

RESOLUTION

TO APPROVE CONTRACT WITH CIVIC LEAGUE OF GREATER NEW BRUNSWICK FOR IMPLEMENTATION OF THE 2021 SUMMER PROGRAMS

WHEREAS, the New Brunswick Board of Education is committed to providing the best education to the children of New Brunswick both during the school year and during the summer of 2021; and

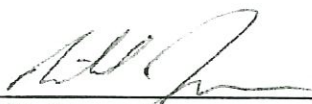
WHEREAS, the Civic League of Greater New Brunswick has submitted the following agreements to provide school-based summer educational programs:

1. **Whitney M. Young, Jr./Rosa L. Parks Summer Institutes** – implement summer programs for New Brunswick students, incoming 9th, 10th, 11th, and 12th graders at a cost not to exceed \$26,319.
2. **Learn to Earn Program** – implement summer programs for New Brunswick students, incoming 6th, 7th, and 8th graders at a cost not to exceed \$12,589.
3. **Summer Ambassador Program** – implement summer programs for New Brunswick students, incoming 5th, 6th, and 7th graders at Paul Robeson Community School for the Arts, A. C. Redshaw Elementary School and Woodrow Wilson Elementary School at a cost not to exceed \$31,865.

NOW, THEREFORE, BE IT RESOLVED, the New Brunswick Board of Education approves the contract with the Civic League of Greater New Brunswick for the implementation of the above listed 2021 summer programs to benefit the students of New Brunswick for a total cost of \$70,773.



Dr. Dale G. Caldwell
Board President



Richard D. Jannarone
Business Administrator/Board Secretary

ADOPTED: June 15, 2021



CIVIC LEAGUE OF GREATER NEW BRUNSWICK, INC.

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New Brunswick • New Jersey 08901

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May 6, 2021

Dr. Aubrey A. Johnson
Superintendent of Schools
New Brunswick Board of Education
268 Baldwin Street
New Brunswick, NJ 08901

Dear Aubrey:

This is in response to our recent discussion concerning the Civic League's upcoming summer programs previously supported by the New Brunswick Board of Education. This summer, the League would like the school Board to consider support of funding the three (3) successful summer programs operated virtually for the four-week period during the month of July 2020. The 2021 **Whitney M. Young, Jr./Rosa L. Parks Summer Institutes** will, again, be directed to New Brunswick high school students; while the middle school **Learn to Earn Program** would serve those New Brunswick students during the summer of 2021. The continuing support for theme initiatives, the **Paul Robeson Summer Ambassadors Program** will be directed to the rising 4th, 5th, and 6th graders of the Paul Robeson Community School for the Arts, along with A. Chester Redshaw and Woodrow Wilson schools; all programs will be starting July 6th.

Last summer, 2020, all summer programs operated virtually; **Whitney M. Young, Jr./Rosa L. Parks Summer Institutes**, which recruited and served eighteen (18) New Brunswick high school students supported with Civic League resources. The **Summer Ambassadors Program** operated with twenty-six (26) 5th and 6th grade students from Paul Robeson Community School for the Arts. The **Learn to Earn Program** did not operate during the summer of 2020.

The Civic League is, again, requesting the New Brunswick Board of Education to consider financial support of the 2021 summer academic and enrichment services to the more than seventy-five (75) New Brunswick students. Total request of **\$70,773** for three programs, which includes the Whitney M. Young, Jr./Rosa L. Parks Summer Institutes (four-weeks), **\$26,319**; Learn to Earn Program (four-weeks), **\$12,589**; and Paul Robeson Summer Ambassadors Program (four-weeks), **\$31,865**.

Whitney M. Young, Jr./Rosa L. Parks Summer Institutes

The Civic League continues to provide students with academic enrichment and challenging activities, basic skills and behavior modification support, along with computer technology services during its Summer Institutes. The activities of the Summer Institutes promote character development to enhance positive behavior and reinforce high self-esteem. The League encourages cultural diversity through programming activities to increase better understanding of ethnic and cultural differences through arts, dress, customs and traditional activities.

