

Strategic Focus Area I. District-wide Commitment to  
OST Partnerships

Recommendation by the Innovation Agenda  
OST Design Team (completed Spring 2012)

*CPS will ensure a commitment to partnership to support all students' engagement in a robust range of Out-of-School-Time (OST) experiences and as a means to reach related CPS goals. To realize this commitment CPS will:*

- *Ensure accountability and alignment of its resources and personnel towards this commitment.*
- *Dedicate capacity to collaborate and support the coordination of quality partnerships with the OST system of providers, students, and families through district-level and school-level strategies, structures and positions.*

Fall 2013 Updates on CPS Support, Efforts, Engagement  
and Progress

- **OST Partnerships Assistant Program Manager**  
Responsibilities of this new (Sept 2012) CPS-supported 0.7 FTE position include:
  - Coordination of the Middle School Network that focuses on promoting access to, participation in, and coordination among middle grade serving OST providers)
  - Implementation of in-school OST opportunities workshops and events
  - Collection and analysis of data sources to build collective understanding of middle grade student needs and interests
  - Training and supervision of 5 Upper School Placement Coordinators as well as 4 Massachusetts Service Alliance Commonwealth Corps members
- **Upper School OST School Placement Coordinators**  
Responsibilities of these 5 stipended school faculty members include:
  - Communication with their schools' leadership and teaching teams and the AFC to encourage and directly assist students and families to register, plan for and engage in OST experiences that match their individualized interests, learning and developmental needs throughout the school year.
- **Memorandum of Agreement (MOA) Process**  
On-going work with CPS central administration to design a common MOA process to assist with the development and maintenance of effective school-OST provider partnerships.
- **Dr. Martin Luther King, Jr. School Building Planning**  
AFC provided input to design of new school building that will house the Putnam Ave. Upper School to ensure that campus design takes into account how the building can effectively support OST needs of 6<sup>th</sup>-8<sup>th</sup> grade students, faculty, partners and families (e.g. with storage, exhibition, wall, lab and other shared spaces).

**Recommendation by the Innovation Agenda OST Design Team (completed Spring 2012)**

***CPS will maintain a district-wide commitment to ensuring all students have access to a breadth of OST experiences that promote positive youth development and the value of learning across multiple contexts. CPS will dedicate existing resources and capacity (e.g., transportation) to enhance ease of access, as appropriate.***

- *CPS will integrate school-based point persons, workshops and other supports to encourage and assist students and families to register and plan for OST experiences that respond to their individualized interests, learning and development, with a particular focus on students and families that can benefit most from increased access to an expanded range of experiences.*
- *CPS will collaborate with the OST system of providers to compile and disseminate reliable information that informs families, students and in-school faculty about the range of available experiences and how to access them.*

**Fall 2013 Updates on CPS Support, Efforts, Engagement and Progress**

- **Summer Opportunities Planning Workshops**
  - In Spring 2013, all CPS Upper Schools and the Amigos School dedicated time for 6th-8th grade students to participate in Summer Opportunities Planning Workshops
  - *Highlight: 87% of 6th-8th graders across these schools learned about summer opportunities and completed planning sheets, with the help of 14 different city-run and community-based OST providers and more than 35 different OST-affiliated staff.*
- **2012-2013 Cambridge OST Opportunities Resource Guides**

Fall, Winter/Spring and Summer OST Resource Guides were produced and distributed by the AFC specifically designed to provide information about OST opportunities for 6th-8th graders. The Resource Guides were posted on each of the Upper Schools' as well as the CPS main websites, and were translated into Spanish and Haitian Kreyol – other languages to follow.
- **CPS Late Buses**

Available to students at every Upper School on Tuesdays, Wednesdays and Thursdays at 4:15pm, from the beginning of October through the end of May. Buses allow students who participated in on-campus OST activities to receive transportation to set locations throughout the city enabling them to participate in additional non-CPS run OST programs or to get off at designated stops throughout the city.

**Strategic Focus Area III. Expectations for Student Participation in OST**

**Recommendation by the Innovation Agenda OST Design Team (completed Spring 2012)**

*CPS holds an expectation that its students participate and develop competencies in OST experiences throughout the year.*

- *CPS will communicate this expectation consistently to students and families and will hold itself accountable for communicating and acting on this expectation throughout all levels of the district.*
- *With the OST system of providers, CPS will design and implement approaches to document, track and share students' participation levels in OST experiences, including the development of OST student passports and portfolios.*

**Fall 2013 Updates on CPS Support, Efforts, Engagement and Progress**

- **CPS has established initial minimum expectations that every Upper School student participates in:**
  1. At least one OST program/club/team/project per school trimester, whether on or off campus, CPS-run or non-CPS-run.
  2. At least one CPS-run OST program/club/team/project per school year.
- **CPS Innovation Accountability System includes OST-related target outcomes:**
  - *Measure 1.4.: 80% of all students and all student subgroups in grades 6-8 will participate in out-of-school-time (OST) and extracurricular activities by Spring 2014.*
  - *Measure 1.5. : 50% of all students and all student subgroups in grades 6-8 will participate "regularly" (3 days or more per week) in OST/extracurricular activities by Spring 2014.*

(Note: participation rates were tracked and monitored by the Out-of-School-Time Learning Partnerships Office with support from the Cambridge AFC.)
- **OST Student Enrollment and Participation Data System**  
Designed for OST providers and CPS-run OST clubs/programs/teams to document, track and submit to AFC upper school students' participation in OST experiences.
- **OST Passport System**  
An innovative initiative being supported by CPS ICTS to build out an interactive approach to document, acknowledge, celebrate and motivate CPS US students' participation in OST opportunities.

