitted Disclosure Date
<a href="#">View</a>	Principal Investigator	Laura Davis	Urban Education Institute	Consortium On Chgo School Res.	yes	7/11/2019		11/16/2021

ID: IRB22-0293

View: ssa\_Other Study Team Members

### 1.3 Other Study Team Members

1. \* Do you intend to utilize non-University individuals at the study location(s) to help with research activities (Example: data collection, data entry)? These non-University individuals should not be considered Co-investigators or other individuals from an external institution collaborating on a joint project.

☐ Yes ☒ No

ID: IRB22-0293

View: ssa\_Student Research Projects

### 1.4 Student Research Projects

1. \* Is this study being conducted by a student for purposes of fulfilling a degree/certificate program?

☐ Yes ☒ No

ID: IRB22-0293

View: ssa\_Funding Sources 2018 Common Rule

## 2.0 Funding Source

1. \* Have you applied for or been awarded any funding for this research study? Please answer "yes" even if the University of Chicago will not be the primary awardee and you would receive federal funds through a subcontract from another institution.

☒ Yes ☐ No

- a. What is the funding source for this study?

Internal Source

- b. If you have applied or been awarded federally funded research, is your project considered a clinical trial (i.e., "A research study in which one or more human subjects are prospectively assigned to one or more interventions (which may include placebo or other control) to evaluate the effects of those interventions on health-related biomedical or behavioral outcomes")?

N/A

- c. Do you plan on applying for any federal funding for this project? No

2. If you have a funding proposal within AURA Grants, please select:

ID	Name	PI Last Name	PI First Name	Sponsor	Prime Grantee	Status	Submission Deadline
There are no items to display							

3. If you have a contract or other agreement with ARTEMIS, please select:

ID	Name	PI	Sponsor	Status	Primary Funder	All Funders	Associated Agencies
There are no items to display							

**4. Additional funding sources for study related expenses within AURA Grants, please select:**

ID	Name	PI Last Name	PI First Name	Sponsor	Prime Grantee	Status	Submission Deadline
There are no items to display							

**5. If the funding proposal is not available through AURA Grants, please upload it here:**

Name

There are no items to display

*In addition, for each clinical trial conducted or supported by a Federal department or agency, one IRB-approved informed consent form used to enroll subjects must be posted by the awardee or the Federal department or agency component conducting the trial on a publicly available Federal website that will be established as a repository for such informed consent forms. It must be posted on the Federal website after the clinical trial is closed to recruitment, and no later than 60 days after the last study visit by any subject. There may be some exceptions available through the sponsoring agency: contact the SSA/CHC IRB office for information.*

*If your study is funded in whole or in part by the National Institutes of Health and meets NIH's definition of a clinical trial, then Study Investigators and Staff must take GCP training and the study must register with ClinicalTrials.gov and include appropriate language in the consent form regarding ClinicalTrials.gov.*

*The National Science Foundation (NSF) requires training on the Responsible Conduct of Research for students (undergraduate and graduate) and postdoctoral scholars who will be supported by NSF grants to conduct research. More information about this requirement is available at <https://ura.uchicago.edu/page/nsf-certification-requirement-responsible-conduct-research-rcr>.*

ID: IRB22-0293

View: ssa\_Study Locations

### 3.0 Study Locations

Study locations are those site locations and settings where the study team will conduct the research activities involving human subjects (e.g., organizations or agencies, neighborhoods, communities, cities, homes, Internet, schools, etc.).

**1. Select UChicago locations where this study will be conducted:**

Location Name

Consortium on Chicago Research

**2. \* Are the UChicago researchers conducting this study or any portion of the study at a non-UChicago site (in the United States)?**

☒ Yes ☐ No

**1. Specify other research sites in the United States where this research is being conducted and overseen by the UChicago PI:**

	Name of Site	Street Address	City	State	Type of Site
<a href="#">View</a>	Chicago Public Schools	42 W. Madison St.	Chicago	IL	Office

**2. Please describe research activities being conducted at all sites. If the activities are the same as those conducted at the UChicago, please simply state that fact. If activities will differ, please specify how they will differ for each site.**

Interviews with adult staff members of Chicago Public Schools

**3. Please provide letters of support showing permission to conduct research at the study location(s).**

name	description
There are no items to display	

**4. If letters of support are not needed to conduct the research at the study location(s) please state the reason.**

Chicago Public Schools has commissioned the Consortium on School Research to conduct this field scan as part of efforts to evaluate the implementation of its new Skyline curriculum. We are working closely with the district to design this study. The study protocol will also be reviewed by CPS' Research Review Board.

**3. Will any of your research procedures occur outside of the United States?**

☐ Yes ☒ No

**4. Please indicate any service agreement that the researchers may have with an institution or agency at the study location(s) (e.g., training staff at a social service agency).**

The Consortium (CCSR) is an embedded research partner to CPS. A copy of the research agreement governing that partnership is included as an attachment to this application.

ID: IRB22-0293

View: ssa\_Multi-Institutional 2018 Common Rule

#### 4.0 Multi-institutional or collaborative research studies

Multi-institutional or collaborative research means protocol's Principal Investigator is collaborating with one or more external institution(s) engaged in this research project. A lead site or coordinating center is typically responsible for coordinating activities at all other sites, receiving and analyzing data, and developing and updating the study protocol as needed. An unaffiliated co-investigator may be employed at another institution or work independently, and who typically contributes to the scientific development or execution of a project in a substantive, measurable way.

**1. Will you be collaborating with researchers at other institutions to carry out this study?**

☐ Yes ☒ No

**2. Are you requesting that the SSA IRB serve as the IRB of record for an external institution or for an unaffiliated co-investigator?**

**NOTE: You must contact the IRB office to arrange a formal reliance authorization agreement**

☐ Yes ☒ No

**3. Review my request to cede IRB review to another institution.**

**NOTE: This form is only for multi-site projects where you are requesting that an IRB/institution other than the University of Chicago SSA/CHC-IRB serve as the IRB of record.**

☐ Yes ☒ No

**a. Specify the external IRB that will provide IRB review:**

ID: IRB22-0293

View: ssa\_Research Determination

#### 5.0 Research Determination

**1. What type of IRB review are you requesting?**

Exempt Determination

ID: IRB22-0293

View: ssa\_Exempt Request 2018 Common Rule

#### 5.2 Exempt Request

You indicated that this study qualifies for an Exemption Determination. Please provide the following information to help the IRB determine whether this study is Exempt from IRB review.

1. **\* If you believe that your protocol qualifies for exemption, select the category for which you believe it qualifies. The IRB must make the final determination regarding eligibility for exemption.**

**Notes: To qualify for an exemption, the research must involve no more than minimal risk to subjects and must fall under at least one of the categories below. § 46.102(i) Minimal risk means that the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.**

**(Choose ALL that apply)**

L1 Exempt Category 2	<p><b>Research that only includes interactions involving educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior (including visual or auditory recording) if at least one of the following criteria is met. Please check each applicable box:</b></p> <p><b>(Note: Exemption category #2 is only applicable for children/minors under either criterion i or ii and only if their involvement entails educational tests or observation of public behavior when the researcher does not participate in the activities observed - check the box to see criteria details)</b></p>
L2 Exempt Category 2.ii	<p>Any disclosure of the human subjects' responses outside the research would not reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, educational advancement, or reputation. Disclosure of data will not be harmful to subjects or population groups.</p>

(Note: The SSA/CHC IRB recognizes exemption categories 7 & 8 on protocol-specific studies that store, maintain and use secondary data from a closed access database where a specified data steward is able to track the data connected to those individuals who provided and declined broad consent. Databases stored on network systems would likely not qualify for exemption categories 7 & 8.)

2. **If Exempt Category 2 was selected:**

- a. **\* Provide the intent, context, population, and a description of the study procedures in sufficient detail to demonstrate that the research meets the requirements for this category:**

In July 2021, the Chicago Public Schools launched its first-ever online curriculum, known as Skyline, in an effort to ensure that all its students have access to high quality, grade appropriate, and culturally relevant instructional materials. The project was conceived in 2019 when a survey of 500 CPS teachers found that nearly half of all respondents reported that their schools did not provide curricula in the areas in which they teach, and over 40 percent of respondents spent between 2 and 5 hours each week searching for instructional resources. While Skyline is available to all teachers in the district, schools were asked to commit to adopting at least one course at one grade level in order to receive district-provided support related to the curriculum (e.g. professional learning opportunities, kits including non-digital materials).

As part of a broader mixed-methods investigation of Skyline's early implementation, we propose an exploratory qualitative study designed to generate formative insights into the dynamics of district-wide implementation and school-level engagement with materials and resources associated with Skyline. The purpose of the qualitative study is to understand and characterize the early goals and expectations of district-level departments and personnel charged with administering and supporting Skyline's initial foray into schools. Findings will highlight systems and processes that appear to facilitate meaningful interaction with Skyline resources, while also outlining opportunities for investment of further effort. The discussion will leverage these findings to provide actionable feedback that informs policy and support for

implementation. Findings from this work will also guide future research aimed at characterizing variation and patterns in schools' engagement with Skyline resources. Proposed products of this work include presentations to district audiences designed to guide future implementation, as well as a findings brief or memo prepared chiefly for audiences of practitioners and school district administrators.

This qualitative research study is guided by the following research questions:

1. Based on interviews with central office personnel, what goals do district stakeholders have for teacher and student engagement with the Skyline curriculum initiative? What materials, resources, and supports has the district committed to the implementation of the Skyline initiative?
2. Based on interviews with instructional leaders, what factors influence the early adoption and use of Skyline resources?

We will utilize in-depth qualitative interviews with key stakeholders to understand the goals, structures, and dynamics of early implementation of the Skyline curriculum initiative in CPS. Semi-structured interviews with district personnel in roles or offices responsible for curriculum and instruction (e.g., Teaching and Learning), school leadership and professional learning (e.g., Office of Network Support), and equity-centered school transformation (e.g., Office of Equity) will focus on district objectives for the current phase of implementation, policies and plans for supporting Skyline's uptake in schools, assessment and monitoring, and the status of ongoing curricular and professional development. Interviews with instructional leaders (e.g., school principals or ILT department leads) within schools will center on practitioners' experiences with and perceptions of the Skyline resources and materials, to date, as well as needs for support to scale, improve, or monitor schools' engagement.

This study involves participants from multiple groups involved in the design, implementation, and assessment of the Skyline initiative in CPS, including:

- Staff in the Office of Teaching & Learning, Office of Network Support, Office of Assessment, and Office of Libraries and Educational Technology
- Network chiefs (approximately 3-5)
- school leaders from 3-5 CPS schools currently utilizing Skyline resources

#### FOR ALL PARTICIPANT GROUPS:

No experimental interventions or tasks are associated with participation in this study.

