

Program Proposal/MOU
Yonkers Public Schools
Intro2America/Cross Hill Academy
2017-2018

1. WHAT IS THE PURPOSE OF THE SERVICE?

(Describe in detail any services to be provided or materials to be purchased)

Intro2America, an intergenerational program is provided in the Yonkers Public School District at Yonkers High School, Lincoln High School and/or Eugenio Maria de Hostos MicroSociety School, for students who have recently arrived to this country with little or no English language skills. Bilingual 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. At Eugenio Maria de Hostos MicroSociety School, the mentors work with the students with reading comprehension. 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.

The **After-School Program at Cross Hill Academy** will improve academic skills of the middle school students in the program closing the achievement gap: the children will receive direct academic assistance and then have academic skill building strategically placed in each of the enrichment activities. The enrichment activities will enhance participating students' self-esteem, physical agility, and/or teamwork; build their character leadership skills, and expose/enhance their science, technology, engineering and math skills.

2. AMOUNT OF SERVICE

(set forth all quantities and/or amounts of time required to be devoted to the contract and describe where services are to be provided as specified in Appendix A)

Intro2America the 3 sites will be determined by the YPS Admin. 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 Intro2America program runs until the end of May/beginning of June (except during testing weeks) which is approximately 30 weeks or 100 sessions. In the Performance contract, it says 100 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.

After-School Program at Cross Hill Academy The program will run 3 days a week unless changed by YPS administration and will serve a minimum 40 students as worked out in collaboration with Cross Hill Academy administration. It is anticipated that there will be one hour of academic support and one hour of STEAM enrichment supporting the academic work.

3. WHO IS SERVED?

(Describe whether services are to be provided directly to students, to staff, etc.)

Intro2America The mentors and their students will meet in the ENL center every week throughout the school year. The 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. They meet with students a minimum of once a week for the entire school year. The volunteers act as tutors to help their students with class work and homework assignments. 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 volunteer also serves as a mentor by creating a trusting relationship with the student and an enriched environment for learning and academic assistance. Volunteer mentors work with Eugenio Maria de Hostos ENL students on reading skills and reading comprehension. Adult volunteers will be recruited, trained and scheduled to work one-on-one and in small groups with students. Homework help and academic skill building assistance will be available. To assist 50 newly immigrated ENL students at Yonkers High School, and either Roosevelt High School or Lincoln High School and Eugenio Maria de Hostos MicroSociety School through one-on-one and small group mentoring 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; to provide targeted instruction to students not on grade level.

After-School Program at Cross Hill Academy The program is targeting a minimum of 40 middle school students.

4. WHO WILL PROVIDE SERVICES? (If individual providers are contemplated, set forth the names and qualifications of the service providers)

Intro2America the JCY-WCP provides the service offered. 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. The JCY-WCP contracts with individuals and organizations to provide professional development workshops.

After-School Program at Cross Hill Academy The Director of Educational Initiatives and/or a Senior Director will oversee the program. JCY will assign a Program Director, a minimum of 3 counselors and the enrichment consultants. The JCY-WCP office staff supports all the administrative needs of the program and the volunteers. The JCY-WCP contracts with individuals and organizations to provide professional development workshops. The school administration will appoint a liaison to work with the Program Director, have an Administrator on site, hire teachers and provide transportation for the students.

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

I2A – The Program Directors 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 have arisen involving individual students or program related.

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-Westchester Community Partners, *A division of Family Service Society of Yonkers*

30 South Broadway, Yonkers, NY 10701

Phone: (914) 423-5009 ♦ Fax: (914) 308-3281   info@jcy-wcp.com ♦ www.jcy-wcp.com



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

The teachers will be given an opportunity to meet JCY Program Directors and Program Coordinators and are encouraged to meet briefly with the mentors on a regular basis. 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?

(Set forth the method which will be used to evaluate contractor's performance)

The JCY-WCP programs will be evaluated by the number of mentors provided/students serviced (after-school program), attendance records and evaluations by school liaisons and classroom teachers. Year-end surveys of principals, liaisons, mentors and teachers are collected and analyzed.

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: jlirschner@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. In addition, the JCY program at CHA supports the Community School model as well as the STEAM them described in the SIPP grant.

JCY-Westchester Community Partners, *A division of Family Service Society of Yonkers*

30 South Broadway, Yonkers, NY 10701

Phone: (914) 423-5009 ♦ Fax: (914) 308-3281   info@jcy-wcp.com ♦ www.jcy-wcp.com



SCHOOL DISTRICT

FAMILY SERVICE SOCIETY OF YONKERS

By: _____
Name: Dr. Edwin Quezada
Title: Superintendent
Date: _____

By: [Signature]
Name: Seth Benman
Title: Executive Director
Date: 8-12-17

By: _____
Name: Rev. Steve Lopez
Title: President
Date: _____

Sworn to before me this 21ST day of August 2017.

[Signature: Karen Marovic]

Notary Public

APPROVED AS TO FORM

KAREN MAROVIC
NOTARY PUBLIC, State of New York
No.01MA6109333
Qualified in Westchester County
Commission Expires May 3, 2020

Yonkers Deputy Corporation Counsel

