

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)

Design and implement a participatory action research study to engage the initial cohort of program participants and partnering organizations in an examination of their experiences in the Yonkers City School District P20 Urban Leadership Academy Pilot.

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 Schedule “B”)

Given the need to understand the planning and implementation strategies and early outcomes related to the pilot program named, *The Yonkers City School District (YCSD) P20 Urban Leadership Academy Pilot Program*, the Participatory Action Researcher will speak directly with participants; participate in key program activities including partnership meetings; and examine relevant program documents. The early data capture and subsequent analyses will prompt new questions, new inquiries, and new understandings. The Researcher will provide project leadership with Analytic Memos and engage in reflective discussions to review and “sense-make” from the analyses.

3. WHO IS SERVED?

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

The action research process and findings will serve Yonkers staff and participants from the two external partnering organizations in the project, Bank Street College and New York City Leadership Academy.

4. WHO WILL PROVIDE SERVICES?

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

The Allenwood Company’s CEO, Dr. Roberta Trachtman, will serve as the project’s Participatory Action Researcher. Her prior research experience and publication record, her academic qualifications, and her 10-year related successful project leadership in NYC working as the Director of Teacher Certification at New Visions for Public Schools, demonstrate her capacity to undertake this role.

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?)

The Researcher will share written memos with the project’s senior leadership. As a participant in partner meetings, she will respond to questions and share additional insights. Where appropriate, she will meet separately with Dr. Macaluso, the district’s grant manager, and Ms. Long, the

district's Grants Developer.

6. HOW WILL THE QUALITY BE JUDGED?

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

The partners will review the memos and provide feedback on the direction and next steps for the Researcher's inquiries.

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)

Dr. Chris Macaluso
Executive Director for Professional Development
Yonkers City School District

Contractor:
The Allenwood Company, LLC
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EIN: 47-5509804
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516-524-1830
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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

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.

Allenwood will NOT be receiving student data or other data from Yonkers Public Schools.

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.