Audio from the interviews/focus groups will be digitally recorded, with participants' consent. Individuals can elect to skip or decline any questions asked of them. They may also discontinue their participation at any time. Individuals may request that the audio recorder be shut off for any section of their interview/focus group; they are also reminded that their data are solely utilized for research purposes, are stored confidentially, and that their personal identifying information is not shared as part of any report or presentation of findings.

After the interviews/focus groups, participants will retain contact information for the principal investigator and the UChicago institutional review board. They are encouraged to contact IRB or the researcher with any questions or concerns that arise following participation.

There are no expectations of subsequent involvement by research participants beyond the interview/focus group sessions.

#### PROCEDURES FOR DISTRICT AND SCHOOL STAFF:

District and school staff will be invited to participate in one-on-one interviews with a member of the research team. At this time, we anticipate the majority of data collection activities will occur online using a secure, encrypted video conference platform (e.g., Google Meet). If guidelines for conducting research in schools changes (in light of the COVID pandemic response), participants will be given the opportunity to choose whether to conduct interviews in person or online.

Participants will have the opportunity to select the time and location of the interview. Interview duration will be determined by staff schedules and will utilize approximately one hour (60 minutes) of participants' time. Interview questions are designed to gain nuanced descriptive insights into the aims, design, and implementation of Skyline across CPS.

There are no anticipated risks associated with participation in this study.

Participation in this study poses no greater than minimal risk to the subject (45 CFR 46.404) and no risks beyond those associated with everyday life.

There are no known risks to individuals' employment status, legal status, or academic standing.

Program and institutional affiliations will be removed from all reports of findings to protect privacy and confidentiality of participants. Data conditioning, prior to analysis, will involve removal of any personal identifiers (such as individuals' first and last names), which will be replaced with participant IDs.

The research team does not guarantee anonymity, though care is taken to protect individuals' privacy in reporting. The nature of findings from this study do not include highly sensitive personal information (e.g., medical records, criminal records). Disclosure of any personal information is up to individuals, as their participation and responses are voluntary. No names, birthdates, or other identifiers are stored with the collected data. Inadvertent exposure of the data would not necessarily jeopardize individuals' privacy rights. Any disclosure of the human subjects' responses outside the research would not reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, educational advancement, or reputation. Disclosure of data will not be harmful to subjects or population groups.

b.

**\* Please ensure that all surveys and/or interviews scripts are uploaded, as well as any consent script(s) or form(s):**

name	description
Field Scan Information Sheet for Central Office Staff.docx	
Field Scan Information Sheet for Network and School Leaders.docx	
Interview Protocol - Central Office Staff.docx	
Interview Protocol - Network Leader.docx	
Interview Protocol - School Leader.docx	
Skyline Participant Written Consent 2022.02.25.doc	

ID: IRB22-0293

View: ssa\_Final Page

## 17.0 Final Page

You have completed your IRB submission form. However, the study **has not yet been submitted to the IRB for review**.

### Next Steps:

#### In order to complete your submission:

1. Click the "Hide/Show Errors" button in the header above to show any questions that need to be answered before submitting to the IRB. Ensure that all required questions have been answered.

#### Submit to the IRB:

2. Exit the Form (click Finish below) to navigate to the Study Workspace
3. Only the study PI can submit to the IRB. If you are the PI, Click the "Submit to IRB" Activity in the study workspace. If you are NOT the PI, then select "Submit to PI for Endorsement" to notify the PI that the study is ready to submit.

The study State (in the upper left corner of the submission workspace) will show "IRB Assignment" when the study is successfully submitted to the IRB.

THIS STUDY PROTOCOL (IRB22-0243) IS CURRENTLY UNDER REVIEW BY THE UCHICAGO CROWN FAMILY SCHOOL INSTITUTIONAL REVIEW BOARD. PER A RECENT CONSULT WITH IRB DIRECTOR, WE EXPECT AN EXEMPT DETERMINATION WILL BE RECEIVED WITHIN THE NEXT TWO DAYS.

WE WILL SUBMIT THE UPDATED LETTER OF EXEMPT APPROVAL AS SOON AS IT BECOMES AVAILABLE.

(Sarah Dickson and Andy Rasmussen have indicated that the protocol can still be reviewed by CPS RRB without the UChicago IRB determination finalized.)

# UChicago Consortium on School Research

[Date]

RE: Request to use interview data for a related Skyline study

Dear [Participant's Name],

I hope this letter finds you well. As you may recall, in 2022, you participated in an interview as part of an exploratory study examining the launch and early implementation of the Skyline curriculum in Chicago Public Schools. Your contributions to that project were invaluable and directly informed the Consortium's plans for future research related to Skyline.

I am reaching out to request your permission to use the interview data you provided in the 2022 Skyline Qualitative Field Scan for a new research project the Consortium is leading in partnership with CPS. This three-year project, funded by the Institute for Education Sciences, aims to characterize the instructional practices and implementation-related experiences of K-2 literacy teachers in Skyline-adopting schools. **We would like to incorporate data excerpts from the 2022 Field Scan interviews with central office, network, and school staff to establish the context and warrant for the Skyline initiative in CPS.**

I want to assure you that your privacy and confidentiality remain our utmost priority. If you agree to let us use your data for this new study, any personal information that could identify you will be removed; data will not be shared with anyone outside the research team. No personally identifiable information will be included in any reports, publications, or presentations that result from this research. Please note, however, that due to the unique nature of your experiences and perspectives, it may be possible for others to infer that you contributed to the study.

Your participation in this new project is entirely voluntary, and your decision will not affect your professional standing, employability, or relationship to the UChicago Consortium on School Research. If you agree, I will be happy to provide you with more details about the new project and answer any questions you may have.

**Please respond to this email to grant permission for us to use your existing interview data in our current study.** To decline permission, please email me at [lauradavis@uchicago.edu](mailto:lauradavis@uchicago.edu) or call 646-801-9238 and I will ensure that your interview is excluded. If you have questions or would like additional information, feel free to contact me.

Thank you once again for your valuable contribution to our research and understandings. I look forward to hearing from you and appreciate your consideration.

Sincerely,

Laura Davis, Ph.D.  
Senior Research Scientist



## **MASTER RESEARCH SERVICES AGREEMENT**

This MASTER RESEARCH SERVICES AGREEMENT ("**Agreement**") is entered into as of the 1st day of August, 2020 ("**Effective Date**") by and between the Board of Education of the City of Chicago, a body politic and corporate commonly known as the Chicago Public Schools (the "**Board**" or "**CPS**") and The University of Chicago, with offices located at 6054 S. Drexel Ave, Suite 300, Chicago IL 60637 ("**Researcher**") in behalf of its Consortium on School Research. Board and Researcher may hereinafter be referred to individually as a "**Party**" and collectively as the "**Parties**".

### **RECITALS**

A. WHEREAS, the Board desires that Researcher conduct research projects more fully described herein and in the Statements of Work entered subsequent to and pursuant to the terms of this Agreement; and

B. WHEREAS, Researcher has demonstrated expertise in providing such services, has represented that it has the requisite knowledge, skill, experience and other resources necessary to perform such services and is desirous of providing such services for the benefit of the Board.

NOW, THEREFORE, in consideration of the foregoing, which are incorporated into and made a part of this Agreement, and the mutual covenants contained herein, the parties hereby agree as follows:

1. **Term of Agreement:** This Agreement is for a term commencing on the Effective Date and terminating on July 31, 2023 ("**Term**"), unless terminated sooner as provided herein. The Board shall have two (2) options to renew the Agreement for periods of one (1) year (each a "**Renewal Term**") by entering into a written renewal agreement with Researcher.

2. **Research Services:** From time to time, and as agreed upon by the parties hereto, Researcher shall provide research services to or for the benefit of the Board ("**Research Services**"), in accordance with the terms and conditions of this Agreement and any executed Statement of Work. "Research Services" means, collectively, the services, duties, and responsibilities described in this Agreement and any executed Statement of Work, and any and all work necessary to complete them or carry them out fully to the standard of performance required in this Agreement.

A. **General Scope of Services:** A general description of the types of services ("**Services**") that Researcher shall perform under this Agreement is set forth in the "**General Scope of Services**" attached hereto and incorporated herein by reference as Exhibit A. Any and all Services to be conducted under this Agreement shall fall within the approved parameters set forth in the attached General Scope of Services. Either party may request changes to the General Scope of Services. Any such changes shall be documented by a written amendment to this Agreement as described in Section 21 below.

B. **Research Proposals and Statements of Work:**

- i. Any and all Services performed pursuant to this Agreement and an executed Statement of Work shall be subject to the Board's External Research Study and Data Policy (hereinafter referred to as the "**Research Policy**") approved December 11, 2019 (authorized by Board Report #19-1211-PO3), as may be amended. Board policies and any updates thereto can be accessed through the following website: <https://policy.cps.edu/Policies.aspx>.
- ii. Prior to performing any Services, Researcher shall submit a written research services proposal to the Board's Director of School Quality and Management (the "**Research Services Proposal**") in compliance with the Research Policy and any other applicable Board Rules, policies and procedures. Each Research Services Proposal shall identify and fully describe the Services

proposed to be undertaken by Researcher. All Research Services Proposals shall contain sufficient detail to allow the Board to evaluate, among other things, the nature and scope of the proposed Services, the purpose and proposed use of the Services, and the Confidential Information and other data and information that Researcher will need to perform the Services. Prior to the Board granting approval of the Research Services Proposal, the Board shall have the right to (a) request additional information and/or (b) require Researcher to modify its Research Services Proposal. The Board shall determine if the Research Services Proposal requires approval from the Board's Research Review Board ("**RRB**") or Director of School Quality and Management or his/her designee. If the Research Services Proposal requires RRB approval, Researcher shall submit any information requested by the RRB to evaluate the Research Services Proposal. A Research Services Proposal that has received the approval of the Board, either through the RRB or through the Board's Director of School Quality and Management, shall be referred to as an "**Approved Research Services Proposal**."

