I. PURPOSE OF THIS MEMORANDUM:

This Memorandum of Understanding (MOU) outlines the agreement between SAP, Inc. (SAP), Jobs for the Future (JFF), Boston Public Schools (BPS), Charlestown High School (CHS), Bunker Hill Community College (BHCC), Boston’s Mayor Office, and the Boston Private Industry Council (PIC) (together, “the Parties”). The Parties seek to ensure that many more youth complete high school and attain a postsecondary credential with currency in information technology industries. To attain this goal, the Parties are developing an early college career pathway at Charlestown High School (C-Town Tech) for students to transition from high school through community college, and into the IT workforce.

C-Town Tech is a pilot IT pathway program at Charlestown High School. Students participate in a summer enrichment program prior to enrolling, are taught BHCC IT classes during the school year in 9th-12th grades and will receive field specific internships and mentoring in 11th and 12th grades. The Pathway includes: 9th grade – IT Problem Solving (CIT 113) – full year course at CHS taught by BHCC; 10th grade – Python Programming (CIT 125) – full year course at CHS taught by BHCC; 11th grade – general education course (ENG or MAT) and Concentration Course (CIT182 or 168) in both fall and spring semesters at BHCC; 12th grade – general education course and Concentration Course (CIT121 or 268) in both fall and spring semesters at BHCC. Students will have the opportunity to earn as many as 30 college credits in the C-Town Tech pathway.

II. STATEMENTS OF AGREEMENT AND COLLABORATION

1. Governance

The C-Town Tech pathway established under this agreement shall be governed by Massachusetts and federal laws and regulations, and school district, and college policies and requirements.

* 1. Steering Committee
	A Steering Committee consisting of representatives from all the Parties shall meet quarterly to oversee the development and ongoing support of the C-Town Tech pathway with on-going communication between meetings. Additional staff and faculty members, students and parents may be added as appropriate. The Steering Committee will work collaboratively to establish stability of financial and human resources; evaluate progress to mutually agreed upon benchmarks; identify and work to resolve problems, issues and challenges that arise; and ensure effective coordination and collaboration.
	2. Working Groups
	Appropriate working groups will meet periodically to discuss specific elements of programming and pathway design, including annual budget creation and management, student academic and career support services, the development of a scope and sequence of courses in an early college career pathway. This scope and sequence will include curriculum mapping between BHCC and CHS. Curriculum should include an instructional approach or framework focused on rigorous college-level instruction that is aligned with the Common Core standards and the college-readiness standards of BHCC, and includes the acquisition of job readiness skills.
1. Budget
The Steering Committee will develop, review and agree to an annual budget proposed by the Steering committee during the fall or early winter of each year new academic year; the steering committee will meet to give an update and report on the budget on a semi-annual basis.
2. Funding and Fundraising

The Steering Committee will be responsible for establishing the annual budget, identifying funding priorities, and securing resources to support implementation of the pathway each year. Initial fundraising from external sources will be necessary to support the pilot and proof of concept period. The Steering Committee will be tasked with identifying a long-term sustainability strategy that leverages the core funding mechanisms available in each system. This could involve, but not be limited to applying for grants and engaging other employers and external partners. Grants teams from each of the Parties will communicate regularly to identify potential funding sources and to submit applications.

The Steering Committee will secure funding for the following operational components supporting the pathway:

