

North State Together

2020-2027 County Network Reference Guide

Vol. 1

Issued October 28, 2019

**View the most current forms and resources at:
northstatetogether.org/resources/**

Updated 7/1/2020



NORTH STATE TOGETHER

County Network Reference Guide

Table of Contents

County Network Terms and Conditions.....	1 - 3
County Network Annual Budget Template.....	4 - 5
County Network Cash Matching Declaration Form.....	6
County Network Progress Report Narrative Template.....	7 - 8
o Appendix A: Financial Budget Progress Report Template.....	9 - 10
o Appendix B: Gathering Best Practices Form.....	11 - 12
o Appendix C: Notes for Roadmap and Indicator Tracking.....	13 - 14
Roadmap Template.....	15
Data Indicator Tracking Template.....	16 - 22
NST Broad Indicators and Research and Data Priority Scale.....	23 - 25
Data Discussion Guide.....	26 - 28
Data Sharing Agreement Template.....	29 - 37



NORTH STATE TOGETHER 2020-2027 Terms and Conditions

The purpose of North State Together is to increase community vitality, health, and economic success by increasing educational access, rigor, and success in the North State through local solutions within a regional support framework.

North State Together will support cradle to career networks within each county using a collective impact framework to identify and implement local solutions for regional and county-based goals and priorities.

A county cradle to career network is an organization that outlines and works on educational and community outcomes from early childhood through postsecondary education that ensures that all students have access to quality education and viable careers.

Collective impact refers to a theory of action where multiple stakeholders work together to achieve a common goal. The essential elements of collective impact include:

- A shared community vision for change, including a common understanding of the problem and a collaborative approach to solving the problem;
- Shared measurement systems (common data);
- Evidence-based decision making;
- Collaborative efforts towards a common goal, coordinating a set of differentiated activities through a mutually reinforcing plan of action;
- Continuous communication with partners and stakeholders to build trust and encourage ongoing learning and adaptation; and
- Leveraging of resources (human and financial) towards long term sustainability

FINANCIAL SUPPORT

In addition to guiding the regional efforts and offering professional and administrative support, resources, training, research and data to the five county collective impact cradle to career networks, North State Together will also offer financial support to each county network to further advance their initiatives under the following conditions.

- A. In order to receive the annual baseline financial support earmarked for local strategies, programs and initiatives, the county collective impact network must:
1. Agree to maintain a responsible governing body whose members are representative of the community they serve and to meet at **regular intervals**;
 2. Appoint one representative to **actively** serve on the North State Together Advisory Board and participate in the regular meetings;
 3. Participate in all county coordinator meetings;

4. With the assistance of North State Together, work to complete by the end of 2020 a Roadmap outlining county-specific outcomes and indicators and associated data sources, aligning with North State Together's broad success indicators, and, once completed, review the Roadmap annually and update the indicator data points each year. Copies of the Roadmap and data indicator tracking spreadsheets to be submitted with semi-annual progress reports.
5. Fully participate **as a team** in the annual North State Together Summit;
6. Assist North State Together in obtaining all necessary data sharing agreements from educational and other partners/stakeholders in the county;
7. Regularly update and engage all county partners, stakeholders and the community and report on those interactions;
8. Facilitate gathering all pertinent and requested data, including Cal Pass Plus and National Student Clearinghouse; North State Together will provide assistance as needed to accomplish this;
9. Facilitate sharing of "read-only" access of the Aeries Analytics College/Career Readiness dashboard and other Student Information Systems used in the county;
10. Provide by **June 30** of each year a detailed annual budget and any matching funds using the provided budget template;
11. Submit six month progress reports to NST:
 - a. Narrative report detailing county focus area/initiative activities, including status, progress, outcomes, and results;
 - b. Updated financial report including how baseline and matching funds are spent. Also include revenue generated funds (grants, gifts, etc.);
 - c. One or more completed best practices forms; and
 - d. Current county Roadmap and Data Indicator Tracking (completed or in progress)

Progress reports for the reporting period of January 1st-June 30th are due by **June 30th** of each year of the funding cycle; and progress reports for the reporting period of July 1st-December 31st are due by **December 31st** of each year of the funding cycle

- B. In addition to the annual base financial support, NST will provide additional matching funds to encourage the county networks to engage their local communities and other sources of support for their local efforts. NST will provide a dollar-for-dollar match of funding to each network up to the annual maximum matching funds amount.

In order to be eligible to receive the additional annual matching funds, county networks must meet the requirements for the annual baseline financial support and must also:

1. Submit the completed matching funds form by **June 30th** of each year.
2. Provide documentation of all matching funds, including the source of funding;
 - a. The match can come from multiple sources;
 - b. The match must be actual financial support;
3. Attach copy of current budget and steering meeting notes approving cash match.

Summary of Important Due Dates
Fiscal Year July 1 - June 30

- Annual Budget Due June 30
- Cash Matching Declaration Form Due June 30
- Progress Report Due Dates:
 - June 30 (Covering January 1 – June 30)
 - December 31 (Covering July 1 – December 31)

SIGNATURE

I have read and understand my responsibilities and my county network agrees to abide by the North State Together Terms and Conditions as detailed herein.

Printed Name of County Network (e.g., Advancing Modoc Youth, etc.)