The League has provided a Summer Institute experience to students for the past twenty-nine (29) years. The Institutes attempts to reinforce and enhance academic course material learned throughout the school year and provide summer employment for the 9th - 12th grade students. The Summer Institutes, Whitney M. Young, Jr. (9th), Rosa L. Parks I (10th), are summer academic activities, while Rosa L. Parks II (11th/12th) offers employment experiences for upper grade high school students.

The classroom component, Whitney M. Young, Jr. and Rosa L. Parks I summer programs, have been conducted at the New Brunswick Health Sciences Technology High School, while the work experience component, Rosa L. Parks II, has operated through various office assignments; worksite to be determined.

Between the years of 1990 and 2020, 927 students have graduated from the Institutes with at least 387 graduates completing two or more years with college and graduate programs, along with an additional 142 currently pursuing degrees. This year the League expect 18 to 23 students to be involved in the Institutes, with a possible increase in the number of students on the worksites.

The classroom component of the League's Summer Institutes will concentrate on the incoming New Brunswick 9th and 10th graders; 9th graders recommended from the League's 8th Grade Leadership Program to the Whitney M. Young, Jr. Summer Institute. Last year's Whitney M. Young, Jr. graduates will move into the Rosa L. Parks I classroom component. The Civic League programming would continue to offer Language Arts and Math, along with an instruction unit focusing on the Sciences.

In the previous years, the program was conducted at the New Brunswick Health Sciences Technology High School (NBHSTHS) and, again, the Program anticipate its continuation at that location with the program beginning at 9:00 in the morning and ending at 2:30 pm. The schedule for Monday through Friday would consist of:

- | | |
|---------------------|--|
| ➤ 9:00 am | Sign in, Breakfast, Oral Presentations |
| ➤ 10:00 am | Language Arts, Math or Science |
| ➤ 12:00 am–12:30 pm | Lunch |
| ➤ 1:00 pm | Language Arts, Math or Science |
| ➤ 2:30 pm | Dismissal |

The incoming ninth graders of the Whitney M. Young, Jr. Summer Institute (WMYSI) will be recruited from the League's 8th Grade Leadership Program and will be offered a stipend of \$4.00 an hour for 5 hours a day, 5 days a week for 4 weeks (\$400). It is anticipated that 10 incoming ninth grade students be recruited for the WMYSI.

- **10 Students x \$100/wk x 4 wks = \$4,000**

Students who graduated from the 2020 WMYSI will be placed in the Rosa L. Parks I classroom activity; the 8 eligible students would receive \$6.00 an hour for 5 hours a day, 5 days a week, for a total of \$150.00 per week.

- **8 Students x \$150.00/wk x 4 wks = \$4,800**

Rosa L. Parks II Summer Institute: It is anticipated that the summer employment arrangement with the Rutgers-Robert Wood Johnson Medical School (RWJMS) for the past sixteen (16) years will be discontinued for the 2021 summer, the result of the Medical School's response to COVID-19 precautions. Designated support from the Johnson & Johnson Contributions Committee will allow the League to, again, recruit and place eight (8) students at various non-profit sites in New Brunswick for the four-week employment program. Students who have completed the two previous summer classroom components of the program are placed in administrative support positions at a stipend of \$10.00 an hour for 25 hours a week for the 4-week period. With 50% matching funds from J&J, the program would be able to support the eight students for the 2021 summer program. Eight (8) students will receive \$10.00 an hour for 5 hours a day, 5 days a week, for a total of \$250 per week. Each worksite student will be responsible for the production of a research paper assigned at the end of the summer program.

