

Boston CSA Pilot Program

BPS School Application

Mayor Walsh wants every Boston Public Schools student to achieve their dreams beyond high school! Research and practice around the country strongly suggest Children's Savings Accounts (CSAs) are an effective tool in impacting higher education outcomes. Families with CSAs are more likely to see college as a goal for their children. Low-income students with \$500 or less in a savings account, dedicated to higher education, were shown to be three times more likely to enroll and four times more likely to graduate. Why? Because the account raises expectations for their future, planting a seed of hope—and research suggests that hope is a stronger predictor of college success than test scores.

CSAs provide teachers, principals, parents, and communities with a hook to keep children engaged in school and talking about their futures early. When integrated into a child's life, CSAs can impact the child's and parent's mindset towards higher education, access to higher education, and financial capability. The City of Boston believes that CSAs are a tool that will help push the City's children and families--the heart of the City--toward game-changing financial empowerment. By providing this tool to all Bostonians through the Boston CSA program, we hope to demonstrate our hope and belief that all of Boston's children should be able to turn their post-secondary education dreams into a reality. This initiative is managed by the Mayor's Office of Financial Empowerment in partnership with BPS, the Mayor's Office of New Urban Mechanics, DoIT, and the Doorways to Dreams Fund, and it is funded by the Eos Foundation.

How the Boston CSA Program Will Work

Due to its ability to reach a wide range of Boston's families as children enter into the formal school system, BPS has agreed to serve as the initial touchpoint for children and family participants in this program.

CSAs will be given to **every K2 student**, and each account will be **seeded with up to \$100**. These accounts will remain theirs for **at least 12 years (until they enroll in post-secondary education or training)**, during which families can make deposits at any time. In addition, these accounts will come with **opportunities for families (and the students themselves) to earn incentives and grow their savings**. When each child is ready **to pursue post-secondary education or training**, they can access this account to use toward that expense.

What We Are Looking For

In order to make sure this program is a success, we are looking for awesome **K2 classrooms** from **3-5 Boston district or charter schools** that are willing to participate in the Boston CSA Pilot Program. This is a **three-year pilot** that will begin in **Fall 2016**.

Selected pilot schools/classrooms will **actively shape** the CSA program by providing **on-the-ground feedback** on various aspects of the program as detailed by the Expectations of Boston CSA Pilot Schools.

Schools will be selected based on their

1. commitment to the program goals,
2. ability to deliver on the expectations of the program, and
3. their willingness to work collaboratively with OWD and other program partners.

Upon application, schools will sign an MOU with the City stating that, if they are selected to participate in the Boston CSA Pilot Program they will fulfill the expectations outlined in the Expectations of Boston CSA Pilot Schools.

Applications to participate in the Boston CSA Pilot Program are due to Kim Lucas (kimberly.lucas@boston.gov) by **5PM EST on FRIDAY, DECEMBER 18, 2015**.

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What Participating Schools Will Receive

Each selected school will:

- Gain a tool to use to help meet teaching/curriculum goals/benchmarks.
- See improvement in students' attitude toward school and their hope for their futures
- Receive up to \$5000 per pilot year to defray the costs of pilot implementation (to be used at each pilot school's discretion)

Pilot Goals

1. Create a CSA program that results in high participation by families. Learn from families and participating schools what program elements positively and negatively impact their participation, and adjust the CSA program accordingly. One proof point for participation will be regular deposit activity from families (we are less focused on amounts deposited). Appropriate targets for participation will be jointly developed during project startup.
2. Create a CSA program that can be sustainably be scaled to accommodate ~5,000 new student accounts per year and adapt to changes in family preferences, technology, and banking over time.
3. Learn from families, school building staff (teachers, principals), and community organizations what impact the CSA program is having on the mindset of Boston children and parents. This may include qualitative surveys, and analyzing attendance and school performance data.

Timeline

Monday, November 23:	Applications available and emailed
Wednesday, December 2:	Boston CSA Webinar https://attendee.gotowebinar.com/register/4107865972114939649 4:00pm EST
Tuesday, December 8:	Boston CSA Information Sessions <i>Bruce C. Bolling Building, 2300 Washington St., Roxbury, MA</i> 8:30-9:30am EST (Room 2-12B); 4:30-5:30pm EST (Room 3-43)
Friday, December 18:	Applications due to Kim Lucas (kimberly.lucas@boston.gov) 5pm EST

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Expectations of Boston CSA Pilot Schools

Schools selected to participate in the CSA Pilot Program will be expected to fulfill five obligations for the duration of their participation:

