

## **PERFORMANCE BASED CONTRACT GUIDELINES**

### **1. WHAT IS THE PURPOSE OF THE SERVICE?**

(Describe in detail any services to be provided or materials to be purchased)

**The purpose of Sarah Lawrence's Theatre Outreach Program is to develop, through the language of theatre, the creative and expressive voices of the YPS students.** Sarah Lawrence College Theatre Outreach will provide YPS students an interdisciplinary theatre curriculum that includes theatre games, theatre exercises, acting, playwriting, journaling, theatre movement, theatre design, music, songwriting and improvisation. This innovative Theatre Outreach curriculum, geared toward the specific interests of the individual student, will enable YPS students to process through difficult issues, that will likely arise as a result of project community research, such as racism, the diversity of the Yonkers Police Force, Yonkers Police Department and community relations, social justice, the history of Yonkers desegregation, restorative practices and community engagement in Yonkers.

The Sarah Lawrence College Theatre Outreach Program, using a process-centered theatre vocabulary, will support the development of student literacy skills, empathic skills, public speaking skills, ensemble building, critical thinking, collaborative techniques, teamwork building and social skills. Sarah Lawrence College Theatre Outreach workshops will develop critical and analytic thinking and inquiry skills and our theatre skills training and engagement with YPS students will foster the development of social and emotional learning linked to success in adulthood.

Sarah Lawrence College (SLC) will provide all of the applicable services as described in the YASA EMPIRE grant agreement executed between Sarah Lawrence College (SLC) and Yonkers Public Schools (YPS) to Palisades Preparatory School, as follows:

Approximately, one hundred 9th and 10th graders will cycle through the Sarah Lawrence College Theatre Outreach workshops as well as the programming provided by community partners. Sarah Lawrence College Theatre Outreach will meet once per month with the school administration and other community partners to monitor goals and progress. The program will culminate in early June with a symposium open to the public that will include findings made by the Yonkers Public School students. Selected theatrical material created and developed in the Sarah Lawrence College Theatre Outreach workshops will be included in the final June Symposium/Presentation.

#### **I. Joint Responsibilities of the School and Partnering Agencies**

1. Ensure that all procedures and regulations for health, fire, safety, pick-ups, parent consents, transportation, field trips, food, sports-related health exams, insurance, medical and other emergency procedures will be clearly listed and widely disseminated, and that they will conform to applicable local and state standards.
2. Structure and facilitate meaningful communication between the school staff and community partners. Provide ongoing opportunities for school staff and community partner staff to plan, coordinate, and integrate curricular areas of extended learning.
3. Hold regularly scheduled advisory meetings (quarterly) between the staff of the partnering agencies, school principal(s) or designee, other appropriate personnel and key stakeholders including students, families and community members to discuss all issues pertaining to the grant. Agenda items will include, but not be limited to effectiveness of program features, student development, and other aspects of program evaluation.
4. Review Evaluator's Reports and Surveys to identify areas of success, challenges, and suggested improvements.

5. Develop mechanisms and opportunities to communicate on a regular basis with both the Parents' Association and the family members of the program's students, including information regarding the YASA EMPIRE program that is accessible in a public space.
6. Recruit, select, and enroll student participants in the YASA EMPIRE program and disseminate program information widely.

## **II. Responsibilities of the Partnering Agencies**

1. Communicate and provide information to the school about extended learning activities through regularly scheduled meetings with the Principal.
2. Ensure that School-Age Child Care Registration, if required, is obtained for programs that will serve seven or more children under the age of 13 years.
3. Attend school staff meetings as determined by the school principal.
4. Work cooperatively with the research and evaluation component of the YASA program.
5. Ensure the respectful treatment of school property, including replacing property damaged or destroyed by the students or staff of the after-school program, and keeping the spaces used by the after-school program clean. Equipment will be inventoried and labeled.
6. Ensure that all applicable local and state requirements for staff clearances are met.
7. Recruit, hire, and train all program staff in cooperation with the school.
8. Manage the day-to-day operations of the program, if required, and notify the school of any problems, issues, and concerns in a timely fashion.
9. Track individual student enrollment and attendance and provide that information to the school on a regular basis.
10. Invite designated school staff to attend YASA staff meetings.
11. Make staff available for in-service training throughout the school year.
12. Maintain appropriate insurance coverage, if required.
13. Provide the lead YASA agency with all appropriate information and reports in a timely fashion.
14. Present at a minimum of one PTSA meeting at the partner school.

