

PERFORMANCE BASED CONTRACT GUIDELINES
University of Delaware/Delaware Academy for School Leadership
December 1, 2018 – 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 December 1, 2018 – June 30, 2019 to include:

Instructional Rounds (approximately 30 participants)

(6) Days of Instructional Rounds facilitation.

There will be three (3) sets of Instructional Rounds, 12 total schools will be serviced over the length of the contract.

Proposed Dates are to be agreed upon by both parties.

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 A)

DASL will plan and deliver 6 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 twenty-two thousand one hundred and forty-five dollars (\$22,145). 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.

3. WHO IS SERVED?

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

Training services will be delivered in a face-to-face format and a professional learning community format for current Yonkers Public Schools employees.

4. WHO WILL PROVIDE SERVICES?

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

DASL will provide 2 leadership specialists to plan and deliver each professional learning community session. Dr. Santore and Ms. Poag both have prior experience with Yonkers Public Schools, conducting Instructional Rounds and other leadership initiatives.

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 Instructional Rounds. 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 is a dynamic leader of professional development and has led several successful ongoing principal professional learning communities in Delaware.

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.

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:

Clarissa M. Roth, Contract & Grant Specialist II
Authorized Organizational Representative
Office of Sponsored Programs
University of Delaware
210 Hullahen Hall, Newark, DE 19716
(302)831-8626 phone (302)831-2828 fax
croth@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.

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