- **8 Students x \$250/wk. x 4 weeks = \$8,000**
- **Less 50% J&J match –** **4,000**
- **New Brunswick Board of Education** **\$4,000**

WMY: \$4,000; RLP I: \$4,800 and RLP II: \$4,000

Total stipend program cost for all Institutes - \$12,800

Initially, students would be focusing on their contribution to the Home New Tribune annual summer insert to be published on Wednesday, August 11th, research papers, and analysis of reading assignments from two (2) assigned novels. Each student will be responsible for participating in biweekly literature analysis (novel reading). During this four-week period, students will maintain a daily journal of activities and will master their oral presentations in preparation for the Institutes' graduation program. The two (2) books to be assigned will be selected from the district's high school summer list and other relative literature; cost approximately **\$400.00**.

For the past nineteen (19) years, the Summer Institutes have produced a program-based insert in the Home News Tribune with articles authored by students of the Summer Institutes. The cost of this publication has been supported by the Board of Education and other program partners. We anticipate that the cost for the publication will be about \$3,600; but we are requesting one third of the printing cost of **\$1,200** as part of this request.

Stipends, direct educational services **\$14,400**

Staffing

The proposed staff for this year's summer program will include the following:

The Program Coordinator will be responsible for the overall supervision of program activities. The Program Coordinator will submit weekly reports, programmatic updates and administrative inquiries to the President of the Civic League. The Program Coordinator will also be responsible for weekly meetings with the President to provide updates, and coordinate activity schedules; will report directly to the President of the Civic League.

Coordinator (Language Arts) - \$33/hr. x 7 hrs./day = \$231 x 5 wks. (25 days)
= \$5,775

Academic Coach will assist students with use of the designated subject matter on assigned days; reporting directly to the Program Coordinator.

Academic Coach (Math and Science) - \$25/hr. x 6 hrs./day
= \$150 x 5 wks. (25 days) = \$3,750
\$9,525

Fringe Benefits @13.1% \$1,248

- Staff will be responsible for supervising classroom students at the HSTHS.
- Staff will instruct and monitor students' assignments and projects.
- Staff will coordinate with students' supervisors at various assigned worksites.

Total Cost of Proposed Programs **\$23,925**

Administrative cost for program operations (bookkeeping, etc.) @ 15% **\$3,589**

The total request for this year's Summer Institutes -

\$27,514

*\$26,319 per Dr. Epps
on 6/8/21.*

Program Evaluation

A variety of participant's information will be tracked throughout the program to determine the effectiveness of the program. This information includes the following for all student participants.

- Number and status of students participating in the program
- Each student's assessment score before and after participating in the program
- The written career selection and analysis for each student
- Reason(s) for any student discontinuing the program
- Exit student survey results

Additional requirements in keeping with the Center for Disease Control (CDC) guidelines:

- Each staff and program participant's temperature will be taken each day at the beginning of the summer program.
- Two classrooms will be needed for spacing purposes within the Health Sciences building for the academic program, along with the cafeteria area for meals.

Learn to Earn Program

Introduction

The Civic League's Learn to Earn Summer Program is traditionally an interpersonal academic-based initiative that service incoming New Brunswick middle school aged youth (incoming 6th, 7th and 8th graders). With the current state of affairs, the League's Youth Leadership and Elementary Schools programs have transitioned to an online structure. Within this structure, both programs have shared information, participated in discussions, and engaged in virtual trips. The Learn to Earn Program proposes to transition fifteen to twenty incoming middle school aged youth to in-school/external summer program experience.

Participants will be responsible for daily journaling, researching an identified subject for their respective grade level, and participating in the self-care activities scheduled at the designated parks. The Youth Leadership Programs propose to facilitate virtual and in-school Learn to Earn Program in a learning environment over a four-week period. This process will allow participants to log onto the Google Classroom using their district issued devices to complete assigned work and participate in discussion threads. Assuming that local parks and outdoor facilities are available, the group will meet twice a week to engage in outdoor team building and enrichment activities. Each week will have a benchmark assignment that correlates to the participant's overall research project.

