

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)

NYC Leadership Academy (NYCLA) services under this contract will assist YPS in designing, implementing and assessing the Yonkers Urban Leadership Academy through SED Model P20 funding beginning January 2019 through September 30, 2020. District appointed personnel would be responsible for developing, supporting and assessing aspiring leaders for YPS. NYCLA will partner with YPS and Bank Street College on all phases of the program. An outline of specific services is contained in Schedule B.

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")

A total of \$57,737 of professional services will be delivered under Year Two (November 2019 – September 2020) of this contract. The majority of the services will be provided and delivered on-site at YPS with some activities provided virtually. A specific breakdown of services is also provided in Schedule B.

3. WHO IS SERVED?

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

NYCLA will provide consulting and design services to YPS staff who will directly work with the program. In addition, NYCLA will also provide on-site services to the program participants during the fall and spring residency sessions, mentor principals during mentor training, coaches (for mentors) and program facilitators throughout the year. In addition, NYCLA will coordinate recruitment and selection for the second cohort which will commence in July 2020.

4. WHO WILL PROVIDE SERVICES?

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

Staff from NYCLA will provide services exclusively.

4a. WILL THE CONTRACTOR BE UTILIZING ANY VOLUNTEERS, OR BE HIRING/UTILIZING ANY SUBCONTRACTORS IN FURTHERANCE OF THIS AGREEMENT? IF SO, PLEASE LIST ALL OF THEIR NAMES AND CONTACT INFORMATION.

(If the Contractor will be using any subcontractors, volunteers, and/or other agents other than the individuals identified in question #4 above or #7 below, they need to be disclosed here)

NO

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?)

program for YPS, NYCLA will confer directly with YPS regarding any communications regarding this program and will input on any publication of materials, etc.

6. HOW WILL THE QUALITY BE JUDGED?

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

YPS will use feedback from involved stakeholders to judge quality. YPS will share results with partners to inform program adjustments.

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)

YPS contact:

**Dr. Christopher Macaluso, Executive Director
of Professional Development**

NYCLA contacts:

**Kathleen Nadurak, Chief Operations Office
knadurak@nycleadershipacademy.org**

**Marlene Filewich, Vice-President
(for program implementation)**

mfilewich@nycleadershipacademy.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, these services are pursuant to the Partnerships for Principal Preparation (P20) grant.

The objectives associated with the P20 grant are:

- **The pilot program will comprehensively address the 11 core elements as outlined in the grant request for proposal (RFP)**
- **During year 2, the pilot project will focus on residency sessions for the completion of coursework for the SBL and Master's Degree and on authentic, rigorous leadership experiences in the internship.**
- **All members (100%) of the pilot cohort will pass their SL certification exam**

- **The leadership program will be designed to address the specific context of leading in an urban school setting**
- **The cohort of 8 will be representative of the diverse ethnic and cultural makeup of our schools and our city**

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.

The contractor will not receive student data or other data from YPS.

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