

PERFORMANCE-BASED CONTRACT GUIDELINES

**Student Assistance Services, Corp.
660 White Plains Road
Tarrytown, NY 10591
Ellen Morehouse
(914) 332-1300**

1. WHAT IS THE PURPOSE AND SCOPE OF THE SERVICE? (Describe in detail any services to be provided or materials to be purchased)

The purpose of the Student Assistance Services, Corp. program is to prevent and reduce substance use and abuse by providing the following activities: identification and assessment of high-risk students; on-site counseling; parent education; referral to community agencies and case management; small group activities that focus on developing and improving social competency skills and the promotion of positive healthy alternatives; participation in child study team meetings; coordination of special events related to alcohol, tobacco and drug prevention; participation in community and school task forces and coordination of in-service training on alcohol and drug issues for school staff.

Student Assistance Services, Corp. will also provide services to Yonkers students in grades 6 through 8 (middle school) focusing on increasing awareness of the dangers of using substances, especially those containing Fentanyl, other opioids, and or other adulterants and contaminants, through a combination of information sharing, knowledge building, skill development, and norms clarification.

2. AMOUNT OF SERVICE?

(Set forth the monetary value of the proposed agreement and quantities and/or amounts of time required to be devoted to the contract and describe where services are to be provided as specified in Schedule "B")

The Student Assistance Services, Corp. program operates five days a week, seven hours per day during the school year. During July and August, Student Assistance counselors attend in-service training programs, visit agencies to keep up-to-date on new programs and services, and use accrued flextime from attending evening and weekend activities during the school year. Services will be provided primarily at the school where the Student Assistance Counselor is assigned.

The proposed contract in an amount not to exceed \$ 459,565.00

3. WHO IN THE SCHOOL DISTRICT IS SERVED?

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

High-risk students in each of the assigned high schools will receive the services described above. Each building principal receives the names of the students who are seen. Approximately 25% of all students in the secondary school will participate in small group activities. All students will participate in school-wide awareness activities. Parent sessions and workshops will be held in each assigned school during the school year

4. WHO WILL PROVIDE SERVICES?

(If individual providers are contemplated, set forth the names and qualifications of the service providers)

Services will be provided by Student Assistance Counselors.

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

No

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

(How specifically will the contractor report to the School District (or parents, if applicable) about their progress towards achieving the goals of the contract?)

The Student Assistance Counselor in each assigned school will provide the Principal with the monthly statistical report of the number of students referred, the services they are receiving, contact with parents, school staff, outside agents and private practitioners, and non-counseling prevention activities. Principals will also receive a list of activities conducted during non-school hours. Dr. Stephanie McCaskill, Executive Director of Pupil Support Services and Special Education will receive an annual written summary in late August of all program activities towards achieving the program's measurable objectives.

6. HOW WILL THE SCHOOL DISTRICT JUDGE THE QUALITY OF SERVICES? (Set forth the method which will be used to evaluate the contractor's performance)

The quality of the services will be assigned by the number of students who receive services, the feedback from students, parents, and school staff, and by the attainment of the following results:

80% (of students served) will increase their perception of the risk of harm associated with substance abuse.

70% (of students served) will report less approval of alcohol, tobacco, and other drug use.

60% (of students served) will reduce the consumption or maintain non-use of Alcohol, Tobacco, or Drugs.

65% (of students served) will decrease associations with peers involved in delinquent/deviant behavior.

70% (of students served) will decrease participation in delinquent behavior.

65% (of students served) will increase their bonding with the school.

30% (of students served) will have parents that participate in parenting programs. Of these, 80% will improve communication in talking with their children about Alcohol, Tobacco, or Drugs.

The results will be measured by using questionnaires to document changes in students' activities and behaviors. The questionnaires will be completed by the Student Assistance Counselor upon first meeting the student, and at the end of the school year.

7. INDIVIDUALS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.

Vendor Name: Student Assistive Services, Corp.
Vendor Address: 660 White Plains Road
Tarrytown, NY 10591
Vendor Phone No.:914-332-1300
Vendor Business Status: (corporation)
Vendor Contact Name: Ellen Morehouse
Executive Director
Vendor Contact Email: sascorp@aol.com
Tax ID No.:13-3264779

School District Administrator Name: Dr. Stephanie McCaskill
School District Administrator Title: Associate Superintendent Office of Student Support Services
School District Administrator Phone No.:914-376-8489
School District Administrator Email: smccaskill@yonkerspublicschools.org

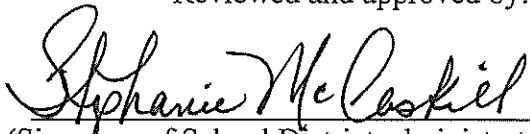
8. ARE THE SERVICES PURSUANT TO A GRANT AGREEMENT? IF YES, WHAT IS THE GRANT, AND WHAT ARE THE GRANT REQUIREMENTS RELATED TO THIS AGREEMENT?

Yes
This contract will be funded through the IDEA Grant
Serving High-Risk Students

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.

No

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.

<p>Performance Based Guidelines Reviewed and approved by:</p>  <p>(Signature of School District administrator/employee)</p> <p>Dr. Stephanie McCaskill Interim Assistant Superintendent Special Education & Pupil Support Services (Printed Name)</p>