Program Description

The League's Learn to Earn Program is comprised of three components:

- The **Academic Enrichment** component supports youth participants to maintain their grade level skill sets while preparing them for the next school year. With the uncertainty of the participants' abilities due to the COVID-19 pandemic, this component is the priority of the program as the program Advisors will utilize innovative activities to build/reinforce youth participants' skills in Math and Language Arts. These activities will take place three (3) times a week at the New Brunswick Middle School in a classroom setting.
- The **Self-care/Athletic** component is essential to supporting a positive scope of the youth as they prepare to go back to school. This area would encourage youth to engage in activities outdoors in their local park(s); yet, maintain school distancing. Fun and engaging activities would be designed by program Advisors and/or facilitated by volunteer guests. This component would operate twice per week in the Memorial field next to the New Brunswick Middle School or local parks.
- **Virtual trips** may replace the weekly field trips in response to weather conditions. Participants will log on at each grade level and engage in a virtual activity or trip.

Outdoor activities will not involve more than ten (10) participants in a team. Each activity will be based in self-care and teambuilding to promote positive affect among youth participants. Activities will be led by program Advisors and guest facilitators. Social distancing and other safety precautions will be enforced at all times.

Weekly Benchmarks

The following outlines program benchmarks for the 4-week curricula:

Week	Task	Purpose
1	Orientation/Review/Assessment	Participants will be oriented to the program, complete a pre-assessment (brief), and begin to review grade level concepts
2	Intro of Math and LAL Projects	Participants will identify a research topic and be introduced to their math project.
3	Research Paper (ALL)	Participants will begin to construct their research projects
4	Presentation of Projects	Participants will present their projects in a virtual format

- Each participant will demonstrate a 10% improvement on the T.A.B.E. assessment test at the last week of Program.
- Each participant will assess probable career areas, research the profession and develop a five to ten-year implementation plan.
- The program will organize and implement a full range of weekly off-site education and recreational activities including possible trips to regional colleges, museums and offsite recreational activities.

Recruitment

- Ten (10) incoming 6th graders of district-wide programs will be invited and selected to participate in the program
- Ten (10) incoming 7th graders of district-wide programs will be invited from the League's 7th Grade Step-Up and other district-wide programs
- Seven (7) incoming 8th grade students will be invited from the League's 8th grade Leadership program, along with other district-wide programs

Requirements

- A resident in the City of New Brunswick
- Proof of age (birth certificate)
- Parent written consent
- Student ages 11 – 14 (no high school students)
- School transcript
- A completed medical authorization form indicating any limitations of physical activity and/or medical restrictions.

Additional requirements in keeping with the Center for Disease Control (CDC) guidelines:

- Each staff and program participant's temperature will be taken each day at the beginning of the summer program.
- Two classrooms will be needed for spacing purposes within the Health Sciences building for the academic program, along with the cafeteria area for meals.

Although the program is designed to encourage educational growth and enriching experiences, specific incentives will also be offered to those students who exhibit the following:

Incentives

- ***Novel reading contest***; based on the New Brunswick public school summer reading list, student will be provided tickets to Great Adventure for the highest number of books read and assigned essays.

- **Daily attendance and tardiness** will be monitored; level of participation in scheduled activities and cooperation will be assessed and movie ticket made available at the end of each two-week period.
- Students that show the **best improvement** on the assessment tests will receive appropriate recognition with movie tickets or tickets to Great Adventure.

Staffing

The staff will consist of the following:

- (1) Program Director (Part-time) – Coordination of all program activities during the four-week Program
- (1) Assistant Coordinator (Part-time) – Responsible for supervising activities of fifteen (15) program participants, along with other support staff
- (2) Academic Coaches (Tuesdays & Thursdays)
- (1) Clerk (Part-time)

The Program Director will be responsible for the overall supervision of program activities. The Program Director will submit weekly reports, programmatic updates and administrative inquiries to the President of the Civic League. The Program Director will also be responsible for weekly meetings with the League's President. The incumbent will be responsible for monitoring and supporting the incoming 8th grade participants.

