



July 29, 2014

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

CONTRACT AWARD: Educational Support

RECOMMENDATION: That the School Committee award a contract to the following vendor for the Work Force Program; funds to be provided from the General Fund budget, Chapter 30B of the laws of the Commonwealth of Massachusetts having been complied with.

<u>Contractor</u>	<u>Period of Contract</u>	<u>Amount</u>
Cambridge Housing Authority 362 Green St. Cambridge, MA 02139	9/1/4 – 6/30/15	\$100,000.00

DESCRIPTION: This contract is for FY 14/15 Work Force Program. This program, located at Cambridge Rindge & Latin, provides comprehensive educational enrichment and work- readiness skills to low income teens.

SUPPORTING DATA: RULES OF THE SCHOOL COMMITTEE: Chapter III, Section 12... "motions calling for the appropriation or expenditure of money shall require the affirmative vote of four members."

BUDGET REFERENCES:

ACCOUNT:	53101	Professional & Technical Services
FUND:	15000	General Fund
ORG:	830665	CRLS/Cambridge Partners
PROJ:		

Respectfully Submitted,

Jeffrey M. Young, Ed.D.
Superintendent of Schools

CS

CAMBRIDGE PUBLIC SCHOOLS

REQUEST FOR CONSULTING OR PROFESSIONAL SERVICES CONTRACT

check
one

<u>Account</u>	<u>Fund</u>	<u>Dept</u>	<u>Proj/Grant</u>
<input checked="" type="checkbox"/> 53101 Prof/Tech	15000	830665	
<input type="checkbox"/> 57202 Training			
<input type="checkbox"/>			

For Contracts exceeding \$5,000, check one:

- Professional Development Contract
- Mental Health or other Health Service
- Special Education Related Services
- Social Service Provider
- Direct Educational Services
- Three Quotes Solicited (please attach)

AU Administrator: Damon Smith, Principal
Department: 830665

Vendor Name: Work Force -Cambridge Housing Authority
Street Address: 362 Green Street
City: Cambridge **State:** MA **Zip:** 02139
Email: jlindamood@cambridge-housing.org
Phone: (617) 520-6266 **Send To: Contact Name:** John Lindamood, Director of Resident Services
FAX:

Scope of Services: Please attach consultant proposal if available.

The Cambridge Housing Authority will continue to operate a Work Force Program Site at the Cambridge Rindge and Latin School for the 2014-2015 academic year.

Please see attached for further program detail.

Contract Period: **Start Date:** 9/1/14 **End Date:** 6/30/15

Contract Amount: **Not to exceed:** \$100,000.00

Payment Terms: Flat amount at end of project: \$100,000.00
 Daily Rate of:
 Hourly Rate of:
 Progress Payments as follows:

CORI Authorization: The undersigned AU Administrator hereby certifies that the services do/do not require a criminal background check in accordance with the state law and the CORI policy of the Cambridge Public Schools.

CORI Required:
CORI Not Required:

AU Administrator: Damon Smith, Principal **Date:** 7/21/14



Go Falcons!



The Work Force

**PROPOSAL
FROM THE CAMBRIDGE HOUSING AUTHORITY
FOR THE CONTINUED OPERATION
OF A
WORK FORCE PROGRAM SITE
AT
CAMBRIDGE RINDGE AND LATIN SCHOOL
FOR THE
ACADEMIC YEAR 2014-15**

Contact:

John Lindamood
Director of Resident Services
Cambridge Housing Authority
362 Green Street
Cambridge, MA 02139
617-520-6266
jlindamood@cambridge-housing.org

Overview of The Work Force

The Work Force is a comprehensive educational enrichment and work-readiness program for low-income teens in Cambridge public housing. Unusual for its depth of engagement with young people, the program currently provides 140 participants annually in grades 8 – 12 with sustained networks of learning and support over a developmentally significant five-year span: from the eighth grade through their senior year in high school. Since its inception in 1984, The Work Force has used what has since come to be known as a youth development approach, focusing more on building students' strengths rather than on ameliorating their deficits, to promote achievement in all the venues in which participants conduct their lives: at home, at school and at work. For over 25 years, The Work Force has helped low-income teens to broaden their horizons and to develop the wide range of competencies necessary for long-term success.

A key to the success of The Work Force has been its close collaboration with the local school district. Since its inception, the program has monitored students' attendance and performance in school, providing tutoring, access to computer technology, literacy-building activities and other academic supports, as well as serving in many instances as an important link between the schools and students' families.

By design, the program serves youth with a wide range of interests and abilities. Participation requires only that students live in public housing and be enrolled in school. Once enrolled, however, students are immersed in a culture of high expectations. While some Work Force participants are excellent students, many are marginalized and lack the sustained support they need to thrive academically. This is particularly troubling in light of the fact that CHA students comprise 54% of the city's public high school, and 44 % of all public school students in Cambridge. School studies and Work Force staff experience indicate that Work Force students (and other low-income, minority youth), are perennially on the losing side of the academic achievement gap, a deficit which greatly diminishes their ability to break the bonds of poverty and join the social and economic mainstream.

A central goal of the program is to weave a web of support across a broad range of individuals and institutions, giving teens a reassuring model of adult cooperation. To achieve this goal, The Work Force promotes strong connections with students and their families, with school personnel, and with over 45 local "employer-mentors" to create what staff has called "a conspiracy of nurturance" among the adults in its young participants' lives.

