

Youth Incorporated Tutoring Program

To: MPS School Social Workers, Elementary, Middle and High schools
From: Jennifer Frisbie, Youth Incorporated Coordinator
Re: Youth Incorporated Referrals for 2018-2019

Youth Incorporated Program:

Under a trust designated in the will of J. Edward Meyers, a former president of the Board of Education and Mayor of Minneapolis, funds were made available and are now administered by a Board of Trustees known as Youth Incorporated. The Board provides money to assist Minneapolis Public School students with **reading** tutoring services.

Target Students:

Students who have demonstrated difficulty with reading in grades Kindergarten through 9th grade.

Eligibility:

A team of school staff should meet and determine if a student will benefit from the support of a reading tutor funded by Youth Inc. dollars. The eligible student must have a reading score between the 10% and the 40% on a standardized assessment (i.e. MCA/MAP/CBM) and cannot be receiving special education services to qualify for this program. If a student is receiving speech only services, they may qualify if the student fits the other criteria. Kindergartners are eligible for the program if they are performing below Level A on the Fountas and Pinnell after September 17th, 2018.

Procedures:

After a team has met and determined which students are appropriate to refer for this program, a **Youth Incorporated Application for Service** form must be completed and sent to the YI coordinator. Referrals for this school year will be accepted after **September 17th, 2018** for grades K-9.

Online referral optionThere is an online referral form that can be submitted for each student. Directions to access the form are as follow:***

Go to: <http://minneapolisyouthinc.com>. On the right side of the page you will see "Application for Services." Click on this, complete the application and submit. The referral will go to the Youth Inc. Coordinator to be processed and an acceptance packet with the Monthly Service Report and Tutor Agreement Form will then be emailed to the referring SSW.

I have attached a hard copy of the referral form for those of you that prefer that method. Submit these via email – jennifer.frisbie@mpls.k12.mn.us or inter-district mail – Jennifer Frisbie – Lake Nokomis/Wenonah.

The primary contact for this program at the school is the school social worker. The SSW is expected to facilitate referrals, find an appropriate tutor, help develop tutor schedules and sign monthly service report forms before they are submitted to the coordinator. Each school may have up to (20) 1st-9th grade referrals and (5) Kindergarten referrals approved for the school year. Funding is allocated on a first come, first served basis.

Grade 1-9 tutoring contracts are for 30 hours of direct tutoring time per student. Kindergarten student contracts are for 15 hours. The length of each tutoring session should not exceed one hour. For younger elementary students, tutoring is most effective when done in 30 or

45 minute increments. Any tutoring sessions needing to extend beyond 60 minutes per day must have **prior approval** of the Youth Incorporated Coordinator. **Tutoring should only be done 1:1 or with 1:2 students maximum.**

Activities that are **not** appropriate for Youth Incorporated funding include: tutoring students in math, spelling, or other subjects, attending student field trips or assisting in a classroom in a general manner. Youth Incorporated will only reimburse direct instruction/tutoring in the area of **reading** for approved students.

Youth Incorporated tutors are independent contractors. The classroom/reading teacher should provide the initial basic reading instruction while the Youth Incorporated tutor provides supplemental reading instruction based on an individual student's needs. As independent contractors, Youth Incorporated tutors have the flexibility in selecting and using a wide variety of reading materials and will work with school staff when selecting materials.

It is the school social worker's responsibility to find the tutors for the students. It may be a college student, however, it cannot be a high school student. If a school is having difficulty finding tutors, please call Jennifer Frisbie. The referring school assumes the responsibility of hiring and supervising tutors. **Tutoring should be completed by the end of the day on Friday, May 31st, 2019.** Please submit service reports promptly to ensure final payments.

Rate of Pay:

Tutors will be paid **\$17.00** per hour. Occasionally a tutor will work with two students with a Youth Incorporated contract during one tutoring session. The tutor will still be paid \$17.00 per hour and the time should be split between the two student's time sheets. **Monthly service report forms should be submitted monthly and minutes should be recorded to the nearest quarter hour.** It can take up to four weeks from the time the Monthly Service Report forms are received by the Coordinator until the tutor gets paid. Service reports are sent to the YI secretary for processing and then are forwarded to our YI Board Treasurer for payroll signatures. Payment is made through Youth Incorporated and not through the Minneapolis Public Schools.

Please review all of this information with your tutor(s) - both the tutor and the school social worker should sign the Tutor Agreement form prior to starting tutoring services to indicate that the parameters of tutoring are understood and will be followed. It is the intention of Youth Incorporated that this program be easily accessible to benefit your students. Please contact the coordinator with any questions – Jennifer.Frisbie@mpls.k12.mn.us. Information can also be accessed on the Youth Inc. website - <http://www.minneapolisyouthinc.com>.

Send Referral forms to:

MSP inter-district mail:

Jennifer Frisbie – Lake Nokomis Wenonah

Email: Jennifer.Frisbie@mpls.k12.mn.us

Fax: 612-668-5050