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.

For more information on the importance of partnership agreements and tips for developing effective MOUs, review Boston Summer Enrichment MOU Guidance.
STATEMENT OF WORK TO MASTER AGREEMENT

THIS STATEMENT OF WORK TO MASTER AGREEMENT ("Statement of Work"), dated as of June 12, 2017, is by and between Boston After School & Beyond, Inc., with offices at 89 South Street, Suite 601, Boston, MA 02111 ("BASB") and the Provider identified on the signature page hereto. Reference is hereby made to that certain Master Agreement bearing an Agreement Effective Date of June 12, 2017 (the “Agreement”) by and between BASB and the Provider. This Statement of Work constitutes a “Statement of Work” within the meaning of the Agreement, and all activities related to this Statement of Work shall be performed subject to the terms of the Agreement. This Statement of Work shall commence as of the date listed on the signature page hereto and remain in effect until terminated or until the Project (as defined below) is complete. All capitalized terms not otherwise defined herein shall have the meaning ascribed to them in the Agreement.

I. PROJECT DESCRIPTION

BASB and the Provider hereby enter into this Statement of Work to complete the following project (the “Project”). The Boston Summer Learning Community ("BSLC") is a project in which the Parties will collaborate to implement common measurement and data collection practices in connection with the Provider’s 2017 summer programming (the “Summer Programming”), and, together with other programming providers participating in the BSLC, the “Participating Summer Programs”).

The BSLC will be guided by the following outcome goals: (i) promote common measures of program quality and holistic student learning across Participating Summer Programs; (ii) understand the youth population served by Participating Summer Programs and through a uniform approach to data collection; and (iii) expand a cohort of summer learning providers who will collaborate to improve access to high quality summer learning opportunities for Boston’s children and youth; (iv) use common measures to document and scale programming best practices.

II. RESPONSIBILITIES OF BASB

In connection with the Project, BASB agrees to:

1. Collect and analyze data from a set of program quality and youth social-emotional skill development measurement tools as well as collect and analyze Participating Student Data, as described in Section III of this Statement of Work.
2. Provide technical assistance to the Provider in using the database Cityspan.

3. Facilitate data collection efforts of research partners National Institute on Out-of-School Time (“NIOST”) and the PEAR Institute (“PEAR”), as well as data collection from the Boston Public Schools (“BPS”).

4. Share results from aggregate-level analysis with Provider as part of a Summer Learning Community meeting, to be held no later than November 17, 2017.

5. Supply the Provider with a Program Report for Improvement and System Measurement (PRISM Report) no later than November 1, 2017, provided that the Provider has satisfied all responsibilities as set forth in this Statement of Work. BASB reserves the right to not produce a PRISM Report for any Provider who has not satisfied all of the responsibilities set forth in this Statement of Work.

6. Facilitate year-round learning community meetings (“BSLC Convenings”) focused on best practices in youth development and social-emotional learning, guided by the results of data from the BSLC.

III. CONSENT FORMS

The Provider shall obtain BASB Consent Forms in the form of the consent form attached hereto as Exhibit B, as follows:

1. For each Participating Student who participates in the Project, the Provider shall obtain from the Participating Student, if the Participating Student is eighteen (18) years of age or older, or from the Participating Student’s custodial parent and/or legal guardian, if such Participating Student is younger than eighteen (18) years of age, a completed BASB Consent Form before the Provider implements any Participating Student survey and/or transmits any Participating Student Data to BASB.

2. The Provider shall maintain the original completed BASB Consent Forms for at least three (3) years following the termination of this Statement of work and provide BASB with a copy of each BASB Consent Form in accordance with the process and timeline outlined in Section IV.1.b. of this Statement of Work.
IV. RESPONSIBILITIES OF THE PROVIDER

In connection with the Project, the Provider agrees to share with BASB certain data concerning students participating in the Summer Programming (“Participating Students”). As described in the Master Agreement, BASB may share the Participating Student Data with the Boston Public Schools, the National Institute on Out-of-School Time (“NIOST”), and/or The PEAR Institute (“PEAR”) (together, “Data Sharing Parties”).

