

PERFORMANCE BASED CONTRACT GUIDELINES

1. WHAT IS THE PURPOSE OF THE SERVICE?

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

The Center for the Professional Education of Teachers creates customized professional development experiences for teachers and school leaders. Through onsite coaching visits and workshops, we support the needs of the school and the vision of the principal to meet the students where they are and build momentum so they can reach their goals.

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”)

\$9,000 (6 days at \$1,500 per day)

3. WHO IS SERVED?

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

Services are provided directly to staff

4. WHO WILL PROVIDE SERVICES?

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

Sponsored by Teachers College, Columbia University, internationally renowned research university, The Center for the Professional Education of Teachers’ (CPET) primary mission is to advance global capacities in teacher education, research and whole school reform for grades K-12, with emphasis on secondary school grades, 6-12. CPET advocates excellence and equity in education through direct service to educators and youth, innovative school projects that promote students right to achieve, international research that examines and advocates the highest quality instructional and assessment practices today, and sustainable school and network partnerships that leverage current policy and mandates to raise literacy levels and embed collaborative communities of learning. Uniting theory and practice, CPET promotes rigorous and relevant scholarship and is committed to making excellent education accessible worldwide.

The Center for the Professional Education of Teachers (CPET) brings valuable resources of Teachers College to professional development programs for schools. Based on our belief that all educators must be outstanding leaders with deep knowledge of teaching and learning, we propose to provide an array of school and TC-based services, as well as summer professional development opportunities in integrative and differentiated balanced literacy programs for teachers, lead teachers, coaches, and school administrators.

CPET is led by a team of professional development advisors, supervisors, administrators, scholars, and other educational leaders. CPET works with approximately 35 NYCDOE partner schools each year, in addition to NYC DOE networks and districts. CPET’s work has an outreach that impacts hundreds of educators and administrators each year, as well as nearly 3,000 students in city schools. CPET also provides professional development services to partner schools in New Jersey, Connecticut, and Washington.

For more information about CPET, please visit our website: <http://cpet.tc.columbia.edu/>

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?)

After each event, CPET Professional Development Advisors gather participant feedback through the use of Feedback Forms, and Exit Evaluations. These feedback evaluations are reviewed by Senior PD Advisors to evaluate each PD Workshop, Workshop Series, Institute and Conference and make adjustments based on participant feedback. Participants send network event evaluations to Network leaders so they can document the quality services reported.

Through regular contact with partner schools and districts, participants regularly provide PD Advisors with feedback about services either through in-person discussions, email correspondence and even text messages or IMs. Based on feedback from participants, PD Advisors are able to identify needs, establish next steps and provide additional scaffolding when necessary.

In addition to providing the feedback results with the District after each session, CPET will provide a final report with the feedback collected from all of the workshops combined.

6. HOW WILL THE QUALITY BE JUDGED?

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

Workshops will be evaluated using the CPET H.E.A.R.S. Feedback Form which rates the workshop on the prompts below:

The workshop had . . .	Below my Expectations	Met My Expectations	Exceeded My Expectations
• Helpful information			
• Effective facilitators			
• Applicable models			
• Relevant activities			
• Supportive environment			

Participants are also prompted to share the most valuable aspect of the workshop, the least valuable aspect of the workshop, questions they have, or add additional comments.

Responses to the workshops are tallied after each event with a score of 1 for “Below”, 2 for “Met”, or 3 for “Exceeded”. These ratings are converted to total scores and presented in charts or graphs for the final report.

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)

Teachers College, Columbia University
Center for the Professional Education of Teachers
525 W. 120th St Box 182
New York, NY 10027
212-678-3161
FIN: 131624202
University

CPET Contact: Dr. Roberta Kang Kang@tc.columbia.edu

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?

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