The Work Force provides educational support for five years, with a strong emphasis on facilitating the critical transitions from 8th to 9th grade, and from 12th grade to college or employment. During this time, staff track school attendance and academic performance, facilitate meetings between parents and school personnel, help students to plan their coursework, and provide regular access to computers, homework help and 1:1 tutoring at all three program sites. In addition, with funding provided by the district, The Work Force provides a Summer Literacy

Camp for rising 8th graders, MCAS Prep classes for 9th and 10th graders and SAT Prep for students in the 11th and 12th grades.

Weekly after-school workshops, designed and taught by Work Force Teacher-Counselors, introduce broad-based competencies that stress the related goals of personal empowerment, educational achievement, and economic mobility. Program participants are also exposed to a

variety of paid, private and public sector after-school “try-out” jobs with over 40 local private and public sector employers. These Employer-Mentors help students to develop their workplace skills and hone their goals for post-secondary education and career. All of these services are woven together through a case management system that requires students to set annual school-, home-, and work-related goals, documenting their growth as they progress through the program.

The program’s holistic approach has proven to be a formidable remedy in closing the achievement gap. An extensive third-party study of Work Force alumni was completed in 2008. The resulting data spoke to the overall success of The Work Force in preparing young people to enter the world of adult choices and responsibilities. Despite the tendency for many young adults in public housing to languish after high school, fully 91% of respondents in the study were either employed and/or enrolled in higher education. Moreover, in keeping with our mission of breaking the cycle of poverty, two-thirds of respondents who had graduated from the program more than four years ago (and therefore had time to finish college) were no longer living in public housing.

These successes, among others, have engendered diverse awards and widespread recognition for the program. The Work Force was a winner of the highly prestigious Ford Foundation/Harvard University Innovations in State and Local Government Award and has been designated a Best Practice Program by the U.S. Department of Labor and the National Youth Employment Coalition, by the U.S. Department of Housing and Urban Development, by the MA Department of Housing and Community Development and by the Commonwealth Corporation. It has also been cited for excellence in several books and numerous professional journals.

Expansion to CRLS

The Work Force is consistently over-subscribed, with a perpetual waiting list of young people who wish to participate but are excluded because of the program’s limited capacity. The three sites at Jefferson Park, Roosevelt Towers and Washington Elms/Newtowne Court are conveniently accessible for students who live in or near those developments. For those 475 age-eligible adolescents who live in Section 8 housing or in some of the CHA’s smaller and/or more remote developments, the program’s limited enrollment capacity is compounded by a lack of accessibility.

To address this issue, and to deepen the important relationships the program has established with school personnel, the housing authority and the district worked together to open a Work Force site at CRLS in September, 2011. Staffed by a full-time Work Force Teacher Counselor and a part-time Learning Center Coordinator, the CRLS site served 46 8th, 9th and 10th graders (with 8th graders coming to CRLS from their respective Upper Schools). In addition, the program’s current Employment Partnership Coordinator spent .25 FTE working with students at the CRLS

site, arranging and supporting job placements with Employer-Mentors and teaching work readiness classes.

Basing Work Force staff and programming within the high school has had important benefits beyond the provision of much-needed support services to an additional 35 low-income students. CRLS-based staff have developed even closer relationships with teachers, guidance personnel and administrators at the high school than previously existed. With a site in the high school, both the CRLS and other Work Force staff have greater opportunity to connect with high school personnel and students during the school day and to collaborate on specific projects during regular school hours. The benefits of the connections made through establishment of a Work Force office at the high school have transcended the individuals involved, deepening the organizational ties between the Work Force and CRLS and between the CHA and the district as a whole.

Budget

<u>Line Item</u>	<u>CPS Share</u>	<u>CHA Share</u>	<u>TOTAL</u>
Salaries			
CRLS Teacher-Counselor (1.0 FTE)	\$ 26,578	\$ 26,578	53,155
CRLS Employment Partnership Coord (.25 FTE)	13,289	13,289	26,578
CRLS Learning Ctr Coord (contractual -- 18 hrs/wk)	<u>7,504</u>	<u>7,504</u>	<u>15,008</u>
Total Salaries	47,371	47,371	94,741
Benefits			
Salaries - Kids	\$ 9,376	9,376	18,752
Stipends - Kids	2,500	2,500	5,000
Staff Training	300	300	600
Local Travel	250	250	500
Telephones	675	675	1,350
Office Rent	In-Kind (CPS)	-	-
Consultants: MCAS/SAT Prep	2,000	2,000	4,000
Office Supplies/Admin Other	3,250	3,250	6,500
Scholarships/Awards	2,143	2,143	4,286
MCAS/SAT Prep Incentives	690	690	1,380
College Trips	2,875	2,875	5,750
Maintenance Contracts	In-Kind (CPS)	-	-
Advertising	<u>378</u>	<u>378</u>	<u>756</u>
Sub-Total	\$ 86,957	\$ 86,957	173,914
Administrative Overhead (@15%)	<u>13,044</u>	<u>13,044</u>	<u>26,087</u>
Total	\$ 100,000	\$ 100,000	200,000