Authorized Designee of County Network Signature

Date

Authorized Designee of North State Together Signature

Date

:

PROPOSED SPENDING		NST Funding	Carryover Funding (if any)	(Source Match 1)	(Source Match 2)	(Source Match 3)	(Source Match 4)	TOTALS
1	PERSONNEL							
2	Salaries/Stipends							
3	<i>E.g. Benefits/Stipend</i>							
4	<i>E.g. Personnel Expenses - Other</i>							
5	Consultants							
6	<i>Who?</i>							
7								
8	Subtotal Personnel							
9	PROGRAM EXPENSES							
10	Focus Areas/Initiatives							
11	<i>E.g. Kindergarten Readiness</i>							
12	<i>E.g. Activity #1</i>							
13	<i>E.g. Activity #2</i>							
14	<i>E.g. 8th to 9th Grade Transition</i>							
15	<i>E.g. Activity #1</i>							
16	<i>E.g. Activity #2</i>							
17	<i>E.g. Post-Secondary Enrollment</i>							
18	<i>E.g. Activity #1</i>							
19	<i>E.g. Activity #2</i>							
20								
21								
22								
23								
24								
25								
26								
27								
28	Intentional Carryover							
29								
30	Subtotal Program Expenses							
31	ADMIN. EXPENSES							
32	Conference/Training Travel							
33	<i>E.g. Strive Together</i>							
34	<i>E.g. Carnegie Summit</i>							
35	Physical Space							
36	Technology							
37	<i>E.g. Stipend</i>							
38	<i>E.g. Hardware</i>							
39	<i>E.g. Software</i>							
40	Mileage							
41	Local Meetings/General Events							
42	<i>Purpose/Focus Area/Initiative</i>							
43	<i>E.g. Food</i>							
44	<i>E.g. Materials</i>							
45	<i>E.g. Speakers</i>							

PROPOSED SPENDING		NST Funding	Carryover Funding (if any)	(Source Match 1)	(Source Match 2)	(Source Match 3)	(Source Match 4)	TOTALS
46								
47	Marketing							
48	<i>E.g. Promotional Materials</i>							
49	<i>E.g. Website</i>							
50	<i>E.g. Outreach</i>							
51	Office/Supplies							
52	<i>E.g. Office Supplies/Paper</i>							
53	<i>E.g. Postage</i>							
54	<i>E.g. Copying</i>							
55								
56	Subtotal Admin. Expenses							
57	(OTHER MAJOR CATEGORY)							
58								
59								
60	Subtotal (Other Major Category)							
61	TOTALS							

NOTE: If you receive a number of small donations, you can lump them into a "Miscellaneous" source of match funding. However, we encourage you to track those small donations internally for fiduciary considerations and future fund-raising opportunities.

NOTE: If you are successful in finding more matching sources of funding, please use additional pages

NOTE: Change the categories as needed, as long as you have enough detail that we can later match expenditures to the budget and understand what you are proposing to fund.



NORTH STATE TOGETHER

Cash Matching Declaration

County Network Name: _____

Budget Year: _____

Budget Categories	Amount of Cash Match	Funding Source (Public, Private, Donation)*	Description of Expenditures in Relation to Collaborative Work
PERSONNEL: (Salaries, Stipends, Consultants)			
PROGRAM EXPENSES: (Focus Areas/Initiatives)			
TRAVEL: (Conference/Training Travel, Mileage)			
TECHNOLOGY:			
MEETINGS/EVENTS:			
MARKETING/SUPPLIES:			
PHYSICAL SPACE:			
OTHER: (Regrant/Subgrants, i.e., mini-grants to participants)			

*Name Source if Possible

Total amount claimed: _____

Attach copy of current budget and steering meeting notes approving cash match.

DUE JUNE 30th of COUNTY BUDGET YEAR

Certified by: _____ Date: _____
County Network Authorized Designee

Approval: _____ Date: _____
North State Together Authorized Designee



NORTH STATE TOGETHER

County Network Progress Report

Name of County Network

Reporting Period: _____ 1, 20XX to _____ 30/31, 20XX

County Network Board or Executive Team Members:

Name, Title, Organization/Affiliation

Name, Title, Organization/Affiliation

Personnel/Consultants:

Name, Title (e.g. Network Coordinator), Part-time/Full-time

Contributions to the NST Partnership During the Reporting Period:

Narrative form – tell us your story!

Focus Area/Initiative Activities During the Reporting Period:

Narrative form – tell us your story, and include the following information!

E.g. Kindergarten Readiness

Activities/Work/Progress, etc.

Status/Progress/Outcomes/Results

E.g. Post-Secondary Success

Activities/Work/Progress

Status/Progress/Outcomes/Results

Initiative Success Indicator:

Clearly document at least one current, active initiative that is working towards achieving one or more county success indicators (e.g. increased students ready for kindergarten, or increased number of students who graduate high school having completed A-G requirements, etc.) as well as the data to show progress toward the success indicator;

County Network Activities During the Reporting Period:

Narrative form – tell us your story!

E.g. Meetings/Stakeholder Recruitment/Prof. Dev./Roadmap Work

Notable Accomplishments During the Reporting Period:

Narrative form – tell us your story!

Challenges Faced During Reporting Period:

Narrative form – tell us your story!

On the Horizon:

Narrative form – tell us your story!

What Can NST Do to Help?

