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SAMPLE: BOSTON SUMMER ENRICHMENT STATEMENT OF WORK

For more information on the importance of partnership agreements and tips for developing effective MOUs, review Boston Summer Enrichment MOU Guidance.

Administered by Boston After School and Beyond, the Boston Summer Enrichment MOU is comprised of two parts: the Enrichment Provider Master Agreement and Statement of Work. The Statement of Work is a project-specific document that accompanies the master agreement and outlines the activities each partner will undertake.

DRAFT

**STATEMENT OF WORK TO MASTER AGREEMENT
Boston After School & Beyond**

THIS STATEMENT OF WORK TO MASTER AGREEMENT (“Statement of Work”), dated as of X/XX/XXX, is between Boston After School & Beyond, Inc., with offices at 89 South Street, Suite 601, Boston, MA 02111 (“Boston Beyond”) and the Program Provider, ORG. with offices at 40 Walk Hill Street Boston, MA 02130. It outlines Boston Beyond’s and ORG.’s responsibilities associated with ORG.’s participation in the 2020-2021 School Year Network (SY Network). This Statement of Work references and works within the Master Agreement previously signed, effective as of <<Master Agreement Signed Date>> between Boston Beyond and ORG.

I. PROJECT DESCRIPTION

BASB and the Provider hereby enter into this Statement of Work to complete the following project (the “Project”). The 5th Quarter (“5th Quarter”) is a project in which the Parties will collaborate to provide eligible Boston Public Schools (“BPS”) students (the “Participating Students”) educational programs during the summer months of 2021 (the “Summer Programming”).

The 5th Quarter will be co-managed by BASB and BPS, and BPS and the Provider will co-manage the implementation of Summer Programming, including the design, administration, and delivery of such Summer Programming to the Participating Students.

The Provider shall, at all times during Summer Programming, maintain sole responsibility for and custody of Participating Students.

The 5th Quarter will be guided by the following outcome goals: (i) stem summer learning loss for the Participating Students in English language arts, mathematics, and/or science, and prepare the Participating Students to return to school for the fall academic year on grade level; (ii) address social-emotional skills, including but not limited to critical thinking, perseverance, relationships, and self-regulation; and (iii) create and/or strengthen relationships between BPS and the Provider through high quality educational programming.

Any and all funds provided by or on behalf of BASB hereunder which were sourced from Boston Public Schools funds shall be used or caused to be used by Provider solely to fund Provider’s provision of remote services under this Statement of Work and shall not be used or caused to be used, in whole or in part, by Provider in connection with any in-person services

provided by Provider; provided, that Provider is directly responsible for complying with Boston Public Schools' rules and regulations with respect to such funds.

ORG. will comply with all rules, regulations, laws, and guidance issued by governmental or quasi-governmental authorities in response or connection with the novel coronavirus (i.e., COVID-19) outbreak, including adequate space for in-person programs.

II. FUNDING

5th Quarter sites receiving funding will be referred to as the Summer Learning Academies ("Summer Learning Academies"). Funding to the Summer Learning Academies shall be disbursed and distributed as follows:

1. Subject to fund availability, BASB shall, for a maximum number of Participating Students set forth in part (i) of Exhibit B hereto, grant the Provider funding in an amount per Participating Student as set forth in Exhibit D hereto (the "5th Quarter Funding"). For the sake of clarity, only a student enrolled in BPS, for whom the Provider has returned to BASB a fully executed 5th Quarter Consent Form described in Section III and Section VI.2, and for whom the Provider has verified in Partner Portal possession of the original fully executed 5th Quarter Consent Form, is eligible to be a Participating Student. BASB shall have the right to temporarily or permanently withhold disbursement of all or a portion of the 5th Quarter Funding if any Participating Student fails to attend all or a portion of the Summer Programming (the "Withheld Funding").
2. If the number of BPS Staff or the compensation of BPS Staff providing Summer Programming with the Provider increases or decreases, then BASB shall have the right to proportionally adjust the 5th Quarter Funding to account for the increased or decreased costs associated with BPS compensation and/or related costs (the "BPS Staff Adjustment").
3. BASB shall, subject to the BPS Staff Adjustments and the Withheld Funding, disburse the 5th Quarter Funding in the form of a grant to the Provider as set forth in Exhibit D, to be paid in a maximum of two (2) installments, pending receipt of funds from BPS. Payment of each installment shall be expressly contingent on the full completion of all 5th Quarter-related benchmark requirements for such installment, as set forth in Exhibit D.
4. BASB may, at its sole discretion, temporarily or permanently withhold disbursement of all or a portion of the 5th Quarter Funding for each Participating Student for whom the Provider does not remit to BASB a properly executed 5th Quarter Consent Form and/or for whom the Provider has not verified in Partner Portal possession of the original fully executed 5th Quarter Consent Form.