- iii. Prior to the commencement of any Services described in an Approved Research Services Proposal, the parties will develop and execute a "**Statement of Work**" that incorporates the Approved Research Services Proposal. Prior to the commencement of any Services, this Statement of Work must be signed by an authorized representative of each party hereto. The form of the Statement of Work to be used is attached and incorporated into this Agreement as Exhibit B. The Services and research described in the Statement of Work shall be performed in accordance with the terms of this Agreement. No attempt to alter the terms and conditions of the Agreement through a Statement of Work will be effective. Any attempt to modify or add to the legal terms and conditions of the Agreement through a Statement of Work shall be null and void. In the case of the Board, all Statements of Work that are in accordance with the form provided must be signed by the Board's Director of School Quality and Management or his/her designee. Researcher shall provide a copy of any fully signed Statements of Work to the Board's General Counsel or his/her designee. Each Statement of Work in the form provided and signed as set forth herein shall be incorporated into this Agreement by reference, as if fully set forth herein. All Statements of Work shall be conducted under the purview of an assigned CPS Project Manager ("**CPS Project Manager**"). As reasonably requested by the Board from time to time, Researcher shall report on the progress of each Statement of Work.
- iv. The Parties acknowledge and agree that certain research that was initiated prior to the Effective Date of this Agreement pursuant to the terms of a prior agreement between the Parties will continue to completion under this Agreement. The Parties agree that the ongoing research are referenced and included in the Summary of Continuing Statements of Work that is attached and incorporated as part of this Agreement as Exhibit C. Despite anything In those Statements of Work, the terms of this Agreement shall supersede and prevail over any conflicting terms in said SOW's and any amendments to said SOW's shall be in accordance with the terms of this Agreement.
- v. The Board retains final authority with respect to any and all Services physically occurring on any property owned or controlled by the Board, any activity that negatively affects the safety or welfare of CPS students or Board staff, and any dissemination of Confidential Information including any personally-identifiable student or staff-level data. As set forth below, the Board retains final authority with respect to any and all dissemination of Confidential Information.
- vi. Either party may, from time to time, request changes in individual Statements of Work. Any and all such changes must be documented by a written

amendment to such Statement of Work and must be signed by authorized representatives of each party hereto. In the case of the Board, amendments to Statements of Work must be signed by the Board's Director of School Quality and Management or his/her designee, and if the Research Services Proposal was subject to RRB approval, the amendment to the Statement of Work may require additional RRB approval. Researcher shall provide copies of any amendments to Statements of Work to the Board's General Counsel or his/her designee in a timely manner after all signatures have been obtained.

3. **Compensation:** Researcher agrees to provide the Services at no cost to the Board. Further, the Board shall not reimburse Researcher for any expenses. The Board may charge Researcher for CPS costs associated with Approved Research to be conducted. The applicable Statement of Work will include details regarding any costs that are to be paid by Researcher.

4. **Standards of Performance:** Researcher shall devote, and shall cause all of its staff and subcontractors, if any, to devote, such of their time, attention, best skill and judgment, knowledge and professional ability as is necessary to supply all Services effectively, and consistent with this Agreement and any executed SOW. Researcher acknowledges that, if in the course of providing Services hereunder, it is entrusted with or has access to valuable or confidential information or records of the Board, that with respect to that information, Researcher agrees to be held to the standard of care established by this Agreement and applicable law. Any review, approval, acceptance of Services or deliverables by the Board does not relieve Researcher of its responsibility for the professional skill, care, and technical accuracy of its Services and deliverables. Researcher shall remain responsible for the professional and technical accuracy of all Services, including any deliverables furnished, whether by Researcher or its subcontractors or others on its behalf.

5. **Events of Default:** Events of default ("**Events of Default**") include, but are not limited to, any of the following:

- A. Any material misrepresentation by Researcher in the Inducement of the Agreement or the provision of Services;
- B. Failure to perform in accordance with the terms, conditions, and specification of this Agreement, representation or warranty made by Researcher in the Agreement;
- C. Action or failure to act which affects the safety or welfare of students or Board staff; or
- D. Failure to supply any portion of the Services herein at the time fixed for performance and in the manner specified herein or discontinuance of the supply of the Services for reasons within Researcher's reasonable control.

6. **Remedies:** The Board may give Researcher an opportunity to cure an Event of Default within a certain period of time ("**Cure Period**") which shall not be less than thirty (30) days. In such an event, the Chief Education Officer shall give Researcher a written notice of the default in the form of a cure notice ("**Cure Notice**"). In the case of material defaults, including but not limited to instances where the safety or welfare of students or Board staff are at issue, the Chief Education Officer may determine that no opportunity to cure will be granted; in such a case, the Chief Education Officer shall provide Researcher a default notice ("**Default Notice**") stating that the Agreement is terminated, in whole or in part

Upon the occurrence of any Event of Default, the Board may invoke any or all of the following remedies:

- A. The right to terminate this Agreement, in whole or in part, as to any or all of the Services yet to be supplied effective at a time specified by the Board;

B. The right to suspend the supply of Services during the Cure Period if the default results from Researcher's action or failure to act which affects the safety or welfare of students or Board staff;

C. The right to receive from Researcher any and all damages incurred as a result or in consequence of an Event of Default;

The Board may elect not to declare Researcher in default or to terminate this Agreement. The parties acknowledge that this provision is solely for the benefit of the Board and that if the Board permits Researcher to continue to supply the Services despite one or more Events of Default, Researcher shall in no way be relieved of any responsibilities, duties or obligations under this Agreement nor shall the Board waive or relinquish any of its rights under this Agreement, at law, equity or statute. Whether to declare Researcher in default is within the sole discretion of the Chief Education Officer. Written Default Notice shall be final and effective upon Researcher's receipt of such notice.

The remedies under the terms of this Agreement are not intended to be exclusive of any other remedies provided, but each and every such remedy shall be cumulative and shall be in addition to any other remedies, existing now or hereafter, at law, in equity or by statute. No delay or omission to exercise any right or power accruing upon any Event of Default shall be construed as a waiver of any Event of Default or acquiescence thereto, and every such right and power may be exercised from time to time and as often as may be deemed expedient.

7. **Early Termination:** Either Party may terminate this Agreement in whole or in part, without cause upon thirty (30) days written notice.

After notice is received, Researcher must restrict its activities and those of its subcontractors, to winding down any reports, analyses, or other activities previously begun. No costs incurred after the effective date of the termination are allowed.

Researcher must include in its contracts with subcontractors an early termination provision in form and substance equivalent to this early termination provision to prevent claims against the Board arising from termination of subcontracts after the early termination of this Agreement.

Researcher shall not be entitled to make any early termination claims against the Board resulting from any subcontractor's claims against Researcher or the Board to the extent inconsistent with this provision.

8. **Suspension of Services:** The Board may, upon fifteen (15) calendar day's written notice, request that Researcher suspend supplying Services in whole or part. Researcher shall promptly resume supplying Services upon written notice from the Board and upon such equitable extension of time as may be mutually agreed upon, in writing, by the Board and Researcher. Responsibility for any additional costs or expenses actually incurred by Researcher as a result of remobilization shall be determined by mutual agreement of the parties.

9. **Assignment:** This Agreement shall be binding on the parties and their respective successors and assigns, provided however, that Researcher may not assign this Agreement or any obligations imposed hereunder without the prior written consent of the Board.

10. **Confidential Information, Dissemination of Information, Ownership, Survival:**

A. **Confidential Information:** In performance of this Agreement, Researcher may have access to or receive certain information that is not generally known to others ("**Confidential Information**"). Such Confidential Information may include but is not limited to proprietary information, Student Data as further described below, employee data, contractor data, unpublished school information, CPS financial information, and CPS plans. It is understood and agreed that Confidential Information may include information that Researcher obtains from

CPS's third party vendors through performance of the Services. It is understood and agreed that Confidential Information will not include information that is: (i) or becomes part of the public domain through no breach of this Agreement by Researcher; (ii) made available to Researcher by an independent third party having the legal right to make such disclosure; (iii) known, as supported by records to be provided to the Board contemporaneously, to Researcher prior to disclosure by the Board under this Agreement; (iv) information that can be established and documented by Researcher to have been independently developed or obtained without reliance on the Board's Confidential Information; (v) contained in a publication in accordance with Section 10.G. of this Agreement; or (vi) required to be disclosed by a court of competent jurisdiction, law, or government rule or regulation.

B. Student Data: "**Student Data**" means any data, metadata, information, or other materials of any nature recorded in any form whatsoever, that is generated, disclosed, transmitted, created, or provided by the Board, either directly or through its students, employees, agents, and subcontractors. It is understood that protection of Student Data shall be subject to the special requirements of the Family Educational Rights and Privacy Act ("**FERPA**") and the Illinois School Student Records Act ("**ISSRA**"). For purposes of this Agreement, Student Data shall be considered and treated as Confidential Information for which additional requirements may be required as described below.

C. Data Collected by Researcher: In the course of performing Services in accordance with the terms of this Agreement and an executed Statement of Work, Researcher may be permitted to collect certain information concerning CPS students, CPS Staff, and individual Chicago Public Schools. This includes all information that is created or generated through the Services and that is directly related to a CPS student. Researcher shall strictly adhere to the procedures specified in this Agreement and the applicable Approved Research Services Proposal when collecting any and all such data and shall obtain all necessary written consents to collect such data. Data collected by Researcher pursuant to this Section 10.C. shall be collectively referred to as "Researcher-Collected Data".

D. Parental Consent: The Parties acknowledge that in the course of performing specific Services under this Agreement, the Board may deem it necessary for Researcher and/or CPS to obtain the informed written consent of the student if the student is over the age of majority and consent of students' parents or legal guardians when the student is under the age of majority in order to collect and analyze Student Data. In some circumstances, when the student is under the age of majority, the student's assent may also be required. Researcher shall abide by the Board's direction in each such instance and shall obtain the Board's prior written approval for the use of any consent form in each instance.

E. Use of Confidential Information: Researcher shall use at least the same standard of care in the protection of Confidential Information of the Board as Researcher uses to protect its own confidential information, but in any event such Confidential Information shall be protected in at least a commercially reasonable manner. Researcher shall only use Confidential Information for the sole purpose of performing the Services specifically set forth and addressed in a Statement of Work in accordance with the terms of this Agreement. Researcher shall not disclose Confidential Information except to those of its officers, agents, employees, and subcontractors who have a need to access the Confidential Information to complete the Services as described herein. Other than as specified in this Agreement, Researcher shall not use or disclose any Confidential Information without the prior written consent of the Board, other than as specified in this Agreement, including the properly executed Statements of Work.