Attach Appendix A - County Network Financial Progress Report

Appendix B - Best Practice Form(s)

Appendix C - Current County Network Roadmap and Data Indicator Tracking

Budget and Actuals		NST Funding Expenses	NST Funding Budget	NST Balance	Carryover (if any) Expenses	(Source Match 1) Expense	(Source Match 1) Budget	(Source Match 1) Balance	(Source Match 2) Expense	(Source Match 3) Budget	(Source Match 4) Balance	(Source Match 3) Expense	(Source Match 3) Budget	(Source Match 3) Balance	(Source Match 4) Expense	(Source Match 4) Budget	(Source Match 4) Balance	TOTALS
40	Mileage																	
41	Local Meetings/General Events																	
42	<i>Purpose/Focus Area/Initiative</i>																	
43	<i>E.g. Food</i>																	
44	<i>E.g. Materials</i>																	
45	<i>E.g. Speakers</i>																	
46																		
47	Marketing																	
48	<i>E.g. Promotional Materials</i>																	
49	<i>E.g. Website</i>																	
50	<i>E.g. Outreach</i>																	
51	Office/Supplies																	
52	<i>E.g. Office Supplies/Paper</i>																	
53	<i>E.g. Postage</i>																	
54	<i>E.g. Copying</i>																	
55																		
56	Subtotal Admin. Expenses																	
57	(OTHER MAJOR CATEGORY)																	
58																		
59																		
60	Subtotal (Other Major Category)																	
61	SUBTOTALS																	
62	Carry over balance from XXXX																	
63	TOTALS																	

NOTE: If you receive a number of small donations, you can lump them into a "Miscellaneous" source of match funding. However, we encourage you to track those small donations internally for fiduciary considerations and future fund-raising opportunities.

NOTE: If you are successful in finding more matching sources of funding, please use additional pages

NOTE: The categories should match the ones on your budget; add additional categories if needed for unanticipated program expenses incurred after the budget was submitted.



Name of Best Practice

Use this form to share successful efforts with your regional partners in North State Together. Please return completed form to North State Together at nst@shastacollege.edu for distribution.

Name:

Contact Email:

Organization:

Contact Phone:

Date:

Demographics Served:

OVERVIEW

What was the **problem** you aimed to solve? What **change** did you implement?
What **impact** did the change have on the problem?

KEY DETAILS

What are the necessary details to successfully implement this practice?

LENGTH

How long did the entire project take? If you had multiple sessions, please detail the length of each.

SETTING

Where did the activities take place? How many people was this designed for?

ACTIVITY

What did you do? How many staff members facilitated? Were there questions? Games?

REASONING

Why this activity, specifically?

HOW DO YOU KNOW YOUR PRACTICE WORKED?

Please provide explain the results you saw. Include charts, trackers, etc.

NECESSARY TOOLS

If there are lesson plans, work plans, presentations, exit tickets, student feedback, measurement tools, please include or link them below.

TIPS FOR IMPLEMENTATION

What tips do you have for someone who wants to implement this change in their program? Think about what challenges you faced along this process. What would be best to do/not to do when implementing? Who should be involved? Is this best co-facilitated? Etc.

NST Roadmap Template and Data Indicator Tracking

General Guidelines

Updated 10.22.19

Example:

Outcome: Early Grade Proficiency
Target: Increase by 3rd Grade SBAC ELA/Literacy Scores by 10%
Target Date Goal: 2022
Leading Indicator: Chronic Absenteeism Rates
Lagging Indicator: 3rd Grade SBAC ELA/Literacy Test Scores
Misc. Data to Collect: How many students attended a summer reading camp

5 Steps to Selecting Indicators:

1. Select Indicators that are available, accurate, possible to collect, and sensitive to the initiative/your work.
2. Contact relevant local and state agencies to find data.
3. Compile the data in this workbook.
4. Summarize and visually communicate the data via charts, websites, and other communications.
5. Present the data to your community leadership, trustees, school boards, etc.

Other Tips:

*What data are you going to collect?

*Use this workbook to record all of your data - even not official indicators. Such as how many internships were secured, how many people attended an event that you put on, etc.

*Remember this can evolve and change, but keep all of the past data for reference. Also indicate in the workbook for reference why you changed the measure/indicator.

Other Tips Continued:

*Choose a mixture of long-term/lagging indicators as well as a short-term/leading indicators that you are able to see wins quickly with

*Who "owns" the data?

*Do you have a data sharing agreement to access the data?

*Who in your county network can help? Think about getting a data person from your community to sit at your county network table.

*What would be a timeline to gather data, analyze data, and disseminate data? (monthly, semester, yearly: but always biannually in progress report)

*How will you share your outcomes besides in your progress reports (Printing, video, photos, events, social medial, formal reports, journal publication?)

*What type of publication will you use to share data with internal or external stakeholders? Do you need resources? (Ex: brochure, executive summary, fact book, newsletter, 1-pager)

Need Help? Email the North State Together team at nst@shastacollege.edu

APPENDIX C - XXXINSERT NAME OF COUNTY NETWORKXXX ROADMAP

EXAMPLES OF OUTCOMES:

EX: Ready for Kindergarten	EX: Early Grade Proficiency	EX: Middle Grade Progression	EX: High School Graduation	EX: Post-Secondary Enrollment	EX: Post Secondary Completion	EX: Career Success
----------------------------	-----------------------------	------------------------------	----------------------------	-------------------------------	-------------------------------	--------------------

EXAMPLES OF CORE INDICATORS

% of students demonstrating readiness (NST Kindergarten Readiness Snapshot)	% of 3rd grade students reaching achievement level 3 in reading (SBAC)	% of 5th grade students at level 3 or 4 in ELA (SBAC) % of 8th grade students at level 3 or 4 in Math (SBAC)	% of students graduating with A-G (Dataquest) % of students who complete a CTE pathway (Dataquest)	% of students attending post secondary ed (NSC) Fall-to-Fall retention rate (NSC)	% of students earning a degree or certificate within 6 years (NSC) % of students attaining a STEM Bachelor's degree with 6 years (TBD)	% of residents with living wage jobs
---	--	---	---	--	---	--------------------------------------