**Recommendation by the Innovation Agenda OST Design Team (completed Spring 2012)**

***CPS will actively elicit and respond to student voice and input to enhance students' satisfaction with and engagement in OST experiences that match their interests and goals. CPS will collaborate with the OST system of providers to:***

- *Implement in-school events and exhibitions to elevate, celebrate and reflect on what students are learning and experiencing through their OST experiences.*
- *Establish Upper School OST Student Leadership Teams to share their ideas and help make decisions about what OST experiences and expectations should look like, and on how to increase and sustain students' participation in OST experiences.*

**Fall 2013 Updates on CPS Support, Efforts, Engagement and Progress**

- **2012 Upper Grade OST Student Survey**  
Administered during the school day in each Upper and Amigos School in Fall 2012 to more than 900 6th-8th graders by the Agenda for Children in order to gain insight into their experiences with and perspectives on OST opportunities in Cambridge (including on-campus clubs, intramurals as well as non-campus based programs). Another OST Student Survey will be administered this school year, and the results will be analyzed.

**Strategic Focus Area V. Cross-System Data Sharing**

**Recommendation by the Innovation Agenda OST Design Team (completed Spring 2012)**

***CPS will develop methods, tools and technological supports to enhance communication and data sharing between CPS and the OST system of providers, families and students; and to coordinate these efforts CPS will:***

- *Determine and institute data sharing policies*
- *Establish a cross-system shared data team*
- *Build a cross-system data management system*

**Fall 2013 Updates on CPS Support, Efforts, Engagement and Progress**

- **Data-Sharing Policies**  
In development with support from CPS Legal and ICTS Departments. *Student Data/Data Breach Special Terms and Conditions* document has been drafted. This will allow, with parental consent, for CPS and OST providers to share appropriate forms of data to support students' academic and overall success.
- **CPS Aspen Database**  
Currently being implemented across CPS for 2013-14 this school year, and the AFC provided input to ensure that the system has the capacity to be built out to serve as a conduit for cross-system data sharing in regards to students' OST participation trends as well as their progress.
- **Cross-System Shared Data Team**  
CPS ICTS Director will partner with the AFC to convene a Shared Data Team to explore how appropriate data can be shared across systems between providers, schools, families and students.

Strategic Focus Area VI. Enhanced CPS-AFC Partnership

Recommendation by the Innovation Agenda OST Design Team (completed Spring 2012)


*CPS commits to deepened support of the Agenda for Children Out of School Time Initiative, and will partner with AFC, as the citywide intermediary that facilitates coordination between the district and the OST system of providers, to ensure adopted recommendations are developed into a detailed plan and are fully implemented in stages over the next 3-5 years.*

Fall 2013 Updates on CPS Support, Efforts, Engagement and Progress

As per request of Supt. Jeffrey Young / CPS leadership:

- **November 2012** – The Agenda for Children (AFC) leadership team asked to present at a joint meeting of the City Council and School Committee (SC) to provide Innovation Agenda OST-related updates.
- **May 2012** – the AFC leadership team asked to present at a SC meeting to discuss and provide an overview of the Innovation Agenda OST Design Team, and the recommended Strategic Focus Areas and action steps the IA OST DT developed in response to Supt. Young’s mandate to articulate how CPS can effectively play a prominent role in establishing cross-system expectations, strategies and structures aimed at creating access to OST opportunities for CPS students.
- **May-June 2012** – CPS Administration, AFC personnel and OST leaders met to go over IA OST DT Strategic Focus Areas, and to review priorities and methods for acting upon them.
- **June-July 2012** – AFC provided collaborative support to increase middle grade students’ access and connection to CPS-run OST programs and projects (e.g, Upper School Clubs and Intramurals, All-City Band/Drama/Chorus/Media, Title I Math supports, and Rise Up Summer Transition Program).
- **February 2013** – AFC leadership team, alongside Supt. Young, Dep. Supt. Carolyn Turk and Dep. City Manager of Human Services Ellen Semonoff, were asked to present to a Joint Roundtable of the City Council and SC to provide updates on the progress of creating more access to a robust range of quality OST experiences and programs for CPS 6th-

8th graders citywide.



**June 2012-present** – AFC-led OST orientation and planning meetings with Upper School Heads, Leadership and Teacher Teams to provide overview of the AFC’s role, the OST landscape, the IA OST DT Strategic Focus Areas, faculty roles, school-level action steps, and to grow a positive working relationship between AFC and the Upper & Amigos Schools.

**August 2012-present** – AFC asked to contribute to CPS community events and meetings to provide CPS families with information and guidance around how to access OST opportunities and resources at various Upper School campus-based events, and for parent groups such as CSAG, school council and other family meetings/events.

**January 2013-present** - AFC works with Mayor Henrietta Davis’s Office to help coordinate efforts to bring OST STEM/STEAM providers from across city to facilitate discussions on how to increase CPS students’ access to STEM/STEAM programming during OST hours.