Assistant Coordinator will provide support to the Program Director by assisting with the implementation of program components (coordinating with curriculum, operations, etc.). The incumbent will be responsible for mentoring and supporting 6th/7th grade participants.

Academic Coaches will assist students with use of the designated on-line programming on Tuesdays and Thursdays. The Academic Coaches report directly to the Program Director.

Program Clerk will be responsible for establishing and maintaining accurate program participant files (parental consent forms, medical record, etc.), daily attendance and report weekly to the Program Director and the League's President. Program Clerk will work closely with the Program Director and the League's President.

Program Evaluation

A variety of participant's information will be tracked throughout the program to determine the effectiveness of the program. This information includes the following for all student participants.

- Number and status of students participating in the program
- Each student's assessment score before and after participating in the program
- The written career selection and analysis for each student
- Reason(s) for any student discontinuing the program
- Exit student survey results

**Learn to Earn Summer Program
Budget Breakdown**

PERSONNEL (Part-time)

Program Director - \$34/hr. x 6 hrs./day = \$204 x 20 days	\$ 4,080
Asst. Coordinator - \$21/hr. x 6 hrs./day = \$126 x 20 days	\$ 2,520
(2) Academic Coaches - \$75/session (2 hrs./session) x 2 sessions x 2 Coaches	\$ 300
(2) Athletic Skills Coaches \$75/session x 4 sessions	\$ 600
Total Personnel	\$ 7,500
Fringe Benefits @13.1%	\$ 982
Sub-total	\$ 8,482

SUPPORT SERVICES

Program Costs

Incentives - \$35/student x 25	\$ 875
Office Supplies - \$35/wk. x 4 wks.	\$ 140
Insurance/Licenses; Liability, Workman Comp, Fees	\$ 1,450
Subtotal Support Services	\$ 2,465
Total Program Operating Budget	\$ 10,947
Program Coordination – Civic League 15%	\$ 1,642
Grand Total – 2021 Learn to Earn Funding Request	\$ 12,589

2021 AMBASSADORS SUMMER LEADERSHIP PROGRAM

Program Overview

The Civic League of Greater New Brunswick's Ambassadors summer program was an elementary, youth leadership program that serviced twenty-five (25) incoming 4th-8th grade students attending Paul Robeson Community School for the Arts and A. Chester Redshaw Elementary School (21st CCLC). The program operated virtually via Google Classroom from July 6 through July 31, 2020. The program met Monday through Friday from 1:00pm - 5:00pm, following the New Brunswick district extended school year program (ESY).

As a continuation of the Civic League Online program experience at the end of the 2020 school year and in response to the most recent events related to social justice, Civic League staff continued to educate and empower students not to ignore lessons that explore the impact of social injustice. The Ambassadors summer program aimed to foster a stronger sense of self and community by creating safe, supportive spaces where students can share their thoughts and feelings.

In an attempt to assist in furtherance of the 2020 summer Ambassador Program experience for last year's emerging 5th and 6th grade students, the Civic League would, again, like to operate the 2021 Ambassador Summer Leadership Program for rising 5th, 6th and 7th graders during a four-week summer period at the Paul Robeson Community School for the Arts. This year's 2021 elementary Ambassadors will involve three of the district's elementary/middle schools, A. Chester Redshaw, Paul Robeson, and Woodrow Wilson schools.

The Program will recruit and select 15-20 students at each school for the summer period (July 6th to July 30th) with a number of projects to be completed by each student during that period. The areas (projects) to be measured include:

- An approved individual Student Handbook
- Student generated painted areas; murals with inspirational messages or art projects as assigned
- Daily individual diary

On the morning of the first day (July 6th) and fourth Monday of the Program (July 26th), participants will be assessed and reassessed utilizing the Program's established assessment program. During the first nine (9) days, after breakfast, two morning sessions focus on Theatre and Visual Arts. George Street Playhouse and the Program's Artist will conduct these activities, which may occur outside in a public park. Students electing not to participate in George Street projects would work on their individual assigned projects. The third and fourth weeks, Dance and Visual Arts will the morning as daily theme activities.

