

PERFORMANCE BASED CONTRACT GUIDELINES
University of Delaware/Delaware Academy for School Leadership
March 1, 2019 – June 30, 2019

1. WHAT IS THE PURPOSE OF THE SERVICE?

(Describe in detail any services to be provided or materials to be purchased)

Service delivery from March 1, 2019 – June 30, 2019 to include: **Comprehensive School**

Review (CSR) Partner for Three (3) Schools.

DASL will provide assistance in facilitating School Reviews in support of ESSA accountability measures for three schools in the Yonkers School District, as identified by the district.

There will be three (3) sets of school reviews completed. DASL will be compiling the draft and final written report for all three reviews, and serve as the lead investigator for the Principal Interview portion of the review. In addition, DASL will participate in all other stages of the review, unless it conflicts with the Principal Interviews.

Proposed Dates are to be agreed upon by both parties. Tentative dates are as follows: March 6, 7, 8 - Two reviews completed.

March 25, 26, 27 – Third review completed

The final report will be completed in a timely manner for each school and sent to the Yonkers School District Executive Director of Professional Development.

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 Appendix B)

DASL will plan and deliver 18 (eighteen) total days of service to Yonkers Public Schools employees. Delivery of all services will take place in Yonkers Public Schools facilities. Dates and times of sessions will be mutually agreed upon by DASL and district contact. Marketing and registration for all sessions will be conducted by the district.

This is a firm fixed-price agreement. Yonkers Public Schools understands and expressly agrees that this is a “fixed price” agreement. The University of Delaware/DASL is under no obligation to provide the district with any kind of financial reporting, supporting documentation, or justification of expenditures made in the performance of the project as a condition of payment. It is agreed and understood by the parties hereto that the fixed price for performing the services and providing the deliverables shall be thirty-two thousand, nine-hundred fifty-eight dollars (\$32,958) **. The University will invoice the district for all payments due to meet deliverables schedule. Payment will be made within 90 days after receipt by the school district of an approved invoice for services rendered.

**Original Agreement twenty-two thousand, one-hundred and forty-five dollars (\$22,145) AMENDMENT ten-thousand, eight-hundred and thirteen dollars (\$10,813) – Total agreement \$32,958

3. WHO IS SERVED?

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

DASL will be serving as a technical partner to the district and the school as we assist with facilitation of the School Review.

4. WHO WILL PROVIDE SERVICES?

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

DASL will provide 2 associates to lead DASL's portion of the School Review, as well as an additional 2 associates to assist with the process.

David Santore, Ed.D., will serve as the Principal Investigator and point of contact at the University. Along with Emily Poag, MPA, he will facilitate the school review. Dr. Santore has served in many levels of school and district leadership in his 25+ years in public education. At the University, he leads several signature leadership training and development programs, including Aspiring Leaders and Assistant Principal Step-Up, and he serves as a faculty member in the UDEL Principal Preparation Program.

Emily Poag, MPA, will plan and deliver all professional learning community training and implementation sessions collaboratively with Dr. Santore. Emily has 10+ years' experience working with school and district leaders in Delaware and across the country, specializing in engaging learning opportunities for adults. She has facilitated and participated in over 60 school reviews.

5. WHAT WILL BE COMMUNICATED TO DISTRICT PERSONNEL, PARENTS, OTHERS ABOUT PROGRESS AND RESULTS OF THE SERVICES?

Communication regarding the progress and results of the services to district stakeholders will be the responsibility of the district. The final report will be submitted to the Executive Director, District Professional Development.

6. HOW WILL THE QUALITY BE JUDGED?

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

Yonkers Public Schools will use a standardized evaluation for all training sessions delivered. The district will share the results of evaluations with the Delaware Academy for School Leadership as feedback and to guide planning for future sessions.

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 Contract Contact:

Dr. Christopher Macaluso
Executive Director, District Professional Development
Yonkers Public Schools
cmacaluso@yonkerspublicschools.org
(914)376-8274

University Contact:

Fiona Foss, Contract & Grant Specialist
Authorized Organizational Representative
Office of Sponsored Programs
University of Delaware
210 Hullahen Hall, Newark, DE 19716
(302)831-2629 phone (302)831-2828 fax
fiona@udel.edu

Federal ID: 51-6000-297

Non-profit status

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 Title IIA grant. The grant requirements are to provide targeted professional development that is aligned with the district's goals, the district's Professional Development Plan, and the implementation of the Common Core Learning Standards.

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. Data will be shared as a component of the document review required by the process in accordance with the ESSA review. Individual students will not be identified in the final document, and all information gathered from student interviews will be presented as a summary.

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.

Information will be used to make recommendations on the report for all aspects of school improvement, including instruction.