The Provider shall implement a set of measurement activities for each site (“Provider Site”) that are appropriate to its program model, indicated by the Membership Level (“Membership Level”) for each Provider Site, set forth in Exhibit A hereto. Specifically, the responsibilities of the Provider Site at each Membership Level shall include, but are not limited to, the following:

1. Enrollment & Attendance Membership Level.
   a. Provider participates in BSLC Convenings and other professional development opportunities provided by BASB.

   b. As described in section III of this Statement of Work, Provider collects BASB’s 2017-2018 Universal Consent Form (“BASB Consent Form”) for each Participating Student and returns completed BASB Consent Forms to BASB by the second week of Summer Programming. Provider records status of completed, signed, and returned consent form in Cityspan by the second week of Summer Programming.

   c. Provider records the following information in Cityspan before and during the summer for each of the Participating Students (the “Participating Student Data”). No later than one week after the completion of Summer Programming, finalize data collection in Cityspan for Participating Student Data, including:
      i. First and last name, date of birth, race, ethnicity, gender, school, current grade, home zip code;

      ii. to the extent such data is available to the Provider: Boston Public Schools student identification number, State Assigned Student Identifiers, limited English proficiency status;
iii. enrollment and attendance records, attendance to be recorded on an individual student basis for each day of Summer Programming;

iv. schedule of program activities and program description fields.

2. Program Quality Membership Level.
   In addition to all responsibilities of the Enrollment & Attendance Membership Level:

   a. Provider accommodates a third-party observer trained to administer the Assessment of Program Practices Tool (“APT”) for one or more full-day Summer Programming site visits.

   b. Provider administers NIOST’s Survey of Academic and Youth Outcomes Youth Survey (“SAYO Y”) to all Participating Students entering grades 4 or above, during the final week of Summer Programming, and facilitates the collection and return of completed SAYO Y surveys and/or results to NIOST and/or BASB no later than two weeks after Summer Programming ends.

3. Youth Outcomes Membership Level.
   In addition to all responsibilities of the Program Quality Membership Level:

   a. Provider assesses individual students’ skills using one or more of the following survey tools:
      i. Provider administers the Survey of Academic and Youth Outcomes Teacher Survey (“SAYO T’’). Educators at the Provider Site (“Provider Site Educators”) complete the Pre SAYO T during the beginning of week two of Summer Programming. Provider Site Educators complete the Post SAYO T during the final week of Summer Programming. Provider facilitates the collection and return of SAYO T results to BASB.

4. Badging Membership Level.
   In addition to all responsibilities of the Youth Outcomes Membership Level:

   a. Provider Site Educators award badges recognizing students' skill development based on attendance and SAYO T results. This membership
level is only available to programs that have previously been Program Quality Members.

V. FUNDING

1. BASB shall be responsible for the costs associated with acquiring the APT, SAYO-Y, and other instruments described in Section III of this Statement of Work and for the costs associated with certified observers who administer the APT.

2. BASB shall be responsible for the costs associated with hosting the BSLC Convenings, but BASB shall not be responsible for the costs or other expenses incurred by the Provider in connection with BSLC Convening attendance.

3. The Provider shall be solely responsible for managing, operating, and funding the Summer Programming.
IN WITNESS WHEREOF, BASB and the Provider have executed this Agreement or caused this Agreement to be executed as of the Agreement Effective Date.

BOSTON AFTER SCHOOL & BEYOND, INC.

By:

______________________________________
Signature

Date: ____________

BOSTON PUBLIC SCHOOLS

By:

______________________________________
Signature

Date: ____________

Address:

2300 Washington Street
Roxbury, MA 02119
EXHIBIT A

Provider

Provider Name: Boston Public Schools
Provider Address: 2300 Washington Street
Roxbury, MA 02119

<table>
<thead>
<tr>
<th>Sites Names</th>
<th>Site Membership Levels</th>
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<td>Provider Site 1:</td>
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<td>Provider Site 18:</td>
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EXHIBIT B
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 2017-July 2018 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: 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 language learner (ELL) 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 taken at the end of programming which asks students about their program experiences and future plans. Participation in the survey is voluntary and students may stop at any time without penalty. Individual responses will not be shared with the Program. 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 survey (“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, at least once and as many as two times. The Program will use the HSA results to cultivate the strengths, abilities, and academic success of each student. The CI is a brief survey completed once 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 Providers/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.

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.

<table>
<thead>
<tr>
<th>Program in which your child is enrolling:</th>
</tr>
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<tbody>
<tr>
<td>Child’s Full Name (First, Middle, Last):</td>
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<tr>
<td>Child’s Date of Birth: ____________________  Child’s School-Assigned ID #: __________________________</td>
</tr>
<tr>
<td>Child’s Gender: _______________________  Child’s Current Grade <em>(School year 2016-2017)</em>: ______________</td>
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<tr>
<td>Child’s School: __________________________________________________________________________________________</td>
</tr>
<tr>
<td>Parent/Guardian Name: __________________________  Relationship to Child: __________________________</td>
</tr>
</tbody>
</table>

**PARENT/GUARDIAN SIGNATURE**: _______________________________  Date: ___________________