F. Handling of Confidential Information: Researcher shall protect against the unauthorized access, use or disclosure of Confidential Information by employing security measures that are no less protective as those used to protect Researcher's own confidential information. When handling Confidential Information which may include, but is not limited to Student Data, Researcher shall:



- i. When mailing physical copies of Confidential Information, send the Confidential Information in a tamper-proof, labeled container, with a tracking number and a delivery confirmation receipt;
- ii. Encrypt any and all Confidential Information stored on portable or removable electronic media, such as CDs, DVDs, electronic tape, flash drives, etc. Further, such electronic media shall be kept locked, or otherwise have sufficient physical access control measures to prevent unauthorized access;
- iii. Not leave Confidential Information in any medium unsecured and unattended at any time;
- iv. Keep all physical copies (paper, portable or removable electronic media, or other physical representations) of Confidential Information under lock and key, or otherwise have sufficient physical access control measures to prevent unauthorized access;
- v. Password protect any laptop or other electronic device that contains Confidential Information. Additionally, any laptop or other electronic device that contains Confidential Information shall have its full hard drive encrypted with an encryption key of no less than 256 bits. Researcher shall not leave any laptop or other electronic device unattended without enabling a screen-lock or otherwise blocking access to the laptop or other electronic device. Researcher certifies that it has policies in place regarding the proper use and storage of electronic devices and passwords securing such devices, and that all employees providing Services under this Agreement shall be informed of and trained on such policies.
- vi. Secure the Confidential Information stored on its systems, including but not limited to any servers, by employing adequate security measures to prevent unauthorized access to, disclosure and use of that information. These measures include appropriate administrative, physical, and technical safeguards, policies, procedures, and technical elements relating to data access controls. All Confidential Information must be secured in transit using secure FTP services or https/TLS 1.0+. Researcher must maintain industry recognized security practices to establish secure application(s), network, and infrastructure architectures.
- vii. Ensure that the manner in which Confidential Information is collected, accessed, used, stored, processed, disposed of and disclosed within Researcher's Services and supporting enterprise complies with applicable data protection and privacy laws, as well as the terms and conditions of the Agreement.
- viii. Conduct periodic risk assessments and remediate any identified security vulnerabilities in a timely manner. Researcher will also have a written incident response plan, to include prompt notification of the Board in the event of a security or privacy incident, as well as best practices for responding to a breach of Confidential Information security practices. Researcher agrees to share its incident response plan upon request.
- ix. Assure that its systems and Services include at least the following safeguards, where applicable:
  - A. Include component and system level fault tolerance and redundancy in system design;
  - B. Encrypt user passwords in any data storage location and obfuscate password entry fields in any entry interface controlled by Researcher;

- C. Encrypt Confidential Information at rest and in transit;
  - D. Authentication of users at logins with a 256-bit or higher encryption algorithm;
  - E. Secure transmissions of login credentials;
  - F. Automatic password change routine;
  - G. Trace user system access via a combination of system logs and an analytical tool with capabilities and metrics equivalent or superior to Google Analytics;
  - H. Secure (encrypt) the audit trails and system generated logs and ensure that they are stored in locations that are inaccessible to automated content discovery software;
  - I. Conduct system level testing whenever new functionalities are added to the system to reconfirm system security measures are retained and functional, and that interaction with the Board systems is not degraded or compromised;
  - J. Employ an in-line intrusion prevention system that inspects incoming data transmissions;
  - K. Prevention of hostile and unauthorized intrusion; and
  - L. Backup of all Confidential Information at least once every twenty-four (24) hours. Perform content snapshots at least daily and retain for at least thirty (30) days.
- x. Confidential Information shall be stored, backed up, and served only on servers located in the continental United States. Researcher's network where Confidential Information may be stored shall have an in-line intrusion prevention system that inspects incoming data transmissions. Researcher shall have a documented disaster covered plan for the electronic systems where Confidential Information may be stored. Data stored in cloud-based systems must be protected in the same manner as local data as described throughout the Agreement. Also, the prior approval of the Board's ITS Program Manager or designee for any hosting solution may be required.

G. Dissemination of Information: Researcher shall not disseminate any Confidential Information to a third party without the prior written consent of the Board. If Researcher is presented with a request for documents by any administrative agency or with a *subpoena duces tecum* regarding any Confidential Information which may be in Researcher's possession, Researcher shall promptly give notice to the Board and its General Counsel with the understanding that the Board shall have the opportunity to contest such process by any means available to it prior to submission of any documents to a court or other third party. Researcher shall not be obligated to withhold delivery of documents beyond the time ordered by a court of law or administrative agency, unless the request for production or subpoena is quashed or withdrawn, or the time to produce is otherwise extended.

H. Publication of Research Results: The Board acknowledges that Researcher's provision of Services under this Agreement is intended to result in the publication of research results, and agrees that such publications may include aggregated data provided, collected, or generated under one or more executed Statements of Work, provided that no such publication shall include any individually identifiable data. Researcher shall provide the Board a copy of any proposed publication no less than thirty (30) days prior to its publication or public dissemination (the "**Review Period**"). During such Review Period, the Board shall have the right to comment on such proposed publication and the Researcher agrees to consider any such comments in good faith, and the Board shall have the right to review such proposed publication and notify Researcher in writing of any inadvertent disclosures of individually identifiable information or Confidential Information, which Researcher will remove or redact. Any redactions requested in writing by the Board shall be final and Researcher agrees that the publication of any material requested in writing by the Board to be redacted, shall be considered a material breach of this Agreement. Following the conclusion of the Review Period, Researcher shall be free to publish

the proposed publication, even in the absence of any acknowledgement or other communication from the Board.

I. Press Release; Publicity: No less than ten (10) business days prior to issuing any publicity news release or granting any press interviews related to any Services provided pursuant to this Agreement or any executed Statement of Work, Researcher shall provide a copy of such news release or summary of such interview talking points to the Board's Office of Communications for written approval, and such approval will not be unreasonably delayed or withheld. Researcher shall not use any of the Board's intellectual property, including but not limited to the CPS logo or the logos of any schools, during or after the performance of Services without the prior express written consent of the authorized representative of the Board. Furthermore, Researcher may not photograph or film or cause others to photograph or film any CPS student without obtaining the prior written consent of the Board's Chief Communications Officer or his/her designee and that of the student's parent or legal guardian as described in Section 10.C of this Agreement.

J. Ownership: All Confidential Information is and remains the property of the Board. Student Data and intellectual property developed by the Board or developed by a third party who transferred rights therein to the Board, including but not limited to the CPS logos and those logos of individual schools, shall at all times be and remain the property of the Board. Researcher Collected Data, as defined in Section 10.C. is and remains the sole property of Researcher.

K. Destruction of Confidential Information: Upon the later of either (i) Researcher's completion of any required reports as part of the Services pursuant to a Statement of Work, or (ii) the termination or expiration of this Agreement ("**Ending Event**"), Researcher shall cease using and destroy all Confidential Information furnished by the Board in performance under this Agreement unless otherwise directed by the Board. Researcher shall destroy all Confidential Information within thirty (30) business days of an Ending Event and provide a written affidavit to the Board that Researcher has complied with the requirement of this provision to destroy such items. In the event that Researcher needs to retain the Confidential Information past an Ending Event, Researcher shall communicate to the Board's Director of School Quality and Management ("**SQM Director**") in advance of the Ending Event the reason for such retention and obtain his/her written agreement. Researcher shall protect such retained Confidential Information in accordance with the terms of this Agreement, even after termination or expiration of the Agreement, and shall not use Confidential Information for any purpose not expressly agreed upon by the SQM Director.

L. Unauthorized Access, Disclosure or Use of Confidential Information. If Researcher has knowledge of any unauthorized access, disclosure and/or use of shared Confidential Information, it shall: (i) notify the Board immediately, which in no event shall be longer than twenty four (24) hours from the Researcher receiving notice of the unauthorized access and use; (ii) take prompt and appropriate action to prevent further unauthorized access or use; (iii) cooperate with the Board and any government authorities with respect to the investigation and mitigation of any such unauthorized access and use, including the discharge of the Board's duties under the law; and (iv) take such other actions as the Board may reasonably direct to remedy such unauthorized access and use, including, if required under any federal or state law, providing notification to the affected persons. Researcher shall bear the losses and expenses (including attorneys' fees) associated with a breach of Confidential Information including, without limitation, any costs: (1) of providing notices of a data breach to affected persons, and to regulatory bodies; and (2) of remedying and otherwise mitigating any potential damage or harm of the data breach, including, without limitation, establishing call centers and providing credit monitoring or credit restoration services, as requested by the Board. Researcher shall include this provision in any and all agreements they execute with subcontractors under this Agreement.



M. Employees, Agents, and Subcontractors: Researcher agrees to cause its employees, agents, and subcontractors, if any, to undertake the same obligations of confidentiality and ownership agreed to herein by Researcher.

N. Additional Obligations Regarding Treatment of Student Data: In addition to the above stated obligations for the treatment and handling of Confidential Information, Researcher shall abide by the following obligations when treating and handling Student Data:

- i. Student Data Use. Researcher shall not use Student Data, including persistent unique identifiers, data created or gathered by Researcher's Services, and technology, to amass a profile about a student or otherwise identify a student except in furtherance of specific Services described in an executed Statement of Work. Researcher will use Student Data only for the purpose of fulfilling its duties and delivering Services under this Agreement.
- ii. Student Data Collection. Researcher will collect only Student Data necessary to fulfill its duties as outlined in this Agreement.
- iii. Marketing and Advertising. Researcher shall not engage in any commercial advertising or marketing to schools, students or their parents/legal guardians when the advertising is based upon any Student Data that Researcher has acquired because of the use of that Researcher's Services, or technology. Notwithstanding the foregoing, the Board acknowledges and agrees that Researcher may use Student Data to identify and recruit participants, including but not limited to CPS student, parents, and CPS staff, for research activities conducted in performance of the Services. Any such recruitment activities shall be described in the applicable Approved Research Services Proposal.
- iv. Student Data Mining. Researcher is prohibited from mining Student Data for any purpose. Student Data mining or scanning of user content for the purpose of advertising or marketing to students or their parents is prohibited.
- v. Student Data Transfer or Destruction. Researcher will ensure that all Student Data in its possession and in the possession of any subcontractors, or agents to whom Researcher may have transferred Student Data, are destroyed or transferred to the Board when Student Data is no longer needed for its specified purpose.
- vi. Rights in and to Student Data. Parties agree that all rights, including all intellectual property rights, associated with such Student Data shall remain the exclusive property of the Board. Nothing in this Agreement is meant and nothing shall be interpreted to mean that the Board releases any ownership or control of Student Data during the performance of the Services under this Agreement. Student Data shall remain under the control of the Board throughout the Term of this Agreement, including any Renewal Terms. The Board grants Researcher a limited, nonexclusive license to Student Data solely for the purpose of performing its obligations as outlined under the Agreement. This Agreement does not give Researcher any rights, implied or otherwise, to Student Data, content, or intellectual property, except as expressly stated in the Agreement. Researcher does not have the right to sell or trade Student Data.
- vii. Sale of Student Data. Researcher is prohibited from selling, or trading Student Data.
- viii. Access. Any Student Data held by Researcher will be made available to the Board upon request of the Board. The identity of all persons having access to Student Data through Researcher will be documented and access will be logged.

O. Data Security Manager: Researcher shall provide the Board with the name and contact information for an individual who shall serve as the Board's primary security contact and who shall be available to assist the Board as a contact in resolving obligations associated with a Student Data-related security breach. The designated contact shall respond to any Board inquiries within twenty-four (24) hours, or such other reasonable time as agreed upon by the Parties.

