

**PERFORMANCE BASED CONTRACT GUIDELINES**  
**INTRO2AMERICA: 2018-2019**

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

Intro2America, an intergenerational program is provided in the Yonkers Public School District at Yonkers Middle/High School and Lincoln High School, for students who have recently arrived to this country with little or no English language skills. Volunteers work with students in our ENL (English as a New Language) Center at the high schools during the school day to provide support designed to increase communication skills and familiarity with American culture and help students acclimate to their new environment safely. Modules of the program are also incorporated in the other intergenerational literacy support programs like the After-School Program, SMART, Reading Buddies After School and the Summer Reading Buddies program to serve younger students and their families.

**2. AMOUNT OF SERVICE**

The duration and schedule of programs at the 2 sites 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 Intro2America program runs until the end of May/beginning of June (except during testing weeks) which is approximately 100 sessions/days. Each session is defined as a day. Orientation for all volunteer mentors is conducted prior to the volunteers commencing their service at each site.

**3. WHO IS SERVED?**

The mentors and their students meet in the ENL center every week throughout the school year. Each participating student receives one-on-one mentoring/tutoring in reading, writing and interpretive skills for 40 minutes, appropriate to his/her level or in small groups. Mentors meet with students a minimum of once a week for the entire school year. Volunteer mentors act as tutors to help their students with class work, homework assignments as well as preparation help for the Regents Exam. They help them with pronunciation, translation, and to interpret cultural differences and nuanced language which is difficult for new English speakers to understand. This one-to-one attention helps to increase their communications skills and familiarize them with American culture. The mentor also creates a trusting relationship with the student and a conducive environment for learning and academic assistance. Approximately 50 newly immigrated ENL students at Yonkers Middle/High School and Lincoln High School will be served through the Intro2America program so they can improve their language skills, attitudes towards school and acclimation to American culture, thus giving them a better chance at success academically and beyond.

**4. WHO WILL PROVIDE SERVICES?**

JCY-WCP provides the literacy support service offered in the Intro2America program. The Program Directors and Program Coordinators will facilitate and coordinate all facets of the program and are the liaisons for all partners. The JCY-WCP office staff supports all the administrative needs of the program and the volunteers. Contracts are signed with individuals and organizations to provide professional development workshops to volunteer mentors.

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

The Program Director and Program Coordinators will maintain a regular schedule of site visits to the schools. They will communicate directly with the school’s liaison to discuss any issues that are program related or involving individual students.

Parents will be invited and encouraged to attend the end of the year celebration and to meet the volunteer that has been helping their child throughout the year.

JCY-WCP will conduct pre and post assessment tests (MAP) to measure a student’s academic progress as well as conduct year-end survey and evaluations among volunteers and teachers. These results are used as a guide to improve and customize the program.

The volunteer mentors/counselors 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 and Annual Volunteer Recognition event. The JCY-WCP accepts primary responsibility for publicizing the program through print and broadcast media. Our JCY-WCP online newsletter will be distributed to all mentors, school personnel, partners and funders.

Each school holds a school based orientation and year end celebration that should include all teachers and school personnel involved in the program. Our orientation provides mentors with the chance to get acclimated to the school and to have a familiar face when they arrive to meet with their students for the first time.

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

JCY-WCP’s Intro2America program will be evaluated by the number of mentors provided/students served, attendance records. Year-end surveys of principals, liaisons, mentors and teachers are collected and analyzed for qualitative evaluation.

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

Janice Lubin Kirschner, Senior Director of JCY-Westchester Community Partners, a Division of Family Service Society of Yonkers (FSSY) will be responsible for administering the contract.

Board of Education: Elaine Shine, Executive Director, School Improvement and Innovation

**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: Janice Lubin Kirschner, Senior Director

Contact Telephone: 914-423-5009

Contact Email: jlkirschner@jcy-wcp.com

**CONTRACTOR’S FEDERAL IDENTIFICATION NUMBER:** 13-1739956

**CONTRACTOR’S STATUS** (e.g., corporation, individual, unincorporated, etc. and where:  
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?**

The proposed contract is a continuation of last year's work at the school.

The services meet the requirements of the Title III grant as this program is a support for the ELLs.

**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.**

JCY-WCP has entered into a Data Sharing Agreement effective till July 31, 2020, with the Yonkers Public Schools (YPS) for limited, nontransferable, revocable, non-exclusive access to data collected through surveys and/or other instruments in the course of the project. The agreement also includes data provided to JCY-WCP from official YPS records, those licensed by YPS and data collected during the consultation/intervention process with staff and/or students of YPS.

**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 including, but not limited to, MAP pre and post test scores will be used to evaluate the program and examine academic performance of participating students. The purpose of the study is also to develop, validate, and/or administer predictive tests; administering student aid programs, and/or to improve instruction to students.