

## **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)

The Leadership Program (TLP) offers comprehensive support to students in social emotional learning, a process for learning life skills including self-management, understanding and responding to others' feelings, relationship building, and how to work with others in an effective manner. TLP trainers will support students in identifying and processing their emotions, helping them learn how to manage these feelings and fostering social competency. Trainers will work with students on developing empathy for others and maintaining positive relationships. Through various activities, students will also focus on handling a variety of conflict situations in a constructive and ethical manner.

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")

Services will be offered two days a week from November 2024 to June 2025.

3. WHO IN THE SCHOOL DISTRICT IS SERVED?

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

The services are targeted to Middle School students for Yonkers Middle School.

4. WHO WILL PROVIDE SERVICES?

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

The Leadership Program is in over 150 school communities in all 5 boroughs of New York City serving over 18,000 students, 500 teachers and 8,000 parents annually. We have over 25 years of experience working with urban youth and their families with evaluation data proving our effectiveness. TLP was included in the Johns Hopkins research study as 1 of 5 organizations in the US that significantly enhances positive school culture, and we are regularly invited to facilitate workshops across the nation on topics such as youth engagement and staff development. We are 1 of 6 organizations awarded a federal Character Education Promising Practice. Our staff facilitated over 20 workshops last school year at Local, State and National Conferences on a range of topics from Best Practices in Programming, Student and Family Engagement, Re-Integrating Students into Education, to Staff and Program Quality.

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?)

Monthly monitoring/recommendations with the team. Focus groups to garner feedback on program services with participants and school personnel.

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

Monthly monitoring/recommendations with the team. Focus groups to garner feedback on program services with participants and school personnel.

7. INDIVIDUALS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.

Vendor Name: The Leadership Program

Vendor Address: 122 East 42<sup>nd</sup> Street, FL4 #1027, New York, NY 10168

Vendor Phone No.: 212-625-8001

Vendor Business Status: S-Corp

Vendor Contact Name & Email: Programming: Tom Armstrong [tarmstrong@tlpnyc.com](mailto:tarmstrong@tlpnyc.com),

Contracts/Invoices: Carla Gomilla [carla@tlpnyc.com](mailto:carla@tlpnyc.com)

Tax ID No.: 13-3599864

School District Administrator Name: Madelyn Guzman

School District Administrator Title: Executive Director

School District Administrator Phone No.: 914-376-8230

School District Administrator Email: [mguzman1@yonkerspublicschools.org](mailto:mguzman1@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?**


Yes, 21<sup>st</sup> Century Grant- to provide social emotional development, academic enrichment and leadership skills programming

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.**

No

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

<p>Performance Based Guidelines Reviewed and approved by:</p> <p></p> <p>_____ (Signature of School District administrator/employee)</p> <p><u>Madelyn Guzman</u> _____ (Printed Name)</p>
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