

# **PERFORMANCE BASED CONTRACT GUIDELINES**

## **The College of Westchester & Charles E. Gorton High School September 2018 – June 30, 2019**

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

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

The College of Westchester (the College) and the Yonkers Public School District (the District) will work together to develop curriculum and provide Concurrent Enrollment for Academic Dual Credit University/College courses for high school students. The target population is for accelerated 9<sup>th</sup> grade students and students in grades 10 – 12, who are underserved and highly motivated but have not necessarily received the academic preparation needed for a smooth transition into post-secondary education.

### **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 A)

The College of Westchester will award credit for courses for which Course Articulation Agreements have been approved through the Early College Experience (ECE) program, and whereby such courses shall have been evaluated and approved through the official College curriculum approval process, and shall meet or exceed the instructional rigor of a college level course. Courses will be taught by College approved faculty employed by the District and delivered on District property.

### **3. WHO IS SERVED?**

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

The target population is for accelerated 9<sup>th</sup> grade students and students in grades 10 – 12, who are underserved and highly motivated but have not necessarily received the academic preparation needed for a smooth transition into post-secondary education and who are enrolled in the Charles E. Gorton High School's Smart Scholar Early College Program.

### **4. WHO WILL PROVIDE SERVICES?**

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

The District will provide competent and credible college-approved faculty who are currently employed by the District for the delivery of approved high school courses as covered by the agreement. Upon documentation by the District of students' successful completion of the above-referenced courses, the College will award college-level credit and generate an Official Transcript documenting such for each student.

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

A roster of the student's names, courses, and final grades will be provided to the designated representative of Charles E. Gorton High School as well as any additional interim or final progress reporting requirements. At the conclusion of the program, The College of Westchester will issue official college transcripts to each enrolled student. As is practice at CW, final grades in the form of an official transcript will be mailed to the student's home. In

addition, The College of Westchester recognizes the need to adhere to the Family Educational Rights and Privacy Act (FERPA). In recognition of the federal regulations governing protection of student information, all communication (whether verbal or written) will be between the College's designated representative and the designated representative for Charles E. Gorton High School.

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

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

CW has a comprehensive outcomes assessment process that evaluates effectiveness of course content, teaching methodologies, and student learning. These efforts are overseen by the Provost & Vice President of Academic Affairs, who will ensure that only qualified and appropriately credentialed faculty are provided and that the curricula meet the standards of CW as registered with the New York State Education Department.

**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 of School Improvement, Yonkers Public Schools

Nancy Poli, Chief Financial Officer for The College of Westchester is the administrative employee identified as the person responsible for administering the contract as well as authorizing contract payments.

Nancy Poli, CFO  
The College of Westchester  
325 Central Avenue  
White Plains, NY 10606  
[npoli@cw.edu](mailto:npoli@cw.edu)  
phone: 914-831-0268

**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?**

The Smart Scholars Early College New York State Grant will provide tuition payment for students if enrolled in the Smart Scholars Program. The Program is designed for students to have an opportunity to earn a minimum of 24 college credits, prepare students for their Post-Secondary Schooling, and decrease future tuition costs. This NYS Grant has been endorsed by the Yonkers Public School District in agreement that students of each cohort earn a minimum of 24 college credits while also accruing their high school diploma.