

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)

Since 2007, the Writing Institute at Sarah Lawrence College has partnered with YPS to provide rigorous creative writing workshops for YPS middle school and high school students. This contract also provides full scholarships at a 75% reduced rate to up to twelve YPS students to attend Writers Week, the five day creative summer day camp for creative writing.

2. AMOUNT OF SERVICE?

(Set forth the monetary value of the proposed agreement and 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")

For the creative writing workshops, each workshop costs \$1,500, and the contract includes four 5-week creative writing workshops (two for middle school students and two for high school students). For Writers Week, \$4,000 will provide full scholarships (at a reduced rate) for up to twelve YPS students to attend the five day creative writing day camp at Sarah Lawrence College.

3. WHO IN THE SCHOOL DISTRICT IS SERVED?

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

YPS principals and teachers nominate students to participate in these programs. Each creative writing workshop is for up to 15 students, to serve a maximum of 60 students. The Writers Week scholarships are provided for up to 12 YPS students.

4. WHO WILL PROVIDE SERVICES?

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

The Writing Institute at Sarah Lawrence College provides the teaching artists, curriculum and training for these workshops and Writers Week. Director Courtney Gillette (MS in Urban Education, Mercy College & MFA in Creative Writing, Lesley University) oversees both programs. Sarah Lawrence College graduate students in the MFA Writing program are recruited, trained and managed by the Writing Institute. Each workshop includes two teaching artists per class.

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

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?)

The Writing Institute at Sarah Lawrence College will liaise with the appointed YPS representative to advertise these opportunities, collect nominations and communicate program acceptance, dates, times, locations and expectations.

6. HOW WILL THE SCHOOL DISTRICT JUDGE THE QUALITY OF SERVICES? (Set forth the method which will be used to evaluate contractor's performance)

The Writing Institute at Sarah Lawrence College will conduct internal surveys for students to assess the impact and experience of each workshop and Writers Week. Each program culminates in an anthology of student creative work.

7. INDIVIDUALS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.

Vendor Name: The Writing Institute at Sarah Lawrence College
Vendor Address: 1 Mead Way Bronxville, NY 10708
Vendor Phone No.: (914) 323 6170
Vendor Business Status: (corporation, non-profit individual, unincorporated) Non-profit
Vendor Contact Name: Courtney Gillette, Director
Vendor Contact Email: cgillette@sarahlawrence.edu
Tax ID No.: ~~X-YY~~216

School District Administrator Name: Erik Wright
School District Administrator Title: Assistant Superintendent of Grade 5/6 Schools
School District Administrator Phone No.: 914.376.8066
School District Administrator Email: ewright@yonkerspublicschools.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?

Title I:

Yes, the services are part of the Title I grant - *21st Century Grant*:

The services are part of the 21st Century Grant. Per the grant: "Sarah Lawrence College provides creative writing workshops for young people focused on engaging reluctant writers in experiences that foster expression and love for the written word."

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.

Yes; the Writing Institute at Sarah Lawrence College will collect students' names, email addresses, addresses, phone numbers, school, parent/guardians' names and parent/guardians' email addresses and phone numbers.

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.**

No.

<p>Performance Based Guidelines Reviewed and approved by:</p> <p><u>Erik Wright</u> <u>10/20/23</u> (Signature of School District administrator/employee)</p> <p><u>Erik Wright</u> (Printed Name)</p>