EXAMPLES OF CONTRIBUTING INDICATORS

% of students enrolled in preschool % chronically absent (Dataquest)	% of 1st grade students at grade level and above in reading fluency (CBMS) % of 2nd grade students at grade level and above in reading fluency (CBMS) % chronically absent (Dataquest)	% of 4th grade students at level 3 or 4 in ELA (SBAC) % of 6th and 7th grade students at level 3 or 4 (SBAC ELA and Math) % chronically absent (Dataquest)	students who score ready or conditionally ready in ELA (SBAC) % of 11th grade students who score ready or conditionally ready in Math (SBAC) % of students who take 4 years of Math (COE) % of students taking at least one AP course (COE) % of students Dual or Concurrently Enrolled (COE) Engagement	% of Pell Grant students enrolling (TBD) % of students meeting SAT benchmarks (Dataquest) % of students meeting statewide ACT benchmarks (Dataquest) % of students earning college credit in high school (TBD) % of students completing FAFSA (COE)	% persisting Fall to Fall (NSC) Transfer rate (TBD) Attaining 30 (semester) credits over 2 semesters (TBD)	Unemployment rate (EDD/LMI)
---	--	--	---	---	--	-----------------------------

XXXINSERT NAME OF COUNTY NETWORKXXX OUTCOMES WORKSHEET								
Outcome: READY FOR KINDERGARTEN	Data Source	2014-15	2015-16	2016-17	2017-18	2018-19	TARGET	Notes
EXAMPLE % of students demonstrating readiness	KRS (First 5 Shasta now NST)	50%	57%	55%	52%			
Contributing Indicators:								
EXAMPLE % of Students Chronically Absent (Note this is for Kindergarten)	CDE Data Quest	NA	NA	19%	18%			

Notes:

XXXINSERT NAME OF COUNTY NETWORKXXX OUTCOMES WORKSHEET							
Outcome: EARLY GRADE PROFICIENCY	Data Source	2014-15	2015-16	2016-17	2017-18	TARGET	Notes
Core Indicator:							
EXAMPLE % of 3rd grade students at Standard/Level 3 or above on SBAC English Language Arts and Literacy Assessment	SBAC	40%	43%	44%	51%		
Contributing Indicators:							
		2014-15	2015-16	2016-17	2017-18		
EXAMPLE: % of 1st grade students meeting or exceeding the end of year reading fluency benchmarks							

Notes:

XXXINSERT NAME OF COUNTY NETWORKXXX OUTCOMES WORKSHEET							
Outcome: MIDDLE GRADE PROGRESSION	Data Source	2014-15	2015-16	2016-17	2017-18	TARGET	Notes
Core Indicator(s):							
EXAMPLE: % of 5th grade students met (Level 3) or exceeded (Level 4) standard in ELA	SBAC	44%	44%	45%	45%		
Contributing Indicators:							
		2014-15	2015-16	2016-17	2017-18		
EXAMPLE: % of 4th grade students met (Level 3) or exceeded (Level 4) standard in ELA	SBAC	36%	43%	44%	46%		
EXAMPLE: % of 6th grade students met (Level 3) or exceeded (Level 4) standard in ELA	SBAC	39%	43%	39%	44%		
EXAMPLE: % of 6th grade students met (Level 3) or exceeded (Level 4) standard in Math	SBAC	32%	32%	32%	35%		
EXAMPLE: % of 7th grade students met (Level 3) or exceeded (Level 4) standard in ELA	SBAC	43%	49%	52%	48%		
EXAMPLE: % of 7th grade students met (Level 3) or exceeded (Level 4) standard in Math	SBAC	38%	42%	43%	40%		
EXAMPL:E % of Students Chronically Absent (Note this is for 4th - 8th Grade)	CDE Data Quest	NA	NA	9%	9%		

Notes:

XXXINSERT NAME OF COUNTY NETWORKXXX OUTCOMES WORKSHEET							
Outcome: HIGH SCHOOL GRADUATION	Data Source	2014-15	2015-16	2016-17	2017-18	TARGET	Notes
Core Indicator(s):							
EXAMPLE: % of students graduating with A-G	CDE DataQuest	28%	31%	37%			DataQuest Custom report = field = "Enrollment, Graduates, and # of grads and grads meeting UC/CSU Entrance Requirements" Also being built into Aeries Analytics
Contributing Indicators:							
EXAMPLE: % of 11th grade students who score "ready" ("Standard Exceeded" [Level 4]) or "conditionally ready" ("Standard Met" [Level 3]) on EAP in ELA	SBAC	61%	60%	63%	58%		
EXAMPLE: % of 11th grade students who score "ready" ("Standard Exceeded" [Level 4]) or "conditionally ready" ("Standard Met" [Level 3]) on EAP in Math	SBAC	27%	35%	34%	35%		
EXAMPLE: % of Students Chronically Absent (Note this is for 9-12th grade)	CDE DataQuest	NA	NA	16%	18%		

Notes:

XXXINSERT NAME OF COUNTY NETWORKXXX OUTCOMES WORKSHEET							
Outcome: POST-SECONDARY ENROLLMENT	Data Source	2014-15	2015-16	2016-17	2017-18	TARGET	Notes
Core Indicator(s):							
EXAMPLE: % of students attending post-secondary education following graduation	NSC						
Contributing Indicators:							
EXAMPLE: % of students meeting statewide SAT benchmarks - MATH	CDE DataQuest	NA	NA	74%	68%		Beginning 2016-2017, SAT broken out by Math/ELA
EXAMPLE: % of students meeting statewide SAT benchmarks - ENGLISH	CDE DataQuest	NA	NA	90%	86%		
EXAMPLE: % of students meeting statewide ACT benchmarks (score>21)	CDE DataQuest	74%	71%	74%	72%		

