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| **Name of Grant Program:** FY2023Massachusetts 21st Century Community Learning Centers – Exemplary Programs Grant | **Fund Code:** 646 |

**Addendum D - Partnership Agreement (required for all applicants)**

All districts/schools and agencies (including partnering schools and/or agencies) must agree to and sign the Partnership Agreement. A partnership includes significant involvement in planning and ongoing management of the program, as well as specific individual or joint responsibilities for program implementation over the course of the grant term.

The purpose of the Partnership Agreement is to ensure there is a coordinated process and procedure for implementing a high quality 21st CCLC program (ELT, OST school year and summer) including the required reporting and state and federal evaluation.

Since the grant application describes in detail how districts/schools/partners will contribute to the establishment and maintenance of the 21st CCLC program, it is important that all partners share a collective understanding and vison as to the scope and purpose of the grant program.

Partnership Agreements that do not include all required signatures will not receive credit for submission. Electronic signatures are acceptable.

Partnership Agreements must be signed by the authorized signatory of the lead applicant (superintendent or executive director), principal(s) of applicant/partnering schools, and if applicable other authorized representatives of community partners.

**Duration of the Agreement**

Partnership Agreements are for the full term of the grant award but should be reviewed annually. If changes become necessary, due to a change in leadership, a revised/updated agreement must be submitted for approval.

If for any reason either party decides to dissolve the partnership prior to the completion of the funding cycle a letter outlining the reasons must be submitted to the Department of Elementary and Secondary Education (Department) 21st CCLC Coordinator.

**District/School** (**INCLUDING PArtnering Schools)**

1. The school district/partnering schools will provide access to needed and pertinent student data including student SASIDs for the purpose of evaluation and program planning. Please note for Non-School District leads a separate MOA for data sharing is encouraged.
2. For applicants proposing school-based Out-of-School Time Programs - The 21st CCLC programs will have full access to space and resources needed to run a high quality program (e.g., gym, library, art room, office space, etc.). Additionally, each funded site will have priority access to agreed upon space over programs not directly affiliated with the school/school district. With rare exceptions, schools will not displace the 21st CCLC program from its usual reserved space for use by non-district/school contractors.
3. To meet Federal data reporting requirements districts/schools are required to make available the following data please note the Department will provide the MCAS data:

* **Academic Achievement – Programs Serving Grades 4-8 (This data will be provided by the Department)**
  1. Percentage of students participating in 21st CCLC programming during the school year and summer who demonstrate growth in reading/language arts on MCAS.
  2. Percentage of students in participating in 21st CCLC MCAS assessments.
* **Grade Point Average- Programs Serving Grade 7-8 & 10-12**

Percentage of students in grades 7-8 and 10-12 attending 21st CCLC programming during the school year and summer with a prior-year unweighted GPA less than 3.0 who demonstrated an improved GPA.

* **School Day Attendance- Grades 1–12**

Percentage of youth participating in 21st CCLC during the school year and summer who:

* Had a school-day attendance rate at or below 90% in the prior school year AND
* Demonstrated an improved attendance rate in the current school year.
* **Behavior- Grades 1 - 12**

Percentage of students attending 21st CCLC programming during the school year and summer who experienced a decrease in in-school suspensions compared to the previous school year.

* **Student Engagement in Learning (SAYO Required Outcome)- All programs**

Percentage of students participating in 21st CCLC programming in the school year and summer who demonstrated an improvement in teacher-reported engagement in learning.

1. School administrator(s) agree to fully support school day teachers’ completion of the required Survey of Academic Youth Outcomes (SAYO) teacher survey, as well as the 21CCLC program educators and youth surveys and provide appropriate and timely access to required student data.
2. Submit evaluations, required reports including yearend financial reports by set deadlines.
3. Ensure that all procedures and regulations for health, fire, safety, family consents, transportation, field trips, medical and other emergency procedures will be shared with all partnering/contracted agencies and individuals.
4. Ensure that all data required for reporting to Congress by the Government Performance and Results ACT (GPRA) as noted above will be provided annually, as required, and entered and/or uploaded through the Department’s Security Portal. If non-LEA serves as the lead this may require mutual cooperation and data sharing agreements between the district/school/CBO.

**For non-LEA Leads or School districts that partner with a Non-LEA to manage the 21st CCLC**

* Both parties agree to hold regularly scheduled check in meetings (at minimum quarterly) with school principal(s) or designee, and other appropriate school staff to discuss all issues pertaining to the 21st CCLC program. Agenda items will include, but not be limited to, effectiveness of program features, student development, and other aspects of program evaluation.

**Lead Applicant:**

* Will employ a full time 21st CCLC Coordinator as described in the RFP who will be responsible for the overall implementation of grant funded programming including program design and the outreach, hiring and supervision of program staff and contractors.
* Communicate and collaborate with funded school(s)/partnering school(s) about curriculum and instruction.
* Will provide coordinator with access to pertinent student information and data for the purpose of designing programming that addresses student needs.
* Will share, as appropriate, pertinent student information and data with confidentiality agreements for the purpose of meeting state and federal evaluation requirements.
* Will complete and submit in a timely manner all required paperwork, forms and data related to and associated with the program.
* Will provide coordinator with access to assessment and other available data for the purposes of program evaluation.
* Will participate in the evaluation of the program at the local, state, and federal levels.
* Will ensure the 21st CCLC program has access to needed space to implement a high quality program
* Will develop and implement a sustainability plan that includes coordination with other funding sources.

**Decision Making Process**

If partners cannot come to a mutual agreement, the lead agency will have final decision-making authority.

Hiring and firing of the appropriate staff will be the responsibility of the agency for which they are employed. The 21st CCLC Coordinator should assist partners in interviewing and hiring staff that will be working in the 21st CCLC program through their respective agencies. In addition, the 21st CCLC Coordinator should provide input into the performance evaluation of all partner agency staff working with the 21st CCLC program.

**Procedures for Modification and Termination**

The Partnership Agreement may be modified, revised, extended, or renewed by mutual written consent of all parties, by the issuance of a written amendment signed and dated by all parties.

A partner’s participation in the 21st CCLC program may be terminated with written notice clearly outlining the reasons for the termination. The partner to be terminated may request a meeting to discuss the termination of services. If the partners cannot come to a mutual agreement the lead agency shall make the final determination.

# Signatures

High quality academically enriching programming occurs through intentional planning and on-going communication and collaboration. By signing this agreement all parties confirm their acceptance of its terms.

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# Lead Applicant Name

Authorized Signatory (Superintendent /Executive Director) Date

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# School/Partner School Name

Principal Signature Date

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# Partner School Name (if applicable)

Principal Signature Date

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# Partner Name (if applicable)

Signature Executive Director Date

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# School/Partner School Name

Principal Signature Date

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# Partner School Name (if applicable)

Principal Signature Date

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# Partner Name (if applicable)

Signature Executive Director Date