P. Survival: The provisions of this Section shall survive the termination or expiration of this Agreement.

11. **Representations and Warranties of Researcher**: Researcher represents and warrants that the following shall be true and correct as of the effective date of this Agreement and shall continue to be true and correct during the Term of this Agreement

A. Compliance with Laws: Researcher is and shall remain in compliance with all applicable federal, state, county, and municipal, statutes, laws, ordinances, and regulations relating to this Agreement, as amended from time to time, including but not limited to the Prevailing Wage Act, 820 ILCS 130/1 *et seq.*, the Drug-Free Workplace, the Illinois School Student Records Act ("ISSRA"), the Family Educational Rights and Privacy Act ("FERPA"), the Protection of Pupil Rights Amendment and any others relating to non-discrimination. Further, Researcher is and shall remain in compliance with all applicable Board policies and rules, as may be amended from time to time. Board policies and rules are available at <https://policy.cps.edu/Policies.aspx>;

B. Good Standing: Researcher, each of its members, if a joint venture or limited liability company, and each of its subcontractors, if any, have not been deemed by the Board's Chief Procurement Officer to be in default under any other agreement with the Board during the five (5) year period immediately preceding the effective date of this Agreement, and have not been debarred under the Board's Debarment Policy during the three (3) year period immediately preceding the effective date of this Agreement;

C. Authorization: In the event Researcher is an entity other than a sole proprietorship, Researcher represents that it has taken all action necessary for the approval and execution of this Agreement, and execution by the person signing on behalf of Researcher is duly authorized by Researcher and has been made with complete and full authority to commit Researcher to all terms and conditions of this Agreement which shall constitute valid, binding obligations of Researcher;

D. Financially Solvent: Researcher warrants that it is financially solvent, is able to pay all debts as they mature, and is possessed of sufficient working capital to supply all Services and perform all obligations under this Agreement;

E. Gratuities: No payment, gratuity, or offer of employment was made to or by Researcher, any of its members of a limited liability company or joint venture or, to the best of Researcher's knowledge, to any subcontractors, in relation to this Agreement or as an inducement for award of this Agreement. Researcher is and shall remain in compliance with all applicable anti-kickback laws and regulations.

F. Research Activities and Data Requests: Except as specifically set forth in this Agreement, Researcher shall not conduct research in the Chicago Public Schools or use Confidential Information for research purposes. In the event that Researcher seeks to conduct research in the Chicago Public Schools or use Confidential Information for research purposes outside of those set forth in this Agreement, Researcher shall comply with the Board's External Research Study and Data Policy adopted on December 11, 2019, as may be amended from time to time. Researcher acknowledges and agrees that it may not begin any research activities or obtain data for research purposes, other than as specifically set forth in this Agreement,

without the prior written consent of the Director of School Quality and Management or his/her designee.

G. No Legal Action Preventing Performance: As of the Effective Date, Researcher has no knowledge of any action, suit, proceeding, or material claim or investigation pending or to its knowledge threatened against it in any court, or by or before any federal, state, municipal, or other governmental department, commission, board, bureau, agency, or instrumentality, domestic or foreign, or before any arbitrator of any kind, that, if adversely determined, would materially affect Researcher's ability to perform its obligations under this Agreement.

H. Intellectual Property: In performing and delivering the Services under this Agreement, Researcher shall not knowingly or intentionally, after due inquiry, violate or infringe upon any patent, copyright, trademark, trade secret or other proprietary or intellectual property rights of any third party and will not improperly use any third party's confidential information. Researcher shall grant, without encumbrance, all ownership, licensing, marketing and other rights required to furnish all materials and products that it furnishes to the Board under this Agreement and can grant or assign all rights granted or assigned to the Board pursuant to this Agreement.

I. Prohibited Acts: Within the three (3) years prior to the effective date of this Agreement, Researcher or any of its members if a joint venture or a limited liability company, or any of its or their respective officers, directors, shareholders, members, managers, other officials, agents or employees (i) have not been convicted of bribery or attempting to bribe a public officer or employee of any public entity and (ii) have not been convicted of agreeing or colluding among contractors or prospective contractors in restraint of trade, including bid-rigging or bid-rotating, as those terms are defined under the Illinois Criminal Code.

J. Free of Computer Viruses: Researcher shall use commercially reasonable best efforts designed to ensure that the Services, and any software used in Researcher's performance of the Services, are free of malicious code, malware, Trojan horses, ransomware, worms, and other computer viruses.

K. Debarment and Suspension: Researcher certifies to the best of its knowledge and belief, after due inquiry, that:

1. it, its principals, and its subcontractors providing Services under this Agreement are not barred from contracting with any unit of state or local government as a result of violation of either Section 33E-3 (bid-rigging) or Section 33E-4 (bid rotating) of the Illinois Criminal Code (720 ILCS 5/33A et seq.);
2. it, its principals, and its subcontractors providing Services under this Agreement are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency or any unit of State or local government; and
3. it, its principals, and its subcontractors providing Services under this Agreement have not violated the rules, regulations, or laws of any federal, state, or local government unit or agency.

**"Principals"** for the purposes of this certification means officers, directors, owners, partners, persons having primary management or supervisory responsibilities within a business entity; and, if a joint venture is involved, each joint venture member and the principals of each such member.

L. Continued Disclosure Requirement: If at any time during the Term of the Agreement Researcher becomes aware of any change in the circumstances that makes the representations and warranties stated above no longer true, Researcher must immediately disclose such change to the Board in accordance with the Notice provision of this Agreement.

12. **Background Check.** Researcher shall comply with the following requirements and such other procedures as may be determined necessary by the Board from time to time for each employee, agent, volunteer or subcontractor who may have contact with a CPS student as a result of this Agreement (individually and collectively “**Staff**”) (“**Background Check**”). For purposes of this Section, contact via text messages, live chats, emails, any other digital or online media, telephone, in person, or through any other means shall be considered “contact”. Researcher shall not allow any Staff to have contact with students until Researcher has confirmed with the Board that each respective Staff has successfully completed the Background Check in accordance with the following requirements:

A. **Do Not Hire List.** The Board will perform a check of eligibility of each Staff who may have contact with a CPS student pursuant to this Agreement by checking the Board’s “Do Not Hire” (“**DNH**”) records (“**DNH Check**”). The Board will utilize the same DNH Check process that the Board uses for its own prospective staff. Staff with a DNH designation shall not provide Services hereunder.

B. **Criminal History Records Check.** Researcher shall, at its own cost and expense, have a complete fingerprint-based criminal history records check conducted on each Staff who may have contact with a CPS student pursuant to this Agreement through the process established by the Board, including using the Board’s contracted vendor for conducting such checks, and otherwise in accordance with the Illinois School Code (105 ILCS 5/34-18.5), which refers to and incorporates the Sex Offender and Child Murderer Community Notification Law (730 ILCS 152/101 *et seq.*), and the Murderer and Violent Offender Against Youth Registration Act (730 ILCS 154/1 *et seq.*) (collectively “**Criminal History Records Check**”). A complete Criminal History Records Check includes the following:

1. Fingerprint-based checks through the Illinois State Police and the Federal Bureau of Investigation;
2. A check of the Illinois Sex Offender Registry and the Nationwide Sex Offender Registry; and
3. A check of the Illinois State Police Murderer and Violent Offender Against Youth Registry.

The results of each Criminal History Records Check shall be adjudicated by the Board. Staff shall not have contact with CPS students prior to successfully completing the Criminal History Records Check. When the Board determines that any Staff has not passed a Criminal History Records Check, such Staff shall not access any Board facility and shall not have contact with any CPS student hereunder.

C. **Department of Children and Family Services Check.** At Researcher’s cost and expense, the Board shall have the right to check Staff who may have contact with a CPS student pursuant to this Agreement for indicated reports of child abuse and/or neglect with the Illinois Department of Children and Family Services (“**DCFS**”) State Automated Child Welfare Information System (or a comparable determination of child abuse or neglect by a government agency in another jurisdiction) for each Staff (“**DCFS Check**”). Researcher shall follow the directives and processes of the Board for initiating any DCFS Check, and the results of each DCFS Check shall be adjudicated by the Board. Staff determined by the Board not to have passed a DCFS Check shall not access any Board facility and shall not have contact with any CPS student hereunder.

D. **Background Check Representations and Warranties.** With respect to each Background Check, Researcher further represents and warrants that Researcher shall:

1. Utilize the process established by the Board for completing each Background Check and immediately initiate all action, as directed by the Board, to have such Background Check performed;

2. Obtain from each of its prospective and current Staff and provide to the Board a signed copy of any release and consent required to conduct the Background Check in the form determined by, and as directed by the Board;
3. Confirm with the Board's Chief of Safety and Security that each respective Staff has successfully completed the Background Check through the process established by the Board and complied with the Board's directives regarding the results of each Background Check before any contact with a CPS student may occur;
4. When contact with a CPS student may occur, not allow any Staff to provide Services until a DNH Check, Criminal History Records Check, and DCFS Check have been completed by the Board and the results of the Background Check satisfy for the Board, at a minimum, the requirements of 105 ILCS 5/34-18.5 and the requirements of all other Acts and Laws referenced in this Section, as may be amended;
5. Comply with and require compliance of all Staff with directives from the Board relating to any updates to any Background Check (which updates shall be received and adjudicated by the Board) and provide any other information requested by the Board necessary for the performance of the Background Check and its update process; and
6. Immediately remove from any contact with any CPS student pursuant to this Agreement and otherwise terminate access for any Staff determined by the Board not to have passed a Background Check or update for any matters arising after an initial Background Check.

E. Allocation of Costs and Liquidated Damages. Researcher is obligated to cause the Background Check to be performed for all Staff who may have contact with any CPS student pursuant to this Agreement, and Researcher shall be responsible for the costs of such Background Check. Whether or not Researcher allocates the costs to its subcontractors shall not affect Researcher's obligations in this Section.

If Researcher fails to comply with this Section, in whole or in part, then, in addition to the Remedies set forth in this Agreement, the Board may exercise additional remedies, including but not limited to: (i) withholding payments due under this Agreement, and any other agreement Researcher may have or enter into with the Board until Researcher remedies such non-compliance to the Board's reasonable satisfaction; (ii) immediately terminating this Agreement without any further obligation by the Board of any kind (other than payment for Services previously rendered pursuant to the terms herein); (iii) seeking liquidated damages; (iv) or taking any other action or remedy available under this Agreement or by law.

Liquidated damages shall be calculated as \$5,000.00 per breach of this Section, which, for purposes of clarity, for the aggregate calculation of liquidated damages, will include each instance of contact with CPS students by Staff as a separate breach. It is understood and agreed that Researcher's non-compliance with this Section shall constitute a material breach of this Agreement.

13. Independent Contractor: It is understood and agreed that the relationship of Researcher to the Board is and shall continue to be that of an independent contractor and neither Researcher nor any of Researcher's employees, agents, or subcontractors shall be entitled to receive Board employee benefits. It is further understood and agreed that the Board shall not be responsible for, nor incur any liability for, any State or Federal withholding or other taxes or for FICA or State unemployment insurance for Researcher, its agents, employees or subcontractors, and the payment of any such taxes incurred or due by Researcher shall be the sole responsibility of Researcher. To the extent that the Researcher is subject to taxes under Section 4980H of the Internal Revenue Code, the Researcher shall be solely



responsible for paying such taxes. Researcher agrees that neither Researcher, nor any of its employees, agents, or subcontractors shall represent themselves as employees or agents of the Board. Researcher shall provide the Board with a valid taxpayer identification number as defined by the United States Internal Revenue Code, including, but not limited to, a Social Security Number or a Federal Employer Identification Number.