III. RESPONSIBILITIES OF BOSTON BEYOND

In connection with the Project, BASB agrees to:

1. Collect and analyze program quality and participating students'¹ data, including data on social-emotional skill development.
1. Provide technical assistance in using the database Partner Portal.
2. If applicable, facilitate data collection efforts of research partners National Institute on Out-of-School Time ("NIOST") and Partnerships in Education and Resilience ("PEAR"), as well as data collection from the Boston Public Schools ("BPS").
3. Supply the Provider with a Program Report for Improvement and System Measurement (PRISM) no later than November 1, 2021, provided that the Provider has satisfied all responsibilities as set forth in this Statement of Work.
4. Provide training opportunities for an appropriate staff member from ORG. to become a Certified Observer in the Assessment of Program Practices Tool (APT). This includes holding two-day training sessions, coordinating a tandem visit with a Master Observer, providing opportunities for ORG. staff to conduct APT observations, and facilitating re-certification.

IV. RESPONSIBILITIES OF THE PROVIDER

As part of the SY Network, ORG. agrees to:

1. **Collect Boston Beyond's 2020-2021 Universal Consent Form** for each student, and record the status of completed, signed, and returned consent forms in Partner Portal by the fourth week of programming. For students younger than 18, a parent or legal guardian should sign; for students older than 18, the student should sign. ORG. agrees to maintain the original completed Boston Beyond Consent Forms for at least three years following the termination of this Statement of Work.
2. **Provide the following participating student data in Partner Portal** no later than <<DATE>> for summer programming: first name, last name, date of birth, race, gender, school, current grade, attendance records (attendance for each individual student for each day of programming), and if available, home zip code, BPS student

¹ A student qualifies as a participating student if they are enrolled at a program and have a signed Boston Beyond 2020-2021 consent form on record (indicated in Partner Portal).

identification number, State Assigned Student Identifier.

3. **Maintain confidentiality of and prevent disclosure of student information found in Partner Portal**, including signing an affidavit required by BPS for shared student information.
4. **Provide equitable access to the program by designating 25% of programs seats as 'open enrollment seats'** which can be filled by youth identified by BPS as in high need of access to your program.
5. **Host a trained third-party observer** for one site visit per semester.
6. **Have a staff member who is a Certified Observer** conduct one summer observation or two school-year observations of other programs in the SY Network or Summer Network. If ORG. does not have a Certified Observer, ORG. will send an appropriate staff member to one of the training opportunities provided by Boston Beyond this school year (which includes a two-day training and a tandem observation with a Master Observer in the field) in addition to the observation(s) they agree to conduct as a Certified Observer.
7. **Administer the Survey of Academic and Youth Outcomes Youth Survey (SAYO-Y)** to all participating students in grades 4 or above during the program's final week, and return SAYO-Y survey results to NIOST (if administered on paper) or Boston Beyond (if administered online) within one week.
8. **OPTIONAL – If ORG. chooses to, administer the Survey of Academic and Youth Outcomes Teacher Survey (SAYO-T) Pre and Post staff survey** on student skills, the Holistic Student Assessment (HSA) student survey on social-emotional skills, or participate in skill badging initiative to recognize student skill development.
9. Contact Boston Beyond if complications associated with the novel coronavirus (i.e., COVID-19) outbreak prevent ORG. from completing its responsibilities.

