

## **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)

Coaching leadership candidates (mentees) and their AP or principal mentors. Observing practice, providing feedback, engaging in reflective conversations, collaborative goal setting, problem-solving, working with mentors to establish meaningful leadership experiences, periodic progress assessment and internship redesign, and supporting mentee and mentor in their professional growth. Helping to grow a new leadership program and engaging in reflective practice to support program redesign in response to emerging data.

### **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”)

Initially the program will entail 6 days (a day is defined as 7 hours) Some hours may take place outside of school time in response to mentee and mentor preferences via phone and/or electronic communication). The contractor will attend an initial professional development session for 1.5 hours (included in the 6 days).

### **3. WHO IS SERVED?**

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

Services will be provided to leadership candidates and leadership mentors. On occasion, coaching may be provided to a principal when they are not the selected mentor. Coaching may be provided to additional personnel, for example teacher teams/student groups/parent representatives when this is part of the mentee’s program, with negotiation.

### **4. WHO WILL PROVIDE SERVICES?**

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

Ilene Friedman, Master of Social Work, Advanced Certificate Program (Supervisors/Administrators), was the Vice President/Academic Dean at The NYC Leadership Academy (NYCLA). During her tenure at NYCLA from 2004-2015, she supervised the NYC Aspiring Principals Program, consulted with national clients, and provided professional development for the NYCLA staff. She was a NYC principal from 1999-2004 and mentored new and aspiring principals in three programs: New Leaders for New Schools, Baruch College’s Aspiring Principals Program and NYCLA’s Onboarding Program for first year principals. She has been a panelist/facilitator at national conferences including George W. Bush Institute’s Alliance to Reform Education: Best Practices in Clinical Leadership Design (10/2013) and Yale School of

Management, “The 21<sup>st</sup> Century Principal: What Defines Effective School Leadership” (2/2009). She is currently a leadership consultant and recently designed and facilitated a multi-year mentor program for the Fort Wayne, Indiana School District (2015 – 2018).

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

(If the Contractor will be using any subcontractors, volunteers, and/or other agents other than the individuals identified in question #4 above or #7 below, they need to be disclosed here)

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 contractor will maintain ongoing communication with the Executive Director of Professional Development for Yonkers Public Schools as well as key personnel from the P20 partnership. These partners include the Bank Street Graduate School of Education (BSGSE) and/or New York City Leadership Academy (NYCLA). These communications will be used to adjust learning experiences for the leadership candidates.

**6. HOW WILL THE QUALITY BE JUDGED?**

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

The quality of the contractor’s performance will be derived from qualitative and/or quantitative feedback from the mentees, mentors, and/or partners from BSGSE and NYCLA.

**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)

Dr. Christopher Macaluso

For Yonkers Public Schools:

Dr. Christopher Macaluso  
Executive Director of Professional Development  
914-376-8274

[cmacaluso@yonkerspublicschools.org](mailto:cmacaluso@yonkerspublicschools.org)

CONTRACTOR'S NAME, ADDRESS & CONTACT INFORMATION  
CONTRACTOR'S FEDERAL IDENTIFICATION NUMBER  
CONTRACTOR'S STATUS (e.g., corporation, individual, unincorporated, etc. and where)

Ilene Friedman, 200 West 79<sup>th</sup> St. Apt. 8L, New York, NY 10024 Cell:917-647-0094  
092-40-4349  
Individual

**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 Partnerships for Principal Preparation (P20) grant.

The objectives associated with the P20 grant are:

- The pilot program will comprehensively address the 11 core elements as outlined in the grant request for proposal (RFP);
- During the design phase (1<sup>st</sup> half of year 1) the LEA, IHE, and LDP representatives and recruited participants will engage in planning meetings that will help to develop the parameters of the leadership program;
- During year 1, the pilot plan will be registered with NYSED;
- All members (100%) of the pilot cohort will pass their SBL certification exam;
- The leadership program will be designed to address the specific context of leading in an urban school setting; and
- The cohort of 15 will be representative of the diverse ethnic and cultural makeup of our schools and our city.

**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.**

No