14. **Indemnification:** Researcher agrees to indemnify and hold harmless the Board, its members, employees, agents, officers and officials, from and against any and all liabilities, taxes, tax penalties, interest, losses, penalties, damages and expenses of every kind, nature and character, including without limitation, costs and attorney fees (collectively "**Claims**"), arising or alleged to arise out of breach of the obligations regarding the protection of Confidential Information set forth in this Agreement and the negligent or willful acts or omissions of Researcher, its officials, employees, agents, and subcontractors related to this Agreement ("**Indemnified Event**"). The foregoing obligation extends to and is intended to encompass any and all Claims that the Services knowingly infringe, misappropriate, or otherwise violate any confidentiality, proprietary, or intellectual property rights of a third party.

Furthermore, in the event that the Board is determined to be liable for taxes under Section 4980H of the Internal Revenue Code as a result of its use of the Researcher's employees under this Agreement, the Researcher shall indemnify the Board for any such liability. And, in the event of unauthorized access, use, or disclosure of Confidential Information arising or alleged to arise from the negligent or willful acts or omissions of Researcher, its employees, agents, and subcontractors, in addition to the obligations provided for in this Section, Researcher shall cover any costs or fees associated with (i) providing notices of a data breach to affected persons and to regulatory bodies and (ii) remedying and otherwise mitigating any potential damages or harm from the data breach, including but not limited to call centers and providing credit monitoring or credit restoration services as may be requested by the Board.

Researcher shall, at its own cost and expense, appear, defend and pay all attorney fees and other costs and expenses arising from an Indemnified Event. In addition, if any judgment shall be rendered against the Board in any such action, Researcher shall, at its own expense, satisfy and discharge such obligation of the Board. The Board shall have the right, at its own expense, to participate in the defense of any suit, without relieving Researcher of any of its obligations hereunder. The Board retains final approval of any and all settlements or legal strategies which involve the interest of the Board.

However, if Researcher, after receiving notice of any such proceeding, fails to promptly begin the defense of such claim or action, the Board may (without further notice to Researcher) retain counsel and undertake the defense, compromise or settlement of such claim or action at the expense of Researcher, subject to the right of Researcher to assume the defense of such claim or action at any time prior to settlement, compromise or final determination thereof. The cost and expense of counsel retained by the Board in these circumstances shall be borne by Researcher and Researcher shall be bound by, and shall pay the amount of any settlement, compromise, final determination or judgment reached while the Board was represented by counsel retained by the Board pursuant to this paragraph, or while Researcher was conducting the defense provided that Board shall not enter into any compromise or settlement without Researcher's prior written approval. Researcher shall not unreasonably withhold approval of any Board settlement agreements covered by their insurance policy limits as set forth in Section 16 below.

To the extent permissible by law, Researcher waives any limits to the amount of its obligations to defend, indemnify, hold harmless, or contribute to any sums due under any losses, including any claim by any employee of Researcher that may be subject to the Workers Compensation Act, 820 ILCS 305/1 et seq. or any other related law or judicial decision (such as *Kotecki v. Cyclops Welding Corporation*, 146 Ill. 2d 155 (1991)). The Board, however, does not waive any limitations it may have on its liability under the Illinois Workers Compensation Act, the Illinois Pension Code, any other statute or judicial decision.

The indemnities set forth herein shall survive the expiration or termination of this Agreement.

15. **Non-Liability of Board Officials:** Researcher agrees that no Board member, employee, agent, officer or official shall be personally charged by Researcher, its members if a joint venture or any subcontractors with any liability or expense under the Agreement or be held personally liable under the

Agreement to Researcher, its members if a joint venture or any subcontractors.

16. **Insurance Requirements:** Researcher, at its own expense, shall procure and maintain insurance covering all operations under this Agreement, whether performed by Researcher or by subcontractors. All insurers shall be licensed by the State of Illinois and rated A-VII or better by A.M. Best or a comparable rating service. Researcher shall submit to the Board satisfactory evidence of insurance coverage prior to the supply of any Services. Minimum insurance requirements are:

A. **Workers' Compensation and Employers' Liability Insurance:** Workers' Compensation Insurance affording workers' compensation benefits for all employees as required by law and Employers' Liability Insurance covering all Researcher's employees, with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence. The workers' compensation policy shall contain a waiver of subrogation clause;

B. Researcher hereby warrants and represents that it is insured or self-insured, and that it has and shall maintain during the term of this Agreement and any renewal thereof adequate coverage for all services being performed by Researcher employees or its subcontractors under this Agreement. If Researcher is self-insured, coverage under such self-insurance shall be at least as broad as would ordinarily be maintained in a commercial insurance policy.

C. **Commercial General Liability Insurance:** Commercial General Liability Insurance or equivalent with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence, combined single limit for bodily injury, personal injury and property damage liability coverage, which shall include the following: all premises and operations; Services/completed operations (for a minimum of two (2) years following completion); explosion; collapse; independent contractors; separation of insureds; defense; and contractual liability. The Board shall be named as an additional insured, on a primary non-contributory basis, for any liability arising directly or indirectly from the supply of the Services, and said coverage shall not exclude claims for sexual molestation and/or abuse;

D. **Professional Errors and Omissions:** Professional errors and omissions insurance coverage in the amount of at least One Million Dollars (\$1,000,000.00) covering contractor and its employees. If insurance is on a claims-made basis, coverage must be in place for a minimum of three (3) years beyond the termination of this Agreement;

E. **Umbrella/Excess Liability Insurance:** Umbrella or Excess Liability Insurance with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence, which will provide additional limits for Commercial General Liability Insurance and Automobile Liability Insurance;

F. **Cyber Liability:** If the Board's Confidential Information is kept on any computers or other electronic devices, Researcher shall carry coverage for damages arising from a failure of computer security, or wrongful release of private information including expenses for notification as required by local, state or federal guidelines. Limit of liability should be at least Two Million Dollars (\$2,000,000.00) per claim and Two Million Dollars (\$2,000,000.00) in the aggregate. Any retroactive date or prior acts exclusion must predate both the date of this agreement and any earlier commencement of any services. If coverage is on a "claims made basis", a five (5) year extended reporting provision must be included. Cyber liability coverage may be included in the technology errors and omissions.

G. **Automobile Liability Insurance:** Automobile Liability Insurance when any motor vehicle (whether owned, non-owned or hired) is used in connection with any Agreement, with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence for bodily injury and property damage; and

H. **Additional Insured:** Researcher shall have its Commercial General Liability Insurance and Automobile Liability Insurance policies endorsed to provide that the Board of Education of the City of Chicago, a body politic and corporate, and its members, employees and agents, and any other entity as may be designated by the Board are named as additional insured on a

primary basis without recourse or right of contribution from the Board.

The insurance company, or its representative, shall submit an insurance certificate evidencing all coverage as required hereunder and indicating the Additional Insured status as required above. to:

Risk Management  
Board of Education of the City of Chicago  
42 W. Madison  
Chicago, IL 60602  
riskmanagement@cps.edu

Any failure of the Board to demand or receive proof of insurance coverage shall not constitute a waiver of Researcher's obligation to obtain the required insurance. The receipt of any certificate does not constitute agreement by the Board that the insurance requirements in this Agreement have been fully met or that the insurance policies indicated on the certificate are in compliance with all Agreement requirements. In the event Researcher fails to fulfill the insurance requirements of this Agreement, the Board reserves the right to stop the Services until proper evidence of insurance is provided, or this Agreement may be terminated.

Any deductibles or self-insured retentions on referenced insurance coverage must be borne by Researcher. Any insurance or self-insurance programs maintained by the Board of Education do not contribute with insurance provided by the Researcher under this Agreement.

For the purposes of this Section, "Subcontractor" shall only apply to a third-party entity engaged by Researcher to conduct activities required as part of the Services under this Agreement, and when that entity requires access to Confidential Information to perform those activities. Further, Subcontractors shall not include individuals working as employees or agents of Researcher, regardless of their access to Confidential Information, with the understanding that Researcher shall ensure such individuals shall abide by the terms of this Agreement with respect to obligations of confidentiality and data security. All Subcontractors are subject to the same insurance requirements of Researcher unless otherwise specified in this Agreement. The Researcher shall require any Subcontractors under this Agreement to maintain comparable insurance naming the Researcher, the Board inclusive of its members, employees and agents, and any other entity designated by the Board, as Additional Insureds. The Researcher will maintain a file of subcontractor's insurance certificates evidencing compliance with these requirements.

The coverages and limits furnished by Researcher in no way limit the Researcher's liabilities and responsibilities specified within this Agreement or by law. The required insurance is not limited by any limitations expressed in the indemnification language in this Agreement, if any, or any limitation that might be placed on the indemnity in this Agreement given as a matter of law.

Researcher agrees that insurers waive their rights of subrogation against the Board.

Researcher must register with the insurance certificate monitoring company designated by the Board and must maintain a current insurance certificate on file during the entire time of providing services to the Board. The initial certificate monitoring company designated by Board is identified below. Researcher must register and pay the annual monitoring fee to the insurance certificate monitoring company prior to performing services for the Board. The Initial annual monitoring fee is currently Twelve 00/100 Dollars (\$12.00) per year, but is subject to change.

Each year, Researcher will be notified 30 to 45 days prior to the expiration date of their required insurance coverage (highlighted on their latest submitted insurance certificate on file) that they must submit an updated insurance certificate with the insurance certificate monitoring company. Insurance certificate submissions and related annual fees are required to be made online at the dedicated website established by the certificate monitoring company identified below.



Questions on submissions and payment options should be directed to the certificate monitoring company.

**Certificate Monitoring Company:**

Topiary Communications, Inc.  
211 W. Wacker, Ste 220  
Chicago, IL 60606  
Phone: (312) 494-5709  
Email: [dans@topiarycomm.net](mailto:dans@topiarycomm.net)  
URL: <https://www.cpsvendorcert.com>

Website for online registration, Insurance certificate submissions and annual fee payments:  
URL [-http://www.cpsvendorcert.com](http://www.cpsvendorcert.com).

**17. Audit and Records Retention:**

A. Audit: Researcher shall furnish the Board with such information as may be requested relative to the progress, execution and supply of the Services. Researcher shall permit and reasonably cooperate in a periodic audit by Board staff or Board-appointed auditors for compliance by Researcher with this Agreement. Failure of Researcher to comply in full and cooperate with the requests of the Board or its agents shall give the Board, in addition to all other rights and remedies hereunder, the right to charge Researcher for the cost of such audit.

B. Document Retention: Researcher shall retain all records relating to Researcher's Services under this Agreement for the longer of (a) the period required by applicable law, or (b) ten (10) years after the termination or expiration of this Agreement and such records shall be subject to inspection and audit by the Board. If any audit, litigation or other action involving the records is being conducted or has not been resolved, all applicable records must be retained until the proceeding is closed. As used in this clause "records" includes correspondence (including emails), receipts, vouchers, memoranda and other data, regardless of type and regardless of whether such items are in written form, electronic, digital, or in any other form. Researcher shall require all of its subcontractors to maintain the above-described records and allow the Board the same right to inspect and audit said records as set forth herein.