Language Arts and Math activities will occur each program afternoon except for special events outlined in the schedule.

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Although the program is designed to encourage educational growth and enriching experiences, specific incentives will be offered to those students who exhibit the following:

Incentives

- **Daily attendance and tardiness** will be monitored; level of participation in scheduled activities and cooperation will be assessed and movie ticket made available at the end of each two-week period.
- Students who show the **best improvement** on the assessment tests will receive appropriate recognition with movie tickets or tickets to Great Adventure.

Staffing

The staff will consist of the following:

(1) Program Director (Part-time) – Coordination of all program activities during the five-week Program

(3) Head Group Leaders (Part-time) – Responsible for supervising activities of ten (10) Program participants, along with other support staff

The Program Director will be responsible for the overall supervision of program activities. The Program Director will submit weekly reports, programmatic updates and administrative inquiries to the President of the Civic League. The Program Director will also be responsible for weekly meetings with the President to provide updates, and coordinate activity schedules. The Program Director will report directly to the President of the Civic League.

Head Group Leaders will provide support to the Program Director by assisting with the implementation of program components (coordinating with curriculum, operations, etc.).
Assisting Artist Contractors in delivery of services to students.

Program Evaluation

A variety of participant information will be tracked throughout the program to determine the effectiveness of the program. This information includes the following for all student participants:

- Number and status of students participating in the program
- Each student's assessment score before and after participating in the program
- The written career selection and analysis for each student

- Reason(s) for any student discontinuing the program
- Exit student survey results

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AMBASSADORS SUMMER LEADERSHIP PROGRAM Budget Breakdown

PERSONNEL (Part-time)

Program Coordinator - \$32/hr. x 5 hrs./day = \$160 x 20 days	\$ 3,200
(3) Group Leaders - \$23/hr. x 5 hrs./day = \$115 x 20 days x 3	\$ 6,900
(3) Assistants - \$20/hr. (5 hrs./day) \$100 x 20 days x 3	<u>\$ 6,000</u>
Total Personnel	\$16,100
 Fringe Benefits @13.1%	 <u>\$ 2,109</u>
Sub-total	\$18,209

SUPPORT SERVICES

Program Costs

Contractual Services

Performing Arts, George Street Playhouse (10 days)	\$ 3,000
Visual Arts \$20 x 4 hrs./25 days	\$ 2,000
Dance \$25 x 2 hrs./10 days	\$ 500
Total	\$ 5,500

Programmatic Supplies \$ 2,360

Incentives – \$25/student x 20 \$ 500

Office Supplies - \$50/wk. x 4wks. \$ 200

Insurances/Licenses; Liability, Workman Comp., Fees \$ 950

Sub-total Support Services \$ 9,500

Total Program Operating Budget \$ 27,709

Program Coordination Civic League 15% \$ 4,156

Grant Total – 2021 Ambassadors Summer Leadership Program Request \$ 31,865

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2021 Summer Program Summary

Program	Duration	Anniversary	2021 Request	# of Students
WMY/RLP Institutes	4-weeks	29 th year	\$ 26,319	21
Learn to Earn	4 weeks	10 th year	\$ 12,589	20
PR Ambassadors	4 weeks	4 th year	\$ 31,865	45
			\$ 70,773	86 Participants

Attached for your review and consideration are **Contract Agreements** for the 2021 **Whitney M. Young, Jr./Rosa L. Parks Summer Institutes** (high school students), **Learn to Earn** (middle school focused), and the **Ambassador Summer Leadership** (elementary schools) summer programs. Total number of New Brunswick students anticipated to be served through these contracts would be 75-86.

Your consideration of this request is appreciated. Thank you for the past support of the Civic League's student support/youth development programs. If there are any questions, please contact me.

Sincerely,

C. Roy Epps
President/CEO

c: Richard Jannarone

Attachments