Notes:

XXXINSERT NAME OF COUNTY NETWORKXXX OUTCOMES WORKSHEET							
Outcome: POST-SECONDARY COMPLETION	Data Source	2014-15	2015-16	2016-17	2017-18	TARGET	Notes
Core Indicator(s):							
EXAMPLE: % of students earning an Associate's degree within 6 years	NSC						
EXAMPLE: % of students earning a Certificate within 6 years	NSC						
EXAMPLE: % of students attaining a Bachelor's degree or higher within 6 years	NSC						
Contributing Indicators:							
EXAMPLE: % Persisting Fall to Fall	NSC						

Notes:

XXXINSERT NAME OF COUNTY NETWORKXXX OUTCOMES WORKSHEET									
Outcome: GAINFUL EMPLOYMENT	Data Source	2013	2014	2015	2016	2017	2018	TARGET	Notes
Core Indicator(s):									
Contributing Indicators:									
EXAMPLE: Decrease in unemployment rate	EDD LMI	11.8%	9.6%	7.8%	7.0%	5.8%	4.9%		Rates are annual averages, not seasonally adjusted
		2013	2014	2015	2016	2017	2018		
EXAMPLE: Poverty rates (All people)	Census Burea	17.5%	18.0%	18.0%	17.2%	17.0%			https://www.census.gov/data-tools/demo/saipe/saipe.html

Notes:



11555 Old Oregon Trail
Redding, California 96003
530 **242-7621** office

North State Together Research Analyst Priority Scale

Priority 1: Measures/evaluates one of the NST broad indicators across the five counties using a NST established source.

Priority 2: Measures/evaluates one of the NST broad indicators across the five counties using a non-established source.

Priority 3: Measures/evaluates data besides one of the NST broad indicators and is likely to be scaled across the five counties.

Priority 4: Measures/evaluates one of the NST broad indicators, is specific to a county, and is unlikely to be scaled to other counties.

Priority 5: Measures/evaluates one of the NST broad indicators using a non-established source, is specific to a county, and is unlikely to be scaled to other counties.

Priority 6: Measures/evaluates data besides one of the NST broad indicators, is specific to a county, and is unlikely to be scaled to other counties.



11555 Old Oregon Trail
Redding, California 96003
530 242-7621 office

North State Together Broad Success Indicators

Background:

Developing a shared measurement system is essential to collective impact. Collecting data and measuring results consistently on a short list of indicators at the community level and across all participating organizations ensures that efforts remain aligned. Shared measurement in the context of collective impact is “use of a common set of measures to monitor performance, track progress towards outcomes and learn what is and is not working in the group’s collective approach” (John Kania, FSG).

Shared measures allow a Collective Impact to:

- Improve Data Quality
- Track Progress Toward a Shared Goal
- Enable Coordination and Collaboration
- Learn and Continuously Improve
- Catalyze Action

Building off the research provided by StriveTogether and informed by our local collaboratives, North State Together has identified key “cradle to career” benchmarks that will frame the efforts in each county and provide guideposts for our region as a whole.

Key success indicators will include:

- Kindergarten Readiness
- Early Grade Reading
- Middle Grade Math
- High School Graduation and College Readiness
- Post-Secondary Enrollment
- Post-Secondary Completion

In addition, each county will set individual “contextual indicators” that align with the visions of each county and community collaboration. Examples may include health indicators, economic indications and/or community goals.

The broad indicators will be shared across the region and data about each will be provided to each county. However, each community will set their own benchmarks. And, each county will create their own action plans for addressing the priority area that most resonates with their needs and goals.



11555 Old Oregon Trail
Redding, California 96003
530 242-7621 office

North State Together Broad Success Indicator Measurements/Sources

Kindergarten Readiness

Measurement(s):

Green Light on Kindergarten Readiness Snapshot

(Source: Kindergarten Readiness Snapshot Scoring, <http://northstatetogether.org/wp-content/uploads/2019/01/Kindergarten-Readiness-Snapshot-Scoring-Summary.pdf>)

Early Grade Reading:

Measurement(s):

Meet or Exceed Common Core Standards

(Source: California Assessment of Student Performance and Progress, <https://caaspp.cde.ca.gov/>)

Middle Grade Math:

Measurement(s):

Meet or Exceed Common Core Standards

(Source: California Assessment of Student Performance and Progress, <https://caaspp.cde.ca.gov/>)

High School Graduation and College Readiness:

Measurement(s):

Complete Course Requirements for CA Public Universities

(Source: California Department of Education, California Basic Educational Data System ([CBEDS](#)), Dataquest, <https://dq.cde.ca.gov/dataquest/>)

Post-Secondary Enrollment

Measurement(s):

Enrolled in College or Post-Secondary Program Fall Following High School

(Source: National Student Clearinghouse, <https://studentclearinghouse.org/>)

Post-Degree Completion

Measurement(s):

Completed College or Post-Secondary Program within 6 years

(Source: National Student Clearinghouse, <https://studentclearinghouse.org/>)

Increase Educational Attainment for 25 Years and Over

(Source: Source: U.S. Census Bureau, American Community Survey, <https://factfinder.census.gov/>)



HERE'S WHAT. SO WHAT? NOW WHAT?