**Key services to be provided by the Sarah Lawrence College during the performance periods when Sarah Lawrence College is in session.**

## **2. AMOUNT OF SERVICE**

(set forth all quantities and/or amounts of time required to be devoted to the contract and describe where services are to be provided as specified in Appendix B)

**Regular direct service provided at Palisades Prep will average 5 hours per week, as follows:**

- Eighteen (18) after-school program workshops @ 1.5 hours ea., 2 days/week = 27 hours total
- Preparation and set-up for above @ 2 hours/week = 18 hours

**Rehearsal time, training, and mentoring for staff (SLC students), at SLC and Palisades Prep:**

- Additional 3 hours/week
- Outreach Class 2 hours
- Pedagogy Conference Course 2 Hours
- Additional Individual and Group Conferences 8 hours/week

**Grant and Program Administration (evaluation, reporting, security clearances, meetings, etc.):**

- Additional 3 hour/week

***We estimate a total of 29 hours/week, conservatively, not including one-time programs.***

**3. WHO IS SERVED?**

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

**Services will be provided directly to students, families, teachers, and staff of Palisades Prep.**

- Approx. 100 9<sup>th</sup> and 10<sup>th</sup> Grade students will be served on a rotating schedule,

**4. WHO WILL PROVIDE SERVICES?**

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

**Services will be provided by graduate and undergraduate theatre students of SLC who are enrolled in the Theatre Outreach Program. Approx. twelve (12) SLC students will be involved at Palisades Prep. SLC faculty member Allen Lang will work directly with the service population as well as providing oversight and supervision of the program.**

- Allen Lang is Director of the Theatre Outreach Program. He has been a member of the SLC Theatre Faculty since 1998. Mr. Lang's published plays include *Chimera* and *White Buffalo* in the French performance journal, *Collages and Bricollages*. Recipient of the Lipkin Playwright Award and Drury College Playwright produced in New York City at Pan Asisan Rep, La Mama, Dixon Place and other venues. He has directed plays both in New York City and regionally. In Yonkers He has produced, directed plays for youth at the Hudson River Museum, the Center for the Urban River at Beczak, the Yonkers Public Schools, Yonkers Arts Weekend and in libraries and community centers throughout Westchester County. In regional theatre, Mr. Lang has produced, directed and toured with the plays of Samuel Beckett, Eugene Ionesco, Patrick Shanley and David Lindsay Abaire. His plays 'How to Hug A Tree" and 'Little Pea A Musical for Young and Old Audiences', have toured throughout Westchester County and in rural areas of Wisconsin. Mr. Lang has conducted theatre and creative writing workshops for of all ages in New York City, Mexico, South America, and throughout the United States. He is the recipient of grants from the National Endowment of the Arts and the Wisconsin Council of the Arts.

**5. WHAT WILL BE COMMUNICATED TO DISTRICT PERSONNEL, PARENTS, OTHERS ABOUT PROGRESS AND RESULTS OF THE SERVICES?**

SLC will provide a written report on the results of the Theatre Outreach Program and will make this available to the District and School, which in turn can communicate these to the families.

**6. HOW WILL THE QUALITY BE JUDGED?**

(Set forth the method which will be used to evaluate contractor's performance)

**Our overall goal is to provide our constituents with a transformative experience that will not only enrich their lives, but also increase their likelihood of success in school, or whatever setting they are in.**

We strive to achieve these tangible outcomes with all the audiences we serve:

- Improved indicators of self-confidence and self-esteem
- Improved literacy and language fluency

- Better behavioral and academic success in school
- Understanding of and appreciation for theatre—its history, artistry, and role in our lives and individual expression
- Acquisition of creative and practical skills, e.g., theatre-making, journaling, costume design, acting, music and movement.
- Acquisition of problem-solving and empathic and team-building skills

To the greatest extent possible, we work to obtain measurable data to evaluate the success of our program. It is not always possible due to issues of access and privacy. However, through interviews with school teachers, school staff, and Sarah Lawrence students, we are able to demonstrate the ways in which Theatre Outreach transforms the lives of those it touches.

**7. PERSONS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.**

(There must be a single Board administrative employee identified as the person responsible. This person will also be responsible for signing off on contract payments)

Elaine Shine  
 Executive Director, School Improvement  
 Yonkers Public Schools  
 914-376-8183

Abigail Feder-Kane, Senior Director of Development  
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Not-for-profit Corporation (Institution of Higher Education chartered by NYS Board of Regents)

**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, the EMPIRE Grant. The EMPIRE grant requirements are: to increase school-wide learning opportunities in high-quality extended school day and/or extended school year programs with a focus on improving academic achievement. A key grant goal is to transform and redesign the school day, week, and year in order to better meet the needs of its students and school community to improve student achievement.