18. Notices: All notices required under this Agreement shall be in writing and sent to the addresses and persons set forth below, or to such other addresses as may be designated by a party in writing. Any notice involving non-performance or termination shall be sent by hand delivery or recognized overnight courier. All other notices may also be sent by mail. All notices shall be deemed to have been given when received, if hand delivered; upon confirmation of delivery, if sent by recognized overnight courier; and three (3) business days after mailed if no confirmation of receipt is available. Refusal to accept delivery has the same effect as receipt.

IF TO THE BOARD: Department of School Quality Measurement and Research  
Director of School Quality Measurement and Research  
Board of Education  
42 West Madison Street  
Chicago, IL 60602

Copy to: General Counsel  
Board of Education of City of Chicago  
One North Dearborn, Suite 900  
Chicago, IL 60602  
Fax: (773) 553-1701

IF TO RESEARCHER: The University of Chicago  
 Attention: Michael R. Ludwig  
 6054 South Drexel Avenue, Suite 300  
 Chicago, IL 60637  
 Fax: (773) 702-2142  
 Email: io-ura@lists.uchicago.edu

Copy to: The University of Chicago  
 Vice President and General Counsel  
 5801 South Ellis Avenue, Suite 619  
 Chicago, IL 60637  
 Fax: (773) 702-0934

19. **Right of Entry:** Researcher, and any of its employees, agents, and subcontractors supplying Services shall be permitted to enter upon a school site in connection with the supply of the Services hereunder, subject to the terms and conditions contained herein and those rules established by the Board. Researcher shall provide advance notice to the Board and subject school principal whenever applicable, of any such intended entry. Consent to enter upon a school site given by the Board shall not create, nor be deemed to imply, the creation of any additional responsibilities on the part of the Board. Researcher shall use, and shall cause each of its employees, agents, and subcontractors to use, the highest degree of care when entering upon any property owned by the Board in connection with the supply of the Services. In the case of any property owned by the Board, or property owned by and leased from the Board, Researcher shall comply and shall cause each of its employees, agents, and subcontractors, to comply with any and all instructions and requirements of Board or authorized Board representative for the use of such property. Any and all claims, suits or judgments, costs, or expenses, including, but not limited to, reasonable attorneys' fees, arising from, by reason of, or in connection with any such entries shall be treated in accordance with the applicable terms and conditions of this Agreement including without limitation the indemnification provisions contained in this Agreement.

20. **Non-Discrimination:** It shall be an unlawful employment practice for Researcher or any of its subcontractors to fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to compensation, or other terms, conditions, or privileges of employment, because of such individual's race, color, ancestry, religion, sex, sexual orientation, age, disability, marital status, parental status, military discharge status or national origin; or to limit, segregate, or classify employees or applicants for employment in any way that would deprive or tend to deprive any individual from equal employment opportunities or otherwise adversely affect an individual's status as an employee because of such individual's race, color, ancestry, religion, sex, sexual orientation, age, disability, marital status, parental status, military discharge status or national origin. At all times, Researcher shall remain in compliance with, but not limited to: the Civil Rights Act of 1964, 42 U.S.C.A. §2000a, *et seq.*, as amended; the Age Discrimination in Employment Act, 29 U.S.C.A. §621, *et seq.*; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C.A. §701, *et seq.*; as amended; the Americans with Disabilities Act, 42 U.S.C.A. §12101, *et seq.*; the Individuals with Disabilities Education Act, 20 U.S.C.A. §1400 *et seq.*, as amended; the Illinois Human Rights Act, 775 ILCS 5/1-101, *et seq.* as amended; the Illinois School Code, 105 ILCS 5/1-1 *et seq.*; the Illinois Public Works Employment Discrimination Act, 775 ILCS 10/0.01 *et seq.*; and the Chicago Human Rights Ordinance, ch. 2-160 of the Municipal Code of Chicago, and all other applicable federal, state, county, and municipal statutes, regulations, ordinances, and other laws.

21. **Entire Agreement and Amendment:** This Agreement, including all exhibits attached to it and incorporated into it, constitutes the entire agreement of the Parties with respect to the matters contained herein. All attached exhibits are incorporated into and made a part of this Agreement. No modification of or amendment to this Agreement shall be effective unless such modification or amendment is in writing and signed by both Parties hereto. Any prior agreements or representations, either written or oral, relating to the subject matter of this Agreement are of no force or effect.

22. **Governing Law:** This Agreement shall be governed as to performance and interpretation in accordance with the laws of the State of Illinois. Researcher irrevocably submits itself to the original jurisdiction of those courts located in the County of Cook, State of Illinois, with regard to any controversy

arising out, or relating to, or in any way concerning the execution or performance of this Agreement. Researcher agrees that service of process on Researcher may be made, at the option of the Board, by either registered or certified mail to the address and to the person set forth in the Notice Section of this Agreement or to such other address or person as may be designated by Researcher in writing. If any action is brought by Researcher against the Board concerning this Agreement, the action shall only be brought in those courts located within the County of Cook, State of Illinois.

23. **Continuing Obligation to Perform:** In the event of any dispute between Researcher and the Board, Researcher may proceed with the performance of all of its obligations under this Agreement with a reservation of all rights and remedies it may have under or pursuant to this Agreement at law or in equity.

24. **Conflict of Interest:** This Agreement is not legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3, which restricts the employment of, or the letting of contracts to, former Board members within a one year period following expiration or other termination of their office.

25. **Ethics:** No officer, agent or employee of the Board is or shall be employed by Researcher or has or shall have a financial interest, directly, or indirectly, in this Agreement or the compensation to be paid hereunder except as may be permitted in writing by the Board's Code of Ethics adopted May 25, 2011 (11-0525-PO2), as amended from time to time, which policy is hereby incorporated by reference into and made a part of this Agreement as if fully set forth herein.

26. **Inspector General:** Each party to this Agreement hereby acknowledges that in accordance with 105 ILCS 5/34-13.1, the Inspector General of the Chicago Board of Education has the authority to conduct certain investigations and that the Inspector General shall have access to all information and personnel necessary to conduct those investigations.

27. **Waiver:** No delay or omission by the Board to exercise any right hereunder shall be construed as a waiver of any such right and the Board reserves the right to exercise any such right from time to time and as often as may be deemed expedient.

28. **Survival/Severability:** All express warranties, representations and indemnifications made or given in this Agreement shall survive the completion of Services by Researcher or the expiration or termination of this Agreement for any reason. In the event that any one or more of the provisions contained herein will for any reason be held to be unenforceable or illegal, such provision will be severed; and the entire Agreement will not fail, but the balance of this Agreement will continue in full force and effect. In such event, the Parties agree to negotiate in good faith a substitute enforceable and legal provision that most nearly effects the intent of the Parties in entering into this Agreement.

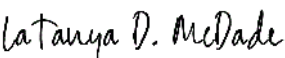
29. **Freedom of Information Act:** Researcher acknowledges that this Agreement and all documents submitted to the Board related to this contract award are a matter of public record and are subject to the Illinois Freedom of Information Act (5 ILCS 140/1) and any other comparable state and federal laws and that this Agreement is subject to reporting requirements under 105 ILCS 5/10-20.44.

30. **Joint and Several Liability:** If Researcher, or its successors or assigns, if any, is comprised of more than one individual or other legal entity (or a combination thereof; then, and in that event, each and every obligation or undertaking herein stated to be fulfilled or performed by Researcher shall be the joint and several obligation or undertaking of each such individual or other legal entity.

31. **Counterparts and Electronic Signatures:** This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute but one instrument. A signature delivered by electronic means shall be considered binding for both Parties.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date above.

**THE BOARD OF EDUCATION OF THE  
CITY OF CHICAGO**

DocuSigned by:  
  
396394628F8A43A...

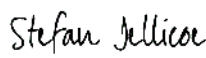
By: \_\_\_\_\_

LaTanya McDade  
Chief Education Officer

August 2, 2020

Date: \_\_\_\_\_

**THE UNIVERSITY OF CHICAGO**




DocuSigned by:  
  
CB7F9EE43D3A483...

By: \_\_\_\_\_


Name: Michael R. Ludwig

Title: Assoc. VP for Research Admin.

Date: July 31, 2020

DS DS DS  
  

Approved as to Legal Form:

DocuSigned by:  
  
571EC59C33144C5...

By: \_\_\_\_\_

Joseph T. Moriarty  
General Counsel

---

Attachments:

Exhibit A - General Scope of Services

Exhibit B - Sample Form of Statement of Work

Exhibit C - Summary of Continuing Statements of Work

## Exhibit A

### GENERAL SCOPE OF SERVICES

This General Scope of Services shall be conducted pursuant to the terms and conditions of the Master Research Services Agreement (“Agreement”) by and between the Board of Education of City of Chicago, commonly known as Chicago Public Schools (the “Board” or “CPS”), and The University of Chicago in behalf of its Consortium on School Research (the “CONSORTIUM”). Defined terms used in this General Scope of Research shall have the same meaning as those ascribed to such terms in the Agreement.

The CONSORTIUM conducts research of high technical quality to inform and assess policy and practice in CPS. Through our research we aim to:

- Identify what matters for student and school success
- Develop stakeholders’ understanding of the evidence base for policy action and improvement of practice
- Identify how programs and policies are working
- Chart district progress on key student- and school-level indicators that are predictive of students’ long-term success

The scope of research to be undertaken by CONSORTIUM is consistent with these goals. The CPS data obtained through research projects that have been approved by the Board will allow CONSORTIUM to work with the Board and other stakeholders to understand how policies and practices in Chicago Public Schools improve the well-being of children and youth, especially related to their academic performance and school outcomes. The specific research projects are developed in collaboration with CPS partners so that project goals and research questions address dilemmas and challenges faced by school practitioners and district administrators. Within each research project, the CONSORTIUM works with CPS and other education stakeholders to develop clear roles and routines to regularly build knowledge and share findings as the project develops. Research conducted under the Agreement will operate under three categories of collaboration and fall into four topic areas and draw on five types of analyses described below.

### Collaboration Categories

#### A. *Co-led Collaboration*

Projects under this category are jointly developed and led by the CONSORTIUM and CPS. Research project responsibilities and decision-making are done jointly among the partners, including securing funding, identifying research questions and methods, interpreting findings, and developing products.

#### B. *Close Collaboration*

A partnership with close collaboration between the CONSORTIUM and CPS partners may be initiated by either partner, with research questions and methods being developed by the CONSORTIUM with strong guidance from CPS. The partners will have frequent, regular communications to mutually share learnings and interpret findings. Products from research projects under this category will be developed by the CONSORTIUM with close consultation from CPS.

