

# **PERFORMANCE BASED CONTRACT GUIDELINES**

## **Yonkers Public School District**

### **Virtual Enterprise Curriculum**

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

JCY-Westchester Community Partners (JCY-WCP), a division of Family Service Society of Yonkers is dedicated to enhancing the educational experience of children in Westchester County through a variety of community-based literacy programs that help at-risk students and children.

The main purpose of the Afterschool Program is to provide academic support including homework help after school hours and successfully implement the Virtual Enterprise Curriculum at the selected school in the Yonkers Public School District. Working with the Principal and teachers at the school, JCY-WCP will provide expertise and assistance in implementing the curriculum.

The Virtual Enterprise (VE) Curriculum includes programs designed to bring practical career experience to middle and high school students.

#### **2. AMOUNT OF SERVICE**

The program will operate at the school site Monday- Friday from January 2020 till the end of the 2019-2020 school year (end of June). The program will provide 3 hours of after-school support (homework help and Virtual Enterprise Curriculum related activities) on each school day for a total of 15 hours per week.

#### **3. WHO IS SERVED?**

The program will directly serve students at Eugenio Maria de Hostos School in Yonkers Public School District.

Students in grades 6-8 will be served by Counselors/Youth Assistants and Teachers at Hostos.

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

JCY-WCP will offer homework help and help deploy the Virtual Enterprise Curriculum. The Director of Programs, the Director of Literacy Programs and the After School Program Coordinators will facilitate and coordinate all planning aspects of the program and will be the liaisons for all partners involved in planning and implementing the Virtual Enterprise Curriculum at the Hostos School in the Yonkers Public School District.

6 Youth Counselors/Assistants will work with up to 150 students (ratio of 15 students to 1 counselor). The Teachers will work directly with students on activities/modules based on the VE Curriculum. JCY-WCP program staff will work with teachers as needed to enhance the support provided to students in the afterschool program.

**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.**

Youth Counselors/Assistants will be recruited by JCY-WCP, trained and placed in the school depending on the number of students served and the type of program support required.

**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 school. They will communicate directly with the participating teachers and school administration to ensure smooth implementation of the VE Curriculum.

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

Surveys will be conducted and observations of teachers will be used to determine the students' progress based on the Curriculum implementation. Data and information from these surveys, as well as regular communication throughout the year with school administration and teachers, will be used for program revision and/or improvement as necessary. The data and feedback are also used to determine the kind of additional training that may be needed to equip Counselors to help students/teachers in the program more effectively. 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 site visits, summary reports and surveys.

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

YPS contract contact:

Dr. Edwin Quezada, Superintendent, Yonkers Public School District

Family Service Society of Yonkers contract contact:

Mr. Seth Berman

Executive Director of Family Service Society of Yonkers (FSSY) (parent company of JCY-Westchester Community Partners)

**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?**

Yes, these services are pursuant to the YASA grant.

The objectives associated with the YASA grant are:

- The Virtual Enterprise program will offer a range of high-quality educational, developmental, enrichment, targeted and recreational services for students.
- Teachers will participate in the training on Virtual Enterprise and the delivery of the program to the students.
- The program will include Club Activities led by teachers on Fridays based on the students' interests.
- The program will maintain partnerships within the community as well as with volunteers that will have community collaboration in implementation and sustaining the programs over 17 weeks.

**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. Surveys will be conducted and observations of teachers, counselors will be used to determine the extent of success in deploying the VE Curriculum in the After School Program. This would also be determined by the progress/success shown by participating students.

**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 will be used to evaluate the impact of the VE Curriculum on students' academic and social progress.