Data Discussion Guide*

Data Topic:

Data Population:

Time Period Data Covers:

HERE'S WHAT. *Factual statements.*

Review data and think about the following individually:

1. I noticed _____ which makes me think _____.
2. I am surprised that _____.
3. I'm not surprised that _____ because _____.
4. I notice a potential pattern in the results for _____ which indicate _____.
5. I wonder what is driving the difference in results for _____.
6. I wonder what might be behind _____.

Review data and discuss reflection questions (partner or group):

1. What do you notice about the overall performance/outcomes?
2. If applicable, how did the overall performance change from year to year (increased significantly, increased, maintained, declined, declined significantly)?

5. Identify specific initiatives developed to address performance/achievement gaps.
6. Is anyone better off for these initiatives?

NOW WHAT? *Plan of action, including relevant questions.*

1. How will you share this data with your others?
2. How will you help others understand connections between the data and actions/services?
3. What strategies will you use to assure initiatives, actions, and services are implemented?
4. How will you monitor and collect evidence?
5. What process will be used to analyze data to decide if progress is being made toward goals?
6. Additional strategies or steps necessary for your plan of action.

MEMORANDUM OF UNDERSTANDING

North State Together and District/County

This Memorandum of Understanding, hereinafter referred to as "MOU," is entered into for the sharing of data across the North State Together/Shasta College/**INSERT NAME OF COUNTY NETWORK** (hereinafter referred to as "North State Together/NST") by and between District ("District") and/or County ("County"), hereinafter referred to collectively as the "Parties", for the purpose of sharing information between the Parties in a manner consistent with controlling law, including but not limited to the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232(g) ("FERPA") and California law (Education Code section 49060 et seq.).

RECITALS

WHEREAS, North State Together is a collaborative that works to create clear pathways from a child's first day in the cradle to their first day on the job; and

WHEREAS, FERPA, Code of Federal Regulations, title 34, section 99.31, subdivision (a)(6), and California Education Code section 49076, subdivision (a)(2)(E) allow school districts to disclose personally identifiable student information, without parental consent, to organizations conducting certain studies for or on behalf of the education agencies for purposes of developing, validating, or administering predictive tests, and improving instruction; and

WHEREAS, NST will collect, analyze, and share student data ("Data") in order to study, evaluate, and track performance and improve success from pre-elementary school through university. To that end, NST will coordinate the process of educational institutions sharing academic performance data concerning students who have attended or who are attending their institutions by facilitating the transfer (through secure upload) of Data from educational institutions, ensuring the confidentiality of records and their consistency with FERPA guidelines, and providing technical assistance to educational institutions; and

WHEREAS, the Parties that choose to participate in this MOU desire to study, evaluate and improve their respective educational programs through the analysis of academic performance data concerning the students who have attended or who are now attending their educational institutions. It is necessary, therefore, for the Parties to share local education authority ("LEA"), school, and grade-level data on a reciprocal basis so that they may study, evaluate and analyze their respective educational programs.

THEREFORE, the Parties mutually agree as follows:

1. Personally Identifiable Information

The student Data to be disclosed between the District and/or County and NST, will consist of the personal identifiable student information including, but not limited to, the following:

First Name	Gender	Transcripts
Last Name	Student Number	Demographic Information
Date of birth	Graduation Date	Course taking patterns

2. Purpose

The purpose for which the Data is disclosed to the Parties is to study, evaluate and improve their respective educational programs through the analysis of academic performance data concerning the students who have attended or who are now attending their educational institutions. Such studies will assist in improving instruction and developing, validating, or administering predictive tests regarding the Data.

3. Scope of Data Sharing

The Data shall be shared per instruction from NST through a secure upload process. Data shall be provided to NST in the manner and form as specified in this MOU. The educational institutions shall have access to this data as set forth in the executed the Data Sharing form. Any Data received pursuant to this MOU shall remain stored in a read/write database by County and/or District, then by year, but no longer than fifteen years from the date the data is first received.

- a. Parties will not post the Data disaggregated by LEA or school on any website, but will make it available to district superintendents and site principals (when applicable to specific school sites).
- b. Parties will not use Data of other schools in advertisements or public comparisons, but do have the ability to use their own district/school Data.
- c. Parties will have a mutually agreed upon schedule of Data extract dates and specific demographic formats to be received.
- d. District staff will provide the Data extract on the dates specified;

4. Confidentiality

The Parties will maintain the confidentiality of any and all student data exchanged by each as a part of this MOU. The confidentiality requirements under this paragraph shall survive the termination or expiration of this MOU or any subsequent agreement intended to supersede this MOU. To ensure the continued confidentiality and security of the student data processed, stored, or transmitted under this MOU, the Parties shall establish a system of

safeguards that will at minimum include the following:

- a. Procedures and systems that ensure all student records are kept in secured facilities and access to such records is limited to personnel who are authorized to have access to said data under this section of the MOU.
- b. Procedures and systems that shall require the use of secured passwords to access computer databases used to process, store, or transmit data provided under this MOU.
- c. Procedures and systems, such as good practices for assigning passwords, shall be developed and implemented to maintain the integrity of the systems used to secure computer databases used to process, store, or transmit data provided under this MOU.
- d. Procedures and systems that ensure that all confidential student data processed, stored, and/or transmitted under the provisions of this MOU shall be maintained in a secure manner that prevents the interception, diversion, or other unauthorized access to said data. Such measures will be no less protective than those used to secure each of the Parties own data of a similar type.
- e. The procedures and systems developed and implemented to process, store, or transmit data provided under this MOU shall ensure that any and all disclosures of confidential student data comply with all provisions of FERPA and California law relating to the privacy rights of students, such as but not limited to, Education Code section 49060 et seq. and the Code of Federal Regulations, title 34, section 99.31, insofar as such laws are applicable to the parties to this MOU.
- f. Access to any personally identifiable information included in the data under this MOU shall be restricted to those individuals with a legitimate interest in order to carry out the purposes set forth above in this MOU.

