

## PERFORMANCE BASED CONTRACT GUIDELINES

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

ArtsWestchester, through its Teaching Artist Residency Program, provides a highly structured, multi-session workshop series that fosters learning *in and through* the arts. In schools, residencies serve as an instructional tool, helping students master classroom subjects and encouraging a deeper understanding and appreciation for the arts and creative industries. In addition, residencies promote cognitive, developmental, social, and individual skills essential to success in one's personal and professional life.

ArtsWestchester (ArtsW) will partner with the Yonkers City School District (YCSD) and Ella Fitzgerald Academy (EFA) to recommend artists from the Teaching Artist Directory to meet the needs of the students receiving the services.

All artists on the Teaching Artist Roster are independent contractors and not employees of ArtsW, and due to this status, most carry independent insurance coverage and fingerprint clearance. ArtsW can work alongside the YCSD and EFA to identify the artists on the roster with the license(s) they need for their program. ArtsW does not cover any expenses for artists to acquire licenses or clearances; ultimately, YCSD and EFA select the artist(s) for their program(s).

### 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 amount of \$20,000 has been allocated for an 18-week-long art series.

The specific dates of service (Monday-Friday) and exact start and end time during the 2024-2025 school year will be mutually decided between the selected artists and the school administration. Art supplies, **if required** for the artist residencies, will be determined by the artist and school administration and purchased by the artist. ArtW will reimburse the artist(s) for art supplies. Any remaining art supplies will stay with the school district and/or school.

### 3. WHO IN THE SCHOOL DISTRICT IS SERVED?

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

ArtsW, through the artist residencies, will provide services to the students at EFA. The exact grade levels and number of students participating in the program will be determined by YCSD and EFA.

### 4. WHO WILL PROVIDE SERVICES?

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

ArtsW maintains a roster of 70 professional working artists specializing in the visual, literary, and performing arts. To be considered for the program, a panel of specialists from human service agencies, academic institutions, and art centers vet skilled artists from the Tri-State area, and, based on skills and teaching capacity, the panel recommends them [artists] to ArtsW's Teaching Artist Roster. ArtsW pulls from this roster when partnering with schools and community sites.

ArtsW will recommend artists from this roster to the YCSD and EFA to engage with for an art program.

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.**

To date, one artist from the Teaching Artist Roster has been identified. See below. Any additional artist(s) for the program will be determined by the YCSD and EFA.

Cornell Carelock  
P: 914-661-3717  
E: [bpmovement@yahoo.com](mailto:bpmovement@yahoo.com)  
A: 41 Barker Avenue White Plains, NY 10601

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?)

Each artist residency begins with a planning session that outlines the goals of the program, and a planning form, completed by both the school administrators and teaching artists, tracks additional details about the program, exact objective (artistic, developmental, educational, and social), implementation method, and desired outcomes. ArtsW provides the planning form to artists as it helps to guide and shape the program.

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

The ArtsW planning and summary forms completed per artist residency program will be available for YCSD and EFA to view. Additional evaluations that either the artists and/or school administration need to complete for the 21st Century Grant will be provided by YCSD and EFA.

7. INDIVIDUALS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.

Vendor Name: ArtsWestchester  
Vendor Address: 31 Mamaroneck Avenue, 3<sup>rd</sup> Fl. White Plains, NY 10601  
Vendor Phone No.: 914-428-4220  
Vendor Business Status: Non-profit

Vendor Contact Name: Jessie Mendez, Director, Arts in Education  
Vendor Contact Email: [jmendez@artswestchester.org](mailto:jmendez@artswestchester.org)  
Tax ID No.: 13-2604827

School District Administrator Name: Dr. Jason Baez  
School District Administrator Title: Executive Director  
School District Administrator Phone No.: 914-376-8183  
School District Administrator Email: [JBaez@Yonkerspublicschools.org](mailto:JBaez@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, 21<sup>st</sup> Century Grant- through the arts, this partnership will foster and teach cultural expression.

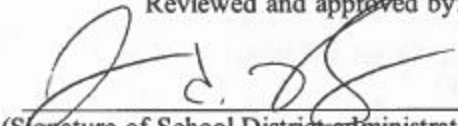
**9. WILL THE CONTRACTOR BE RECEIVING ANY STUDENT DATA OR OTHER DATA FROM YONKERS PUBLIC SCHOOLS? IF YES, PLEASE DESCRIBE. IF STUDENT DATA IS BEING SHARED, PLEASE PROCEED TO QUESTION 10 BELOW.**

Ella Fitzgerald Academy will provide Sarah Lawrence College with the names, ages, and contact information for participating students.

**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.**

No

Performance Based Guidelines  
Reviewed and approved by:



\_\_\_\_\_  
(Signature of School District administrator/employee)

Jason C. Bell  
\_\_\_\_\_  
(Printed Name)