

**PERFORMANCE BASED CONTRACT GUIDELINES**  
**Yonkers Public School District**

**Intergenerational Literacy Support Programs**  
**(SMART)**

**1. WHAT IS THE PURPOSE AND SCOPE OF THE SERVICE?**

JCY-Westchester Community Partners' (JCY-WCP) intergenerational literacy support programs' primary objective is to enhance the literacy skills of students in public schools reading below grade level through one on one mentoring support. Enriching the lives of both students and the volunteer mentors is a natural outcome of this program. Volunteer mentors are recruited from the community and trained in approaches to literacy and tutoring. Mentors work with a student, every week, throughout the school year incorporating recommended books and materials provided by the intergenerational programs, Reading and classroom teachers, the school coordinators and the experience and knowledge that they themselves bring into their mentoring sessions.

JCY-Westchester Community Partners proposes to implement the programs listed below in the Yonkers Public Schools as well as any additional programs that may be proposed by the Yonkers School District in partnership with the agency.

**SMART** (Students and Mature Adults Read Together) will provide tutoring to students performing below grade level in public schools. Students are selected to participate in the program by their school. Students receive support in reading, writing and interpretive skills, appropriate to their level. The program will be conducted at Casimir Pulaski School, School 16, School 21, School 23, School 29, Yonkers Montessori Academy and Montessori 31.

**2. AMOUNT OF SERVICE**

The duration and schedule of programs will be determined in partnership with the Yonkers School District and individual school administration. The literacy support programs are conducted during the school year between September and June.

The SMART program is conducted until the end of May/beginning of June (except during testing weeks) which is approximately 30 weeks. Each mentor usually works with a minimum of two students (one at a time) for at least 30 minutes each, once a week, during school hours.

Orientation for all volunteer mentors is conducted prior to the volunteers commencing their service at each site.

**3. WHO IS SERVED?**

The programs will directly serve students of Yonkers Public Schools.

Currently, SMART program serves approximately 170 students in Yonkers. Volunteer mentors come from a cross section of adults from the local and surrounding communities. The students and mentors create a mutually beneficial relationship throughout the school year that helps them work together

towards improving the students' literacy skills and thus, their overall academic performance. Statistics show that students who are mentored are significantly less likely to drink alcohol, begin drug use, skip classes and resort to violence. They are also more likely to stay in school and go to college. The program enriches the lives of all involved and fosters a true sense of community for all its participants.

#### **4. WHO WILL PROVIDE SERVICES?**

The JCY-Westchester Community Partners will provide the services offered. The Director of JCY Programs, the Director of Literacy Programs and the Program Coordinators will facilitate and coordinate all aspects of the program and will be the liaison for all partners involved in planning and implementing the literacy support programs in the Yonkers School District. JCY-WCP's office staff supports all the administrative needs of the program and the volunteers. JCY-WCP will manage contracts with individuals and organizations to provide professional development workshops.

JCY-WCP, a nonprofit organization, has been dedicated to improving the quality of life for the children and seniors of Westchester regardless of race, gender, ethnicity or class, for over 95 years. The agency's mission is to enhance the educational experience of children in Westchester County through effective learning initiatives and the engagement of volunteer mentors.

**4a. WILL THE CONTRACTOR BE UTILIZING ANY VOLUNTEERS, OR BE HIRING/UTILIZING ANY SUBCONTRACTORS IN FURTHERANCE OF THIS AGREEMENT? IF SO, PLEASE LIST ALL OF THEIR NAMES AND CONTACT INFORMATION.**

Mentors are recruited, matched and placed according to student needs at each school where the program is conducted.

#### **5. WHAT WILL BE COMMUNICATED TO DISTRICT PERSONNEL, PARENTS, OTHERS ABOUT PROGRESS AND RESULTS OF THE SERVICES?**

The Director of JCY Programs, Director of Literacy Programs and Program Coordinators will maintain a regular schedule of site visits to the schools. They will communicate directly with the participating schools' liaison to discuss individual students and program success.

Additionally, the JCY-WCP collects year-end evaluations from its volunteers and teachers. These results are compiled and used to improve the program. The Yonkers Public Schools will provide pre and post literacy test score data at the end of the school year.

Parents will receive a letter outlining the program and approving their child's participation. Parents will be invited and encouraged to attend the beginning and end of the year celebration to meet the volunteer that has been helping their child throughout the year.

The volunteer mentors will be recruited by the JCY-WCP. All volunteers, school administrators and liaisons, as well as community funders and supporters receive invitations to the Kickoff / Volunteer Recognition event. The JCY-WCP accepts primary responsibility for publicizing the programs through print and broadcast media. JCY-WCP's online newsletter will be distributed to all mentors, school personnel, partners and funders.

## **6. HOW WILL THE QUALITY BE JUDGED?**

The JCY-WCP programs will be evaluated by the number of mentors provided, attendance records and year end surveys among school liaisons, classroom teachers and mentors. The individual school administrators, the JCY-WCP program staff and central office administration will evaluate the success of the program.

The Yonkers Public Schools will conduct ongoing monitoring of the quality of contractual services provided by the contractor. Such monitoring will include but is not limited to agendas, site visits summary reports and surveys.

## **7. PERSONS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.**

**Seth Berman**, the Executive Director of Family Service Society of Yonkers (FSSY) (parent company of JCY-Westchester Community Partners) will be responsible for administering the contract.

### **Board of Education**

Dr. Edwin Quezada, Superintendent, will administer this Memorandum of Agreement in place of a contract

### **CONTRACTOR'S NAME, ADDRESS & CONTACT INFORMATION:**

Name: Family Service Society of Yonkers d/b/a JCY-Westchester Community Partners

Address: 30 South Broadway, Yonkers, NY 100701

Contact Person: Anietra Guzman Santana

Contact Telephone: 914-423-5009

Contact Email: aGuzmanSantana@jcy-wcp.com

CONTRACTOR'S FEDERAL IDENTIFICATION NUMBER: 13-1739956

CONTRACTOR'S STATUS: 501(c) 3 non-profit organization

## **8. ARE THE SERVICES PURSUANT TO A GRANT AGREEMENT? IF YES, WHAT IS THE GRANT, AND WHAT ARE THE GRANT REQUIREMENTS RELATED TO THIS AGREEMENT?**

This MOU is for services that JCY-Westchester Community Partners (a division of Family Service Society of Yonkers (FSSY)) can provide in partnership with the YPS in any school(S) that the Yonkers Public School Administration determines appropriate using funds from outside sources. Intergenerational Literacy Programs -The proposed contract is a continuation of last year's work in the Yonkers School District as well as proposal for new initiatives that may become available for service in the Yonkers Public Schools.

Grant requirements: The programs are evaluated on an ongoing basis. Student attendance will be maintained and surveys conducted among teachers, mentors and parents to be reported.

**9. WILL THE CONTRACTOR BE RECEIVING ANY STUDENT DATA OR OTHER DATA FROM YONKERS PUBLIC SCHOOLS? IF YES, PLEASE DESCRIBE. IF STUDENT DATA IS BEING SHARED, PLEASE PROCEED TO QUESTION 10 BELOW.**

Yes. JCY-WCP receives performance progress information from the Yonkers Public Schools for students who participate in the literacy support programs (MAP pre and post test scores).

**10. WILL THE STUDENT DATA BE USED FOR THE PURPOSE OF DEVELOPING, VALIDATING, ADMINISTERING STUDENT AID PROGRAMS, OR IMPROVING INSTRUCTION? IF YES, PLEASE SPECIFICALLY DESCRIBE.**

The data is used to evaluate the impact of the students' participation in the intergenerational literacy support programs.