5. Data Breach Notification

Upon becoming aware of any unlawful or unauthorized access to student data shared pursuant to this MOU, the Parties agree to the following measures:

- a. Promptly notify the other Parties of the suspected or actual incident; promptly investigate the incident and provide the other Parties with detailed information regarding the incident, including the identity of the effected users;
- b. Assist the other Parties in notifying the affected users, effected persons, and parents and legal guardians of effected persons;
- c. Utilize commercially reasonable steps to mitigate the effects and to minimize any damages resulting from the incident.

6. Destruction of Confidential Information

The Parties shall destroy all confidential information obtained under this MOU when it is no longer needed for the purpose for which it was obtained as specified in this MOU, subject to state and federal laws regulating record retention. Nothing in this MOU authorizes the Parties to maintain data beyond the time period reasonably needed to complete the purposes of this MOU. Data in physical form shall be destroyed by securely shredding the documents containing the confidential information. Data in electronic form shall be destroyed by deleting the data stored on the computer's hard drive and deleting all backups of the data. If the data in electronic form is stored on multiple computers, it must be deleted using these measures on each computer.

7. Indemnification

The Parties to this MOU agree to defend, indemnify, and hold each other Party to this this MOU, and its officers, employees, and agents harmless from and against any liability, loss, expense (including attorneys' fees), or claims of injury or damages arising out of the performance of the terms of this MOU but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts of omissions of the indemnifying educational institution, and/or its officers, employees or agents. This indemnification obligation shall continue beyond the term of this MOU or any extension of this MOU.

8. Entire Agreement

This document states the entire agreement between the Parties with respect to its subject matter and supersedes any previous and contemporaneous or oral representations, statements, negotiations, or agreements.

9. Execution

Each of the persons signing this MOU on behalf of a Party or entity other than a natural person represents that he or she has authority to sign on behalf and to bind such Party.

10. Assignment

None of the signatories to this MOU may assign their rights, duties, or obligations under this MOU, either in whole or in part, without the prior written consent of the other signatories to this MOU.

11. Severability

If any provision of this MOU is held to be illegal, invalid, or unenforceable under present or future laws effective during the term of this MOU such provision shall be fully severable. This

MOU shall remain in full force and effect unaffected by such severance, provided that the severed provision(s) are not material to the overall purpose and operation of this MOU.

12. Waiver

Waiver by any signatory to this MOU of any breach of any provision of this MOU or warranty of representation set forth herein shall not be construed as a waiver of any subsequent breach of the same or any other provision. The failure to exercise any right under this MOU shall not operate as a waiver of such right. All rights and remedies provided for in this MOU are cumulative.

13. Modification and Amendments

This MOU may be amended or modified at any time by mutual written agreement of the authorized representatives of the Parties hereto. The Parties further agree to amend this MOU to the extent amendments are required by an applicable law or policy issued by an appropriate regulatory authority if the amendment does not materially affect the provisions of this MOU. However, if new laws, policies, or regulations applicable to the Parties are implemented which materially affect the intent of the provision of this MOU, the authorized representatives of the signatories to this MOU shall meet within a reasonable period of time, e.g. 20 business days from the date of notice of such change of law, policy, or regulations, to confer regarding how and/or if those laws, policies, or regulations will be applied or excepted.

14. Term of this MOU

This MOU takes effect upon signature by the authorized representative of each Party. Any participant(s) listed as a Party to this MOU may terminate its participation by delivering written notice of its intent to terminate said participation to the North State Together CEO or designee, no later than thirty (30) days prior to desired termination date. However, termination by any participant(s) listed as a Party will have no force or effect on the rights and responsibilities of the remaining Parties.

15. Counterparts

This MOU may be executed in counterparts, each of which when executed and delivered will be deemed an original, and all of which together will constitute one instrument.

16. Governing Law and Venue

This MOU and the legal relations between the Parties shall be governed by and construed according to California law. Any action to enforce this MOU shall be brought in the appropriate court having

jurisdiction over matters arising in the County of Shasta, California.

17. Pupil Records

The Parties agree to the following, with regard to pupil records, as that term is defined by Education Code section 49073.1 (“Pupil Records”) and covered information, which means personally identifiable information or materials as defined by Business and Professions Code section 22584 (“Covered Information”).

1. Pupil Records Property of District. All Pupil Records are and will continue to be the property of and under the control of the District. The parties agree that as between them, all rights, including all intellectual property rights in and to Pupil Records shall remain the exclusive property of the District.
2. Pupil-Generated Content. Notwithstanding the provisions of section 1, pupils shall retain ownership and control of pupil-generated content, if any (as that term is defined by Education Code section 49073.1(d)(4)). Parties shall make all pupil-generated content, if any, available to the pupil who created it and provide a process by which a pupil can transfer his or her pupil-generated content to a personal account. If it is ever determined that pupil-generated content will be stored as part of this MOU, within thirty (30) days of that determination, Parties shall provide a written description of the process it will provide to pupils in compliance with this section.
3. Use of Information in Pupil Records. Parties may not and will not use any Pupil Record or information in a Pupil Record for any purpose other than those required or specifically permitted by the MOU.
4. Personally Identifiable Information. Parties shall provide a process by which a pupil’s parent, legal guardian, or the eligible pupil can review the personally identifiable information in an account created for the pupil’s academic-related records and correct erroneous information. If such an account is ever created, within thirty (30) days of the creation of such account, Parties shall provide the District with a written description of the process it will provide to pupils and their parents/legal guardians in compliance with this section.
5. Security and Confidentiality of Pupil Records. Parties will access, store and use Pupil Records in accordance with commercial best practices, including appropriate administrative, physical, and technical safeguards, to secure such data from unauthorized access, disclosure, alteration, and use. Such measures will be no less protective than those used to secure Parties’ own data of a similar type. Without limiting the foregoing, Parties warrant that all Pupil Records will be encrypted in transmission via web interface using SSL or for file transfers, a Secure FTP site.

