

# **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)

### **Talk to Write: The Path from Discussion to Writing**

Peer to peer discussion creates space for students to think through their ideas, formulate their beliefs, and test out different methods of expressing their point of view. These are the same cognitive tasks that students need to do while they're writing. We propose a 2 session workshop. In session 1, teachers will experience the benefits of using discussion strategies as a pre-cursor to writing and design a plan to implement the strategies in their own classes. In session 2, teachers will bring samples of student work from their experience implementing the strategy. Through critical reflection and support from experienced coaches, teachers will be able to analyze the task and student work. Teachers will build on the first strategy to expand the process for students.

**Goals:** The CPET Coach(es) will ...

1. Design and facilitate 1 full day, or 2 half day workshops per grade band (K-2, 3-4, 5-6, 7-8, 9-10, 11-12) with a focus on how discussion sets the stage for writing.
2. Design and facilitate a 1 full day workshop with Yonkers Literacy Coaches to preview the strategies, explore what other strategies or protocols are suitable for these goals, and to develop a support plan for each of their schools to implement this work in the classroom.

## **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)

6.5 Days @ \$1,500 per day

(1 half day per grade band = 3 days with 2 facilitators (expecting 20+ people) = 6 days + 1 half day with Literacy Coaches) with 1 facilitator plus materials costs.

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

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

Yonkers Literacy and Numeracy coaches, and Teachers within each grade band pairing.

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

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

The Center for the Professional Education of Teachers, from Teacher College, Columbia University (CPET, TC)

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

A report of the feedback received will be provided.

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

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

Feedback will be collected by workshop participants for each workshop event and will be provided for each grade level curricula and assessment product.

**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)

**CONTRACTOR'S NAME, ADDRESS & CONTACT INFORMATION**

The Center for the Professional Education of Teachers  
Teachers College, Columbia University  
Attn: Dr. Roberta Lenger Kang  
525 W. 120<sup>th</sup> St. Box 182  
New York, NY 10027

**CONTRACTOR'S FEDERAL IDENTIFICATION NUMBER**

131624202

**CONTRACTOR'S STATUS (e.g., corporation, individual, unincorporated, etc. and where)**

University – Not For Profit Organization

**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?**

No