ORG.

IN WITNESS WHEREOF, Boston Beyond and ORG. have executed this Agreement or caused this Agreement to be executed as of the effective date.

BOSTON AFTER SCHOOL & BEYOND, INC.

By: Christopher J. Smith, Executive Director

Signature

Date: _____

ORG.

By:

Signature

Date: _____

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EXHIBIT A

Provider Name: ORG.

Address:

Designated Individual	This is the person who will serve as the liaison to BASB (Provider) will also immediately notify BASB if this person leaves the organization, and provide information on his/her replacement.
Name:	
Title:	
Telephone Number:	
Email Address:	

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EXHIBIT B

Provider Program Information

- (i) Maximum number of Participating Student seats to be funded:
- (ii) Number of student registrants (approximately 125% of (i) to account for attrition):
- (iii) Grade level range registered from:
- (iv) Primary BPS feeder schools for student registration:

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EXHIBIT C

**Program Information Form:
“2021 Program Details Sheet (for Site Managers)” Google Document
in 2021 5th Quarter Portfolio Resources for Program Managers Folder**

[2021 5th Quarter Portfolio – Resources for Program Managers](#)

SAMPLE

EXHIBIT D

Total Funding Allocated to (Site Name): ORG.
Of \$XXX, funding is allocated in the following ways:

Stipend Funding from BPS Office of Expanded Learning Time (ELT)	\$XXX	Questions? Contact: BPS Summer Learning Office , summerlearning@bostonpublicschools.org Shannon Hayes , Expanded Learning Time Program Manager, shayes@bostonpublicschools.org
Stipend Funding from Office of English Learners (OEL)	\$XXX	Questions? Contact: Rachel Chen , English Learner Instructional Specialist rchen@bostonpublicschools.org
Direct and/or Stipend Funding from Office of English Learners (OEL)	\$XXX	Questions? Contact: Rachel Chen , English Learner Instructional Specialist rchen@bostonpublicschools.org
Direct Funding to Program from BPS and Boston After School & Beyond	\$XXX	This MOU covers this amount. Questions? Contact: Wil Cardwell , Dir. of Summer Learning, wcardwell@bostonbeyond.org
Total Funding	\$XXX	

This MOU covers amount \$XXX which is the direct funding your program will receive from Boston After School & Beyond (BASB). Installments are to be used only to support program costs and will not be disbursed until BASB has confirmed both receipt of funds from BPS and that the benchmarks below have been completed by your program.

5 th Quarter Funding Dissemination – Direct Funding to Program			
Installment Number	Percentage	Dollar Amount	Benchmark Requirements for Receiving Installment
1	90%	\$XXX per seat for XX seats*	<p><i>Using provided templates:</i></p> <ul style="list-style-type: none"> ● Provider submits all completed, signed 5th Quarter consent forms to BASB. In Partner Portal, Provider verifies all participating students are in database and have returned a fully executed 5th Quarter Consent Form. ● Provider submits final BPS staff roster to BPS. ● Provider completes, submits electronically final installment of Action Plan.
2	Maximum of 10%	Maximum of \$XX for XXX seats** (see details below)	<p><i>Using provided templates:</i></p> <ul style="list-style-type: none"> ● Provider records all student daily attendance via Partner Portal. ● Provider records all BPS staff hours via Partner Portal. ● Provider implements all evaluation tools and returns completed tools (e.g., completed youth surveys) to appropriate parties. ● Provider completes and submits funding and expense tracker (budget to actual) to BASB.
Total Installments: 2	100% total	Maximum of \$XX per seat*	

*Subject to change depending on final number of returned, signed 5th Quarter consent forms.

**Notes about 2nd and Final Installment:

- Maximum of \$XX per student seat for those students who attend at least 75% of days offered.
- Maximum of \$XX per student seat for those students who attend 74% of days offered or less.