1. **Designate a “CSA Champion.”** Partner schools will be asked to designate a CSA champion(s) for the school. This person (e.g., a parent, teacher, principal) will serve as her or his school’s primary point of contact during this pilot; help facilitate administration, staff, and family buy-in for the CSA program; serve as a resource at the school regarding administration, staff, or parent questions about the CSA program; and champion the goals of the program. The Office of Workforce Development (OWD) will staff the CSA program and will be a resource for participating schools and their CSA Champions.
2. **Participate in shared learning.** This is a brand new program, and a key purpose of the pilot is to learn and improve the program before expanding it to all district and charter K2 schools in Boston by fall of 2019. Selected schools will be considered core learning partners during the pilot. Partner schools will be asked to:
 - a. Actively engage in program design. CSA Champions and school leadership will be engaged in regular discussion on program design to help answer questions such as: What is the best way to engage parents at your school? How can the goals of the CSA program be integrated into your school’s mission and learning both in- and outside of the classroom? Are there ways children themselves can help design this program? Which community partners should be at the table? What works (and what doesn’t work) with the program?
 - b. Participate in a Learning Cohort. School leaders and CSA Champions will meet quarterly with OWD, its CSA partners, and other participating schools to further discussions on program design and to share and document challenges, best practices, and lessons learned.
 - c. Individual check-ins with OWD. CSA Champions will be asked to check in quarterly or as needed with OWD staff to share progress and discuss any course corrections needed to ensure program success and sustainability.
 - d. Host site visits. Partner schools may be asked to host site visits for OWD and/or its CSA partners providing an opportunity to talk with students, teachers and other staff about the program, and observe classroom activities if relevant.
3. **Assist and facilitate outreach activities.** BPS schools and classrooms will be families’ first contact with the CSA Pilot Program. Because of this, we require all pilot schools to aid OWD in distributing program materials and updates to children, families, and school administration and staff. In addition, school events such as parent-teacher conferences and Back to School nights are opportunities for the CSA staff and school CSA Champions to conduct outreach to parents--OWD will look to participating schools to facilitate access to these types of events.
4. **Provide access to data and data collection opportunities.** Data collected over the course of the CSA Pilot Program will help us better understand how to tailor the program to BPS and BPS families. Because of this, we require partner schools to:
 - a. Provide access to data. OWD, under the guidelines specified by a Memorandum of Understanding between the Mayor’s Office and BPS, may request student records and/or other forms of data over the course of the CSA Pilot Program.
 - b. Facilitate opportunities for data collection. OWD is interested in periodically collecting data from families and school staff. Data collection may occur as surveys, informal or formal interviews, focus groups, or observations. We would need partner schools to work with us to identify the most ideal time(s) and method(s) for various forms of data collection over the course of the CSA Pilot Program.
5. **Other activities.** Partner schools may be asked to participate in and provide information for media, fundraising, and other efforts as needed.

Schools selected to participate in the pilot will share some responsibilities with OWD:

1. **Curriculum and Assessment.** Financial empowerment is a core ingredient for success of the CSA program long-term. Pilot schools and OWD will work together during the course of the pilot to determine how best to incorporate age-appropriate financial education in- and outside of the classroom.

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2. **Professional Development.** OWD and school leadership will work together throughout the course of the pilot to ensure that school administration and staff are well informed about the CSA program and receive training as needed.

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Application Instructions

Please fill out this application form and send the completed form to: Kim Lucas (kimberly.lucas@boston.gov) by **5pm EST on Friday, December 18, 2015**.

Contact Information

School Name: _____

Contact Name: _____

Contact Title: _____

Contact Email: _____

Contact Phone: _____

Essays

Why is your school a good candidate to successfully participate in this CSA pilot program?

We are looking for schools that are committed to the program's goals, have or intend to have high levels of family engagement, and are excited about being our thought partner as we get this program ready to scale up to all Boston schools. Please address these in your response.

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Tell us about how your school presently addresses family engagement. Also, tell us about your goals for improving family engagement in your school.

We will depend on our school partners to help get children and families excited about this program--and to relay important program information to children and families. We want to know about how you already engage with your families--and about your family engagement goals for the near future, as we would like to help leverage the CSA program in achieving those goals.

Tell us about your school's ability to implement this pilot program.

We are looking for schools with strong organizational infrastructure, strong relationships with parents and the community, and the general capacity to dive into program participation. Tell us about the role of your parent council in your school, who you might designate as your school's "CSA Champion" (or, at least, how your school might identify/select this person), and what current partnerships you might leverage to make the most of your participation in this pilot. Additionally, tell us what you think might be the easiest and most challenging aspects of this pilot program for your school to implement.

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Memorandum of Understanding

By signing this document and turning in this application, we, the undersigned, consent to and support the application to and participation of _____ (name of school) in the Boston CSA Pilot Program. We have read and approved of the application submitted by _____ (contact name), and we will support _____ (name of school) in this endeavor, should our school be selected as a participant in the Boston CSA Pilot Program.

We also commit to fulfilling the following expectations, as described in greater detail under "Expectations of Boston CSA Pilot Schools" above, should our school be selected for participation in the three-year Boston CSA Pilot Program:

- _____ We will designate a CSA Champion to serve as our school's primary point of contact, help facilitate schoolwide buy-in for the CSA program, service as a resource for our schools, and champion the goals of the CSA program.
- _____ We will participate in shared learning through active engagement in program design, participation in a Learning Cohort, participation in check-ins with OWD, and hosting site visits.
- _____ We will assist and facilitate outreach activities, including distribution of materials and provision of access to opportunities for outreach.
- _____ We will provide OWD with access to data and data collection opportunities.
- _____ We will participate in and provide information for other CSA-related activities, including media, fundraising, and other efforts, on an as-needed basis.
- _____ We will work with OWD to determine how best to incorporate age-appropriate financial education both in and out of the classroom.
- _____ We, as school leaders, will work with OWD to ensure that school administration and staff are well informed about the CSA program and receive training as needed.

Signatures

School Site Council Representative

School Principal/Leader

Print: _____

Print: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

K2 Teacher

K2 Teacher

Print: _____

Print: _____

Signature: _____ Date: _____

Signature: _____ Date: _____