

## **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)

- a. To assist Yonkers Public School (YPS) with advancing standards alignment in curriculum and real life integration in order to motivate students to want to learn and succeed in school and later in life.
- b. To assist Eugenio Maria de Hostos MicroSociety School to further grow and integrate its award winning model, MicroSociety® magnet theme as a character education and social emotional strategy that effectively addresses behavior issues, attendance, dropout prevention, and student motivation by making school relevant to the daily lives of students and by incorporating real-world experiences into basic school curriculum so that students are able to apply their classroom learning to real-life situations.
- c. A microcosm of the real world is created inside the school and each student has a role in running that world.
- d. In this real-world environment young entrepreneurs produce goods and services, elected officials establish laws, Peace Keepers keep the peace, judges arbitrate disputes, and reporters track down stories.
- e. In this safe, student-created microcosm of the real world, students learn the value of integrity, the importance of making ethical decisions and the significance of maintaining a caring attitude while also helping Hostos students develop the 21st Century applied learning skills necessary to be successful in today's competitive world.

### 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")

- a. Professional services during the 2024-2025 school year are adapted to the school's schedule and includes:
  - i. 2 two-day visits including one or more of the following at each visit: workshops, small group planning, individual support, program observation and feedback
  - ii. 4 single days virtual technical assistance and coaching
  - iii. Curriculum alignment training
  - iv. 1 single days (1 per visit) of writing planning and interim progress reports
  - v. School Leadership Development through *MicroSociety* Alignment Teams
  - vi. 1 day Program (and Student) Assessment Tool
- b. An MSI certified trainer will provide professional development, coaching, and technical assistance that will include classroom observation.

C. The reduced annual cost for program and technical assistance for the school year is \$12,000.

3. WHO IN THE SCHOOL DISTRICT IS SERVED?

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

Students and staff of Eugenio Maria de Hostos Micro Society® School.

4. WHO WILL PROVIDE SERVICES?

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

MSI National Certified Consultant/Trainer

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.**

N/A

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?)

MSI trainers provide Interim Progress Reports after each training. Reports will be made available to any senior administrator, such as the Superintendent, upon request.

a. MicroSociety offers compelling opportunities for parents and community members to become engaged in the education of their children. MSI trainers will facilitate parent and partner engagement by assisting with an Orientation at the beginning of the year. This Orientation will be followed by other activities, later in the year, when parents and community members will be invited to observe students "on the job".

b. MicroSociety will operate during the regular school day.

c. Training will take place both before and during the operation of the program, thereby providing Hostos staff with on-the-spot support and critique as their student community grows. Parent and community involvement and support will be strongly encouraged. From how money works, to how to start a business or run a government office, students will discover how a society works, how they fit in and how they can improve the world they live in.

d. Students, teachers, Hostos staff and YPS administrators will have access to ongoing evaluations and feedback on the progress of 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)

- a. MicroSociety services include regular telephone debriefings with the Micro Society Coordinator, Hostos Principal and/or Tiara Reyes Vega, Executive Director, Language Acquisition at YPS and the MSI Trainer(s) assigned to School.
- b. MicroSociety program progress will be monitored through the use of MICROSOCIETY'S Benchmarks, Program and Student Assessment Tools, and Performance Rubrics.
- c. The trainer will provide site-visit reports to the Micro Society Coordinator, Hostos Principal and/or Tiara Reyes Vega.
- b. A MicroSociety STAR Assessment is administered at the end of every school year and the results are shared with the school. They are announced also at MSI's annual conference.

7. INDIVIDUALS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.

Vendor Name: MicroSociety

Vendor Address: 3675 Market St. Suite 200 Philadelphia, PA 19104

Vendor Phone No.: 215-922-4006

Vendor Business Status: (corporation, non-profit individual, unincorporated) non-profit

Vendor Contact Name:Carolynn King Richmond

Vendor Contact Email: cking@microsociety.org

Tax ID No.: 23-2637830

School District Administrator Name:Madelyn Guzman

School District Administrator Title: Executive Director

School District Administrator Phone No.:914-376-8230

School District Administrator Email:mguzman1@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. Title IV- Well Rounded Education, through on site professional development MicroSociety will lead the extended school learning lab.

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, MSI does not collect individual student data

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.**

N/A

Performance Based Guidelines  
Reviewed and approved by:



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

Madelyn Guzman  
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(Printed Name)