* 1. Staffing Costs
	2. Equipment & Technology
	3. Course costs
		1. Tuition and fees
		2. Placement testing
		3. Books and teaching materials
	4. Summer programming
		1. Food
		2. Student transportation
		3. Activities
	5. Summer stipends for rising 9th graders
1. Management of Project Funds
Once an annual budget is agreed upon by the steering committee, all partners involved will discuss and agree upon how relevant costs will be covered depending on available or potential funding. The Pathway project budget will include organizational funds/resources dedicated to the project by the partners, and external funds/resources from public/private funders and industry partners. Each partner will be responsible for managing organizational funds that it dedicates to the pathway program. For external grants/funds, the Steering Committee will determine the appropriate fiscal agent to manage each grant, based on the funder’s guidelines and the function within the pathway.
2. Staffing— The Pathway staff for SY16-17 will include at minimum the following positions. The Steering Committee is responsible for determining the staffing needs and structure.
	* 1. BHCC Faculty Curriculum Developer (PT) (Jaime Mahoney)
		2. BHCC Course instructors (Dinesh Ayyappan)
		3. High School Site Pathways Coordinator (FT) (Aaron Altman)
		4. College Site Coordinator (PT) (Ruby Reyes)
		5. Partnership Liaison (PT) (Sheila Jackson)
		6. Summer Program Instructors (PT) TBD
		7. Summer Program Coordinator (PT) TBD
		8. PIC Career Specialist (FT) (Olivia Paquette)
		9. SAP staff liaison position (PT) (Katie Morgan/Erin LaBarge)
3. Recruitment and Enrollment of Students
	1. CHS will take the lead on recruiting students into the C-Town Tech pathway, including outreach to Boston Public School District, facilitating the inclusion of a C-Town Tech option in the BPS high school selection process, providing detailed information on the C-Town Tech program—including summer activities to BPS K-8 schools and families in advance of the school selection process and conducting information sessions at BPS K-8 schools.
	2. BHCC will work collaboratively with CHS staff to assist qualified students to enroll in BHCC’s dual enrollment program and to register for pathway related courses in advance of course offering.
4. Assessment/College Placement Testing
	1. BHCC will be responsible for providing assessment testing to C-Town Tech students for placement into appropriate dual enrollment courses and will provide CHS with test preparation tools and materials.
	2. CHS will be responsible for coordinating with students and BHCC to schedule assessment tests and will work with JFF to secure staffing assessment test preparation using provided BHCC materials.
5. Instructors and Grading
	1. BHCC will hire, supervise and evaluate all instructors teaching college-level, C-Town Tech courses.
	2. All grading will be conducted in accordance with BHCC grading policies and procedures.
	3. JFF will be responsible for hiring and supervising all summer program staff.
	4. BHCC and CHS will be responsible for training C-Town Tech summer instructors.
6. Professional Development for Faculty
	1. BHCC will be responsible for providing appropriate professional development opportunities (either existing or emergent) for faculty teaching in the C-Town Tech pathway.
7. Books and Supplemental Materials
	1. BHCC instructors will be responsible for identifying all course related materials
	2. Course materials will be purchased through the BHCC book store
	3. Funding for course materials will be secured by the Steering Committee each year
8. Awarding Credit for Courses
	1. All C-Town Tech courses will be credit-bearing courses taught by BHCC faculty (including CHS teachers credentialed by BHCC hired as adjuncts). The College will award transcript credit for each course in the C-Town Tech Pathway in accordance with existing BHCC dual enrollment processes.
	2. CHS will award credit toward graduation on the transcript of each C-Town Tech participant. Successfully completed credit-bearing C-Town Tech classes will satisfy high school requirements as determined by the Steering Committee.
9. Curriculum Alignment
	1. BHCC and CHS faculty will work collaboratively to align curricula in English and math.
	2. CHS will identify, hire and supervise all CHS faculty engaged in curriculum alignment projects.
	3. BHCC will identify, hire and supervise all BHCC faculty engaged in curriculum alignment projects.
10. Instructional Calendar
	1. 9th and 10th grade C-Town Tech dual enrollment classes will follow the CHS calendar.
	2. 11th and 12th grade C-Town Tech dual enrollment students will take classes at BHCC Charlestown Campus following the BHCC academic calendar, unless alternatives are mutually agreed upon by the parties.
	3. C-Town Tech dual enrollment classes will be cancelled if either CHS or BHCC are closed due to weather or other emergency. Each institution will notify the other of any closure. CHS will notify students and BHCC will notify faculty.
11. Student Eligibility and Responsibilities
	1. The Steering Committee shall establish program eligibility criteria. All CHS students are eligible to apply for the C-Town Tech Pathway. Students are responsible for maintaining regular attendance in accordance with BHCC class attendance policies for all C-Town Tech courses.
	2. Student eligibility for BHCC’s Dual Enrollment program will be determined in accordance with BHCC’s existing policies, including filling out the dual enrollment application and parental consent form, college placement testing and attending a mandatory orientation session. Students must complete all pre-requisite courses or receive a waiver granted by the department chair.
12. Confidentiality of Student Records
	1. FERPA
	The Parties agree to maintain and secure the records of all C-Town Tech Pathway students in accordance with all applicable federal and state laws, including the Family Education Rights and Privacy Act (“FERPA”). All records relating to students which are generated or maintained through this agreement shall be considered education records in accordance with applicable laws and policies. The Parties shall maintain the confidentiality of these and all education records and shall not release education records to any third party without the prior written consent of the student. CHS shall obtain a written consent from all participating students to release educational records among and between the Parties for the administration and evaluation of the C-Town Tech Pathways program. Copies of all executed consent forms shall be provided to BHCC.
13. Facilities, Services and Resources
	1. Classrooms
		1. CHS will be responsible for providing appropriate instructional space for C-Town Tech classes in the freshman and sophomore years and will provide appropriate audio visual equipment for classroom instruction.
		2. BHCC will be responsible for providing appropriate instructional space and equipment for courses offered at BHCC’s Charlestown Campus.
		3. JFF will work collaboratively with BHCC and CHS to identify space for the summer program components.
	2. Transportation
		1. CHS will be responsible for facilitating students’ transportation to/from all dual enrollment courses to be held at BHCC in the junior and senior year of the C-Town Tech pathway.
		2. JFF and the PIC will be responsible for coordinating transportation to/from all internship and work experience components of the C-Town Tech pathway.
	3. College and Career Development Components of the Steering Committee will develop a scope and sequence of college and career development competencies and activities to support student preparation.
	4. The PIC will be responsible for providing job readiness preparation, leading to securing employer-paid competitive summer and after school jobs/internships optimally where students utilize their technical skills.
	5. In partnership with teachers and business partners, the PIC and the HS Site Pathways Coordinator will be responsible for coordinating career development experiences to complement classroom instruction.
	6. BPS, PIC, and employer partners will support students in the development of career portfolios and industry certifications.
	7. SAP will be responsible for providing C-Town Tech students with mentors in the 11th and 12th grades, as well as early career and industry exposure in the 9th and 10th grades.

