

Attachment A: Service Agreement Laguna Beach Union School District

November, 17 20117

*Michael Keller*  
*Director, Social and Emotional Support*  
*Laguna Beach Unified School District*  
*550 Blumont Street*  
*Laguan Beach, CA 92651*

Proposal of Services to be Rendered

Dear Mr. Keller,

My UCSD research program is pleased to offer to partner with the Laguna Beach Unified School District in conducting the California Healthy Kids Survey in the 2017-2018 school years. This includes:

- Providing a Coordinator to oversee administration of the CHKS at all school sites
- Survey administration for all 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup> and 11<sup>th</sup> grade students in the district
- Developing additional questions for the survey as determined by district needs
- Providing printed and digital graphical and tabular statistical reports of district identified variables of interest, by grade and school.
- Providing digital tabulations of all item responses, by grade and school
- Providing digital summary reports of correlational and stratified analyses, as determined by the district prior to data collection.
- Coordination with WestEd for the secure transfer, processing, and storage of CHKS data.
- Presentation of findings to the administrative staff at each school, upon request.

The services will not include:

- Developing, distribution, collection, and recording parental consent
- The provision of the computer aided survey systems

These services will be provided at the following costs:

**Project Principal:** The senior leader will provide guidance on project administration, survey protocols, and optimizing the survey administration to be sensitive to the overall mission of the school district. Project principal also agrees to meet with senior district leadership as a community service (\$0).

**Project Coordinator:** The coordinator will oversee all aspects of administration of CHKS including: working with the district liaison and school sites to schedule and organize the CHKS; prepare surveys for all grades; train and oversee all proctors; work with the programmer analyst to develop the database, data processing, and data analysis and provide district and site-specific feedback on survey results. One coordinator at 20% time for 3 months (cost of \$5635).

**Statistical Programmer and Analyst:** The analyst will assist in adapting extant analytical scripts to match matching the WestEd data model (e.g. variable names & value codes) to our database and extant scripts. The analyst will also program the standard site and district level reports. One analyst at 20% time for 3 months (\$2398).

**Proctors:** Professional UCSD staff will be utilized to administer the surveys. New staff would require 3 hours of CHKS specific training, and CHKS experienced staff 1 hour of review training. Five proctors in the field each for 2 days would cost \$2,200 (5 proctors X \$22/hr X 20 hrs).

**Consumables:** Materials/travel expenses are estimated at \$600.

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Total Direct Costs: \$10,834

Total Indirect Costs (Community Service 16% F&A): \$1733

Total Project Cost: \$12,567

A handwritten signature in black ink, appearing to read "Sandra A. Brown Ph.D.", with a stylized flourish at the end.

Sandra A. Brown, Ph.D.

Vice Chancellor for Research, UCSD

Professor, Department of Psychology and Psychiatry, UCSD