C. *Advisory Collaboration*

Research projects under this category are developed by the CONSORTIUM with opportunities for CPS to provide feedback on research questions and methods. The CONSORTIUM project team will have regular meetings with CPS to share and make meaning of findings.

### Research Topic Areas

A. *Rigor and Readiness*

This line of research will focus on the skills and knowledge students need to be successful at each point along the educational continuum, from early childhood through postsecondary education. It will examine traditional measures of academic achievement (test scores and grades), as well as social and emotional development, and students' experiences as they move through different stages of school.

B. *Teachers, School Leaders, and School Staff*

This research examines the structures that facilitate the effectiveness and retention of teachers, leaders, and school staff members, including training, recruitment, professional development, and resources. Specific research studies may focus on how to support culturally-oriented pedagogy; recruiting and retaining teachers of colors; supporting teachers of diverse learners; and the roles that school counselors, social workers and nurses play in schools.

C. *Schools as Organizations*

This strand of research examines the organizational structure and community context of schools and their impact on student achievement. Our research will study the distinctive organizational features of different kinds of schools and programs, and assess how these are related to differences in student achievement across and within schools. Specific studies may examine the ways in which school structures and design influence family's enrollment decisions and their engagement in school, and the mechanisms by which schools improve their climate for teaching and learning.

D. *District Policies*

This strand of work will focus on new policies adopted by the district (e.g. Common Core State Standards, STEM schools, policies around preschool enrollment and bilingual certification), as well as their impact on schools and student achievement. It will involve testing the theory of action behind reforms and isolating the effects of particular changes in policy. Specific studies might examine the effects of the district's school rating policy on teaching and learning, or the ways in which families navigate school enrollment decisions.

### Analytic Approaches

A. *Descriptive analysis*

We will use district data to establish baseline values, quantities, or characteristics of schools, students, and outcomes to examine variation and change over time.

B. *Indicator Development*

We will apply measurement techniques to district administrative data in order to identify, define, and characterize key factors or outcomes of importance such as elements of school culture or levels of postsecondary readiness.

*C. Qualitative analysis*

We will work with district partners to collect a variety of qualitative data through interviews, focus groups, and observations. Our analysis of the data will describe teachers', students', and caregivers' experiences of their schools, district policies, and local community contexts.

*D. Associational analysis*

We will use district administrative and survey data to explore relationships between student, teacher and school characteristics and student achievement, teacher practice, and district trends.

*E. Evaluation analysis*

We will use causal modeling and inference to isolate the effects of particular district policy changes and programs.

CONSORTIUM will provide the Board with products based on research findings. The nature of the research products will depend on the research studies and the form which will provide most effectively provide CPS with findings. The possible products include longer research reports, shorter briefs or snapshots, one-page summaries, infographics or interactive online tools. As appropriate it will provide individual schools with reports on their own organizational strength and on how their students perform on various indicators and outcomes. CONSORTIUM will support efforts to communicate results to various stakeholder groups.



**Exhibit B – Sample Form of Statement of Work****STATEMENT OF WORK # CCSR-****MASTER AGREEMENT FOR RESEARCH SERVICES****The University of Chicago Consortium on Chicago School Research**

Name of Research Project:

CPS Project Manager: Phone: 773-\_\_\_\_\_ E-Mail: \_\_\_\_\_

CCSR Project Manager: Phone: E-Mail:

Period of Performance: until

IRB Number:

CPS RRB Number (if applicable):  

---

---

This Statement of Work #CCSR-\_\_\_\_, effective as of the date of final signature below, which includes the attached Research Services Proposal, shall be conducted pursuant to the terms and conditions of the Master Agreement for Research Services (“**Agreement**”) effective August 1, 2020 by and between The Board of Education of the City of Chicago (the “**Board**”), commonly known as the Chicago Public Schools (“**CPS**”), and The University of Chicago (“**Researcher**”), in behalf of its Consortium on School Research. Defined terms used in this Statement of Work shall have the same meanings as those ascribed to such terms in the Agreement.

1. This Statement of Work shall be subject to the terms and conditions of the Agreement and all work and Services performed hereunder shall be conducted as described in the Research Services Proposal that was approved by the Board (the “**Approved Research Services Proposal**”). [Note: If the above-named Research Services only involves the exchange of Confidential Information and does not require that University have contact with CPS students or CPS Staff, the signature of the Board’s Chief Accountability Officer or his/her designee on this Statement of Work evidences the BOARD’S approval of the Research Services Proposal. If the Research Services Proposal was subject to the Board’s RRB process, a copy of the signed RRB approval letter for this Research Services Proposal must be attached to this Statement of Work to evidence the Board’s approval of the Research Services Proposal.]

**Check the applicable box:**

- ☐ This Research Services Proposal only involves the exchange of Confidential Information/Existing Secondary Data.
- ☐ This Research Services Proposal also involves primary research data collection and was subject to the RRB process.
- Attached hereto and incorporated herein by reference as Attachment 2 is a copy of the RRB approval letter for the above-named Research Services.
  - Attached hereto and incorporated herein as Attachment 3 is a summary of the Approved Research Services Proposal. Such “Proposal Summary” is subject to the approval of the BOARD’S Chief Performance Officer or her designee.

Either party may request changes to this Statement of Work, but any such changes must be documented by a written amendment to this Statement of Work and must be signed by an authorized representative of each party hereto. In the case of the Board, any such amendment must be signed by the Board’s Chief Officer of Planning and Demographics or his/her designee, and if the underlying Research Services Proposal was subject to RRB approval, the Board will determine whether the Amendment to this Statement of Work requires additional RRB approval.



**IN WITNESS WHEREOF**, the parties hereto have caused this Statement of Work # CCSR-\_\_\_\_/Research Proposal Form to be executed by their duly authorized representatives as of the date first set forth above.

**THE BOARD OF EDUCATION  
OF THE CITY OF CHICAGO**

**THE UNIVERSITY OF CHICAGO**

By: \_\_\_\_\_  
Jeff Broom, Director  
School Quality Measurement & Research

Date: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Date: \_\_\_\_\_

EXHIBIT ONLY -  
NOT FOR EXECUTION

**RESEARCH SERVICES PROPOSAL**

Research Study Name: \_\_\_\_\_  
 to be conducted by:  
 UNIVERSITY OF CHICAGO CONSORTIUM ON SCHOOL RESEARCH

---

**Instructions:**

- Please provide the information requested in **Items 1-5** below. The information provided should be accurate and complete. If you wish, you may use text from your Research Review Board ("**RRB**") submission materials.
- Your Research Services Proposal must be approved, signed and dated by an authorized representative of UNIVERSITY; and it must be approved, signed and dated by the BOARD'S Chief Data and Planning Officer or his/her designee to be valid.
- If this Research Study involves more than obtaining Student Data, Staff Data, and School Level Data directly from the Board, you must append a copy of the RRB Approval Letter to this Research Services Proposal.

The Statement of Work for this Research Study cannot be executed until this Research Services Proposal has been signed by an authorized representative of the UNIVERSITY and by the Chief Data and Planning Officer of the Board or his/her designee. A signed copy of this Research Services Proposal must be attached to the subject Statement of Work.

At a minimum, such overview should include the following information:

1. Provide the Research Questions to be addressed by the Study, and Project Overview.
2. Describe and list the existing CPS data sources that Consortium on School Research wishes to analyze and describe any new data that Consortium on School Research wants to collect.
3. Describe the analytic techniques to be employed to answer the Research Questions.
4. Describe the data collection activities that Consortium on School Research will employ and provide an approximate schedule for these activities to occur.
5. Provide the Research Study timeline, including the reporting and deliverable schedule.

**Exhibit C****SUMMARY OF CONTINUING STATEMENTS OF WORK**

<b>SOW Number</b>	<b>Project Name</b>	<b>Expiration</b>
25	Chicago Post-Secondary Transition Project: Individual School Reports	Ongoing
29	Building Equitable Learning Environments Network	09.30.20
47	Identifying Post High School Paths for at Risk CPS Graduate	08.31.21
51	An Exploration of School Efforts to Improve Preschool Attendance in Chicago Public Schools	12.31.20
55	Access to Eight Grade Algebra: Helping Schools Understand Prospects for All Students	03.31.22
58	Implementation of Common Core and Next Generation Standards: Changes in Classroom Instruction and Student	12.31.20
59	AUSL-North Lawndale Cluster School Study	01.31.21
60	Improving Instruction through Data Use on Teaching Quality	12.31.20
62	IES Double Dose	09.30.20
63	How do Schools and Teachers Influence Socio-Emotional Learning and What Effect Does that Have on Post-HS Outcomes?	10.31.20
65	Computer Science in CPS Landscape Study	11.30.20
68	Studying the Role of Differential Classroom Experiences and Individual Behaviors in the Gender and Race Differences in High School Grades	03.31.22
70	Trauma Responsive Educational Practices Project	09.30.21
71	Post-Secondary Pathways and Match	02.28.22
72	Longitudinal Validation of the 5Essentials Framework for School Improvement	11.30.20
73	Exploring the Relationship Between Pre-K Enrollment Policies and Students' Access and Long-term Outcomes	04.30.21
74	An Exploration of the Influence of Preschool and Early Grade Years for English Learner Students	06.30.21
75	How Schools Address Student Exposure to Community Violence	07.31.22
76	Getting Effective Leaders into High-Needs Schools: A Cross-Site Mixed-Methods Examination of Principal Preparation, Recruitment, and Hiring and Their Associations with Principal and School Outcomes	10.31.23
77	Making Meaning of Multiple Standardized Tests Given by CPS	02.28.22
78	Early Colleges Students & Their College Outcomes	07.31.22



42 W. Madison | 2<sup>nd</sup> Floor | Chicago, IL 60602  
Telephone: (773) 553-4444  
Fax: (773) 553-2421

09/13/2024

Laura Davis, Ph.D.

Dear Dr. Davis,

Thank you for your interest in conducting research in The Chicago Public Schools. The Research Review Board has reviewed your Modification proposal 09/03/2024 for research, titled: District Staff, Teacher and Student Experiences with the Skyline Curriculum in the first full year of implementation.

The Research Review Board has completed the review of your Modification proposal and has approved your request to conduct this research. Although your study is approved, school principals have final authority over activities that are allowed to take place in the school. If data collection continues beyond a year from this approval, please complete the Modification & Continuing Review Process Form through IRBManager.

Please note the following--

Background Check Level Required: No Background Check

Other Notes:

Upon completion of the research study, a copy of the final report or summary of the results must be provided to the Research Review Board. The Board reserves the right to use the information in the research report or summary for planning, solicitation or grants, and staff development.

Please note that your study has been assigned Project ID #2022-1777. If you have any questions, please contact our office by email at [research@cps.edu](mailto:research@cps.edu).

Sincerely,

A handwritten signature in black ink, appearing to read "Sarah Dickson".

Sarah Dickson  
Co-Chair, Research Review Board