

## SCHOOL ALLOCATION MEMORANDUM NO. 87, FY 2015

**DATE:** December 2, 2014

**TO:** Community Superintendents  
High School Superintendents  
Children First Networks  
School Principals

**FROM:** Raymond J. Orlando, Chief Financial Officer

**SUBJECT:** iMentor

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iMentor builds mentoring relationships that empower students from low-income communities to graduate high school, succeed in college, and achieve their ambitions. Students work with their mentors one-on-one, in person and online, to develop strong personal relationships, nurture a college aspiration, navigate the college application process, and build critical skills that lead to college success. In New York City, iMentor partners with DOE schools to ensure every student in the schools receives a mentor.

iMentor delivers the following supports to students to build college-readiness and to support college application and enrollment:

### **One-to-one relationships with college-educated mentors**

Students at partner schools are matched one-to-one with same-gender, college-educated mentors for three to four years. iMentor involves students in the process by allowing them to select the qualities that would be most helpful to them in a mentor. Once matched, mentors and mentees exchange weekly emails and meet once a month in person. iMentor Program Coordinators lead weekly sessions on-site at each partner school, and help to facilitate the weekly mentor-mentee email exchange.

### **Curriculum focused on college readiness**

iMentor delivers a research-based curriculum to help mentors and mentees build strong relationships while students develop key college-success skills, such as a critical thinking, self-advocacy, social capital, and perseverance. iMentor's curriculum is driven by goals aligned to the DOE's College and Career Readiness Benchmarks. Program Coordinators lead weekly sessions at each partner school to introduce a "college knowledge" component of each curricular goal, in which students and mentors discuss and reinforce college knowledge through weekly email exchanges.

### Support for navigating the college application process

iMentor program staff are trained to support the college exploration, application, and transition process, and provide direct support to students on-site at their schools. 11<sup>th</sup> and 12<sup>th</sup> grade students are supported as they explore different types of colleges and postsecondary options; develop a college list that includes target, reach, and safety schools; complete and submit college applications; complete the FAFSA and other financial aid documents; evaluate their acceptances to determine the best fit; and complete an extensive checklist to ensure that they are ready to matriculate successfully. Through this process, mentors help their mentees not only complete each task but develop critical time management and project management skills

### Technology platform

iMentor utilizes an online mentoring platform to facilitate mentor-mentee engagement through a secure email system, curriculum guidance and resources, and meeting scheduling. It also allows iMentor staff to implement an effective program with a pair matching algorithm, case management tools, and real-time program evaluation tools.

Allocations are displayed on the table below. Funds should be scheduled using the allocation category: “**TL iMentor HS**”.

**Table 1:**

Location	School Name	Amount
02M393	BUSINESS OF SPORTS SCHOOL	43,000
02M542	MANHATTAN BRIDGES HIGH SCHOOL	43,000
02M546	Academy for Software Engineering	43,000
03M860	Frederick Douglass Academy II Secondary School	43,000
07X527	BRONX LEADERSHIP ACADEMY II HIGH SCHOOL	43,000
10X264	Bronx Academy for Software Engineering (BASE)	43,000
10X439	Bronx High School for Law and Community Service	43,000
10X477	Marble Hill High School for International Studies	43,000
13K412	Brooklyn Community High School of Communication, Arts and Media	43,000
14K071	Juan Morel Campos Secondary School	43,000
14K586	LYONS COMMUNITY SCHOOL	43,000
14K614	Young Women's Leadership School of Brooklyn	43,000
17K524	International High School at Prospect Heights	43,000
18K617	High School for Innovation in Advertising and Media	43,000
21K337	International High School at Lafayette	43,000
<b>Total</b>	<b>15 Schools</b>	<b>645,000</b>

### School Allocations

- Schools must expend all funds by June 30, 2015.
- Schools must use these funds to pay for iMentor partnership fees.
- School principals are responsible for ensuring that program fees are paid in accordance with the 2014-15 iMentor Adjusted NYC Partnership Fee Schedule.
  - Please note that this allocation subsidizes, but will not cover the full 2014-15 iMentor partnership fee for your school. The balance must be funded via your discretionary budget and/or private dollars.
  - Please contact Jana Chandler, Director of School Partnerships at iMentor directly ([jchandler@imentor.org](mailto:jchandler@imentor.org), 646-797-4410) with any questions regarding partnership fees.
- The school principal is responsible for monitoring all allocations.
- For auditing purposes, schools are required to keep accurate records of their expenditures.

[Click here to download a copy of the School Allocation Memorandum.](#)

RJO: bf

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