17. College and Career Development Components

1. The Steering Committee will develop a scope and sequence of college and career development competencies and activities to support student preparation.
2. The PIC will be responsible for providing job readiness preparation, leading to securing employer-paid competitive summer and after school jobs/internships optimally where students utilize their technical skills.
3. In partnership with teachers and business partners, the PIC and the HS Site Pathways Coordinator will be responsible for coordinating career development experiences to complement classroom instruction.
4. BPS, PIC, and employer partners will support students in the development of career portfolios and industry certifications.
5. SAP will be responsible for providing C-Town Tech students work based learning opportunities, including a mentoring program, job shadow days, and year round touch points with students starting in 9th grade.

18. Media and Public Relations

1. The Parties will work collaboratively to promote and market the C-Town Tech pathway.
2. BHCC’s Integrated Marketing and Communications team will host and maintain the pathway website and will produce printed promotional materials.

19. Evaluation

The Steering Committee will develop a plan for the evaluation of C-Town Tech to be completed each year. Data to be collected and analyzed will include, but not be limited to, attendance and retention rates, job/internship placement, GPA of high school credit only courses and college courses, satisfactory progress in college courses, and adequate progress toward the college-readiness of the students in the pathway. Evaluation may also be conducted by a third a party external organization.

III. TERM:

This MOU shall be in effect beginning November 2016and shall be valid through June 2017, or until terminated in writing by any party. If notice of termination of the MOA is delivered during a semester, the Parties shall use their best efforts to delay the effective date of termination until the completion of that semester.

The terms and conditions of this MOA may be revised or modified at any time during the effective period of the MOA upon written consent of the Parties.

IV. AUTHORIZATION:

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Dr. Tommy Chang, Superintendent, Boston Public Schools Date

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William Thomas, Headmaster, Charlestown High School Date

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Pam Y. Eddinger, Ph.D. President, Bunker Hill Community College Date

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Maria Flynn, CEO, JFF Date

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Atle Erlingsson Vice President of Communications, SAP North America Date

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Neil Sullivan, Executive Director, Boston Private Industry Council Date

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Rahn Dorsey, Chief of Education, City of Boston Date