EXHIBIT D: Consent Form

Dear Parent/Guardian,

This program is taking part in a city-wide program evaluation project (the “Measurement Project”) for all or part of the May 2020-July 2021 year. This Measurement Project, managed by Boston After School & Beyond, Inc. (“BASB”), seeks to understand the quality of out-of-school and expanded learning time programming in Greater Boston and how programs support student skill development and learning. Several research organizations will help with the Measurement Project: the National Institute on Out-of-School Time (“NIOST”), the PEAR Institute (“PEAR”), the RAND Corporation, and ExpandED Schools (collectively, “Research Organizations”). **By completing, signing, and returning this Consent Form, you acknowledge and agree to the following:**

1. BASB, Research Organizations, and Boston Public Schools (“BPS”) will have access to the following demographic and academic information about your child (obtained from this Program and/or BPS): student program attendance, school attended, race, gender, grade, age/date of birth, English learner (EL) status, home zip code, school-year attendance (days present, days tardy, rate), discipline records (total suspension incidents, days suspended, expulsions), test scores, State Assigned Student Identifier (SASID) and Boston Public Schools ID. These data are confidential and will be used only for evaluation to improve out-of-school time programming.
2. Students in grades 4-12 may be asked to fill out a survey called NIOST Survey on Academic and Youth Outcomes (“SAYO Y”). The SAYO Y is a brief survey which asks students about their program experience and future plans. Participation in the survey is voluntary and students may stop at any time without penalty. Should you have any questions about this survey, use of these data, or your child’s participation, contact Dr. Georgia Hall at (781) 283-2530 or ghall@wellesley.edu, or Nancy L. Marshall at nmarshall@wellesley.edu.
3. Students in grades 5-12 may be asked to fill out a survey called the Holistic Student Assessment (“HSA”) and/or the Common Instrument (“CI”), developed by PEAR. The HSA is a tool that can deepen understanding of students’ social and emotional strengths and needs. Students complete a brief survey about themselves. The Program will use the HSA results to cultivate the strengths, abilities, and academic success of each student. The CI is a brief survey which assesses student interest in science, technology, engineering, and math. CI results will be used to improve program content and delivery. Participation in the survey(s) is voluntary and students may stop at any time without penalty. BASB, BPS, and Research Organizations will have access to HSA and CI data and results. PEAR reserves the right to use all HSA and CI data for both research and educational purposes. Should you have any questions regarding HSA or CI, contact Jane Aibel at 617-484-0466 extension 204 or jaibel@mclean.harvard.edu.
4. BASB and/or their partners/agents may videotape or take photos of your child’s participation in the program using video and/or digital photography. These images may be taken before, during, or after programming. These images may be used for the purpose of sharing your child’s participation and associated perspectives to a public audience. Images may be published, posted, or played through a variety of communication channels, including but not limited to print, television, and/or online.

SIGNATURE REQUIRED ON FOLLOWING PAGE → → →

Confidentiality of Data Collected

Your child’s participation in the Measurement Project data collection helps us to better understand out-of-school time programming in Greater Boston. All data collected that may identify your child will be kept confidential. In public reporting of research findings, only group data and/or de-identified data will be reported. At no time will a public report identify an individual student in any way. The only exception to confidentiality will be in the case of any information disclosed that indicates a child is in any danger.

Please complete, sign, and return.

By signing this form below, I give permission for my child to participate in the Measurement Project, and I acknowledge that I have read, understand, and agree to all aspects of the Measurement Project as described in this form. The program will provide services to my child regardless of whether I sign this form.

Program in which your child is enrolling:

Child’s Full Name (First, Middle, Last):

Child’s Date of Birth: _____ **Child’s School-Assigned ID #:**

Child’s Gender: _____ **Child’s Grade (School year 2020-2021):**

Child’s Race/Ethnicity (Select all that apply):

- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic
- Native Hawaiian or Other Pacific Islander
- White
- Other

Child’s School:

Parent/Guardian Name: _____ **Relationship to Child:**

****PARENT/GUARDIAN SIGNATURE**:** _____ **Date:**

Links to Electronic Copies of Consent Form (and Translations):

[Boston After School & Beyond Universal Consent Forms 2020](#)