In addition, Parties will use industry-standards and up-to-date security tools and technologies such as anti-virus protections and intrusion detection methods in providing services under the Agreement and/or this Addendum.

Parties will designate employees or agents it holds and will hold primarily responsible for meeting the Party's duties to securely maintain and protect Pupil Records. Parties will ensure that the designated persons have or will receive all training and information necessary to meet the Party's duties to securely protect and maintain Pupil Records. The designation of employees or agents required under this section does not relieve a Party of any of its duties under the law or the MOU, nor relieve the Parties of any liability for any breach thereof.

6. Unauthorized Disclosure. Immediately upon becoming aware of an unauthorized disclosure of Pupil Records, or of circumstances that could have resulted in unauthorized access to or disclosure or use of Pupil Records, the applicable Party will notify the District and NST, fully investigate the incident, and cooperate fully with the District's and/or NST investigation of and response to the incident. Except as otherwise required by law, Parties will not provide notice of the incident directly to parents, legal guardians, or pupils whose personally identifiable information was involved, to regulatory agencies, or to other entities, without prior written permission from the District and/or NST. District and/or NST may, by written request, direct Parties to provide notice of the incident directly to parents, legal guardians, or pupils whose personally identifiable information was involved or to regulatory agencies or other entities.

7. Retention of Pupil Records. The Parties hereby certify that Pupil Records shall not be retained or available to the Parties, including any subcontractors, partners, or associated entities of the Parties, following completion of the terms of this MOU. Notwithstanding the foregoing, Parties may maintain pupil-generated content (as that term is defined by Education Code section

49073.1(d)(4)), if any, upon completion of the term of this MOU if, and only if, the parent, legal guardian, or eligible pupil chooses to establish or maintain an account with a Party for the purpose of storing the pupil-generated content and the Party receives the written permission of a pupil's parent or legal guardian to establish or maintain the pupil's account.

In furtherance of the foregoing, upon termination or expiration of the MOU, Parties will ensure that all Pupil Records are securely returned or destroyed as directed by the District. Transfer to the District or a third party designated by the District shall occur within a reasonable period of time, and without significant interruption in service. Parties shall ensure that such transfer/migration uses facilities and methods that are compatible with the relevant systems of the District or its transferee, and to the extent technologically feasible, that the District will have reasonable access to Pupil Records during the transition. In the event that the District requests destruction of any

Pupil Records, Parties agree to securely destroy all Pupil Records in its possession and in the possession of any subcontractors or agents to which the Parties might have transferred Pupil Records. The Parties agree to provide documentation of data destruction to the District.

8. Federal Educational Rights and Privacy Act. Parties agree to assist in maintaining the privacy of Pupil Records as may be required by State and Federal law, including but not limited to the Protection of Pupil Rights Amendment (PPRA), the Children’s Online Privacy Protection Act (COPPA), the Family Educational Rights and Privacy Act (FERPA), and the Student Online Personal Information Protection Act (SOPIPA).

Parties will provide access to Pupil Records, including deidentified information, only to its employees and subcontractors who need to access the data to fulfill Parties’ obligations under the MOU. Parties will ensure that employees and subcontractors who perform work under the MOU have read, understood, and received appropriate instruction as to how to comply with the data protection provisions of this MOU. If Parties will have access to “education records” for the District’s students as defined under FERPA, Parties acknowledge that, for the purposes of the MOU, it will be designated as a “school official” with “legitimate educational interests” in the District education records, as those terms have been defined under FERPA and its implementing regulations, and the Parties agree to abide by the limitations and requirements imposed on school officials by FERPA and its implementing regulations. Parties will use the education records only for the purpose of fulfilling its duties under the MOU, and will not share such data with or disclose it to any third party except as provided for in this MOU, required by law, or authorized in writing.

9. No Targeted Advertising. Parties will not use Pupil Records for advertising or marketing purposes unless such use is specifically authorized by this MOU or otherwise authorized in writing by the District. Parties will not use Pupil Records to engage in targeted advertising. Parties are prohibited from mining Pupil Records for any purposes other than those agreed to by the parties.

THE PARTIES, having read and considered the above provisions, indicate their agreement by their authorized signatures below.

SCHOOL DISTRICT

NORTH STATE TOGETHER

Signature of Authorized Representative

Signature of Authorized Representative

Printed Name of Authorized Representative

Printed Name of Authorized Representative

Title

Title

Name of School District

Date

Date

COUNTY OFFICE OF EDUCATION

Signature of Authorized Representative

Printed Name of Authorized Representative

Title

Date

The most current forms and resources are available at
northstatetogether.org/resources/

For coordinator assistance, please contact the North State Together team at nst@shastacollege.edu or by phone at (530) 242-7621.