

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)

Empowering Creative Minds LLC will provide services to support Yonkers Public Schools (YPS) in achieving its goals to establish guidelines and provide coaching to administrators and teachers related to the administration of the grant, development of dual enrollment courses for the Pathway in Forensics Science with a focus on Social Justice, and services to be provided by Yonkers Partners in Education (YPIE) at the Barack Obama School for Social Justice. In addition, professional learning sessions will be offered on the five key strategies associated with *Keeping Learning on Track*®, a program that focuses on building expertise in using formative assessment to continuously gather evidence of learning to design instruction accordingly.

Empowering Creative Minds LLC will continue to develop the guidelines and protocols for grant administration at the school level focusing on the following responsibilities:

Responsibilities for the School Grant – Barack Obama School for Social Justice:

- Organize all grant initiatives and activities at the school level
- Collect all documentation, monthly, of all activities clearly by the goals and objectives of the program
- Maintain binders with all sign-in sheets, agendas, and highlights of every activity
- Collect data for submission to the state in a timely manner
- Assist district administrator in organizing meetings with the team at the grade level (administrators, teachers, guidance counselors)
- Work closely with all community partners, college/university partners, professional development agencies, and others
- Oversee all initiatives of the grant regularly to ensure activities are following the grant's goals and objectives
- Collect and analyze data to inform/modify programming
- Complete and submit written reports as required (quarterly, mid-year, final).

Empowering Creative Minds LLC will also create a series of professional learning sessions on the five key strategies associated with formative assessment aligned to District foci for the Barack Obama School for Social Justice and Cross Hill Academy:

1. Clarifying and sharing learning targets
2. Eliciting/gathering evidence
3. Providing feedback
4. Activating Self
5. Activating Peers

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")

The value of the proposed agreement is \$17,250. Empowering Creative Minds LLC will create a series of professional learning sessions that will be facilitated at a location or locations in the district determined by the school district administrator. The deliverables include the following:

- Deliverable 1: Continued Development of Grant Management Guidelines
 - Planning Session with Administrators and Teachers: **4 hours totaling \$600**
- Deliverable 2: Ongoing Coaching of Administrators and Teachers on the Execution of Responsibilities related to ESD/SVP Forensic Grant: Development of dual enrollment courses for the Pathway in Forensics with a focus on Social Justice:
 - **76 hours totaling \$11,400**
- Deliverable 3: Design Professional Learning Sessions – Formative Assessment
 - Five professional learning sessions (one for each key):
 - **20 hours totaling \$3,000**
- Deliverable 4: Facilitate Professional Learning Sessions – Formative Assessment
 - Ten professional learning sessions facilitated in two schools (five sessions/school):
15 hours totaling \$2,250
 - Schools: Cross Hill Academy and the Barack Obama School for Social Justice

3. WHO IN THE SCHOOL DISTRICT IS SERVED?

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

Services will be provided directly to teachers and administrators. Teachers, administrators, as well as students enrolled in the Barack Obama School for Social Justice will be served by this deliverable.

4. WHO WILL PROVIDE SERVICES?

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

Empowering Creative Minds LLC is a professional educational consulting firm that provides instructional coaching and professional learning sessions for educators to meet the ever-changing needs of 21st Century learners.

Dr. Ida M. D'Ugo, Founder and Owner of Empowering Creative Minds LLC, will deliver the services provided under this contract. In addition to 15 years of experience in teaching World Languages, Dr. D'Ugo held a variety of leadership roles and responsibilities at Roosevelt High School – Early College Studies prior to her retirement including:

- Created Community Outreach Program for parents and families consisting of monthly informational sessions conducted at different times of the day (based upon parental feedback)
- Established Student Ambassador Program to market school's programs

- Smart Scholars Program Coordinator
- Facilitator of district-wide World Language professional learning sessions for four years
- Co-coordinated the roll-out of the *Keeping Learning On Track* © (KLT) multi-year formative assessment curriculum to staff after school and during grade-level team meetings
- Co-facilitated monthly KLT Teacher Learning Community meetings
- Member of the district's Seal of Biliteracy Committee
- Member of Data Team, Shared Decision-Making Committee, and Professional Development Team
- Member of the district-wide Seal of Biliteracy Committee (2017 – 2020)
- Panelist for the Seal of Biliteracy Portfolio Presentations
- Recognition as the “2019 -2020 Secondary School Teacher of the Year” for Yonkers Public Schools
- Editorial Board Member, *The New York State Association of Foreign Language Teachers Language Journal*
- Facilitator at two American Association of Teachers of Spanish and Portuguese (AATSP) National Conferences
- 100% dedication to successful completion of the project

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.

N/A – No volunteers or subcontractors will be used in providing services under this contract.

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?)

Dr. D’Ugo will provide weekly updates to Executive Director Elaine Shine (Fridays or another day of the week specified) via phone, video conference, and/or e-mail. Updates will include the status of the various deliverables.

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

Empowering Creative Minds LLC will evaluate the services provided on an ongoing basis with teachers, administrators, and district personnel throughout the contractual period using feedback from discussions and/or surveys.

The School Improvement Department will select the appropriate tools to obtain feedback from students, teachers, and administrators regarding the services provided as well as data regarding student outcomes.

7. INDIVIDUALS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.

Vendor:

Empowering Creative Minds LLC
1767 Central Park Avenue
Suite 242
Yonkers, NY 10710

Phone No.: 914 512-8971

Vendor Business Status: Limited Liability Corporation (LLC)

Contact Name: Dr. Ida M. D'Ugo

Contact Email: info@ecminds.org

EIN: 84-3412468

School District:

Ms. Elaine Shine

Executive Director

School Improvement

Yonkers Public Schools

914.376.8183

eshine@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, this work is aligned to the 1003a grant.

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.**

N/A

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

Performance Based Guidelines
Reviewed and approved by:

Elaine Shine

(Signature of School District administrator/employee)

Elaine Shine

(Printed Name)