

## **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 College of Westchester (the College) and Yonkers Public Schools (the District) will work together to develop curriculum and provide Concurrent Enrollment for Academic Dual Credit University/College courses for high school students. Included in the agreement will be courses offered at the College, as part of its high school Jump Start program and Summer Exploration Academy, taught by faculty from the College, for which students will earn college credits. The target population is for accelerated 9<sup>th</sup> grade students and students in grades 10 – 12, who are underserved and highly motivated but have not necessarily received the academic preparation needed for a smooth transition into post-secondary education.

### **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)

The College of Westchester will award credit for courses for which Course Articulation Agreements have been approved through the Roosevelt High School Early College Studies (ECS) program, and whereby such courses shall have been evaluated and approved through the official College curriculum approval process, and shall meet or exceed the instructional rigor of a college level course. Courses will be taught by College approved faculty employed by the District and delivered on District property. Jump Start courses will be offered on the College campus during after-school hours and taught by College faculty and shall meet or exceed the instructional rigor of college-level courses. Courses offered under this agreement will be selected by the ECS administrators in consultation with the College.

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

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

The target population is for accelerated 9<sup>th</sup> grade students and students in grades 10 – 12, who are underserved and highly motivated but have not necessarily received the academic preparation needed for a smooth transition into post-secondary education and who are enrolled in the Roosevelt High School Early College Studies Program.

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

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

The District will provide competent and credible college-approved faculty who are currently employed by the District for the delivery of approved high school courses as covered by the agreement. Upon documentation by the District of students' successful completion of the above-referenced courses, the College will award college-level credit and generate an Official Transcript documenting such for each student. The College will provide space and instructional faculty for the on-campus Jump Start courses.

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

A roster of the student's names, courses, and final grades will be provided to the designated representative of the Roosevelt High School Early College Studies program as well as any additional interim or final progress reporting requirements. At the conclusion of the program, The College of Westchester will issue official college transcripts to each enrolled student. As is practice at CW, final grades in the form of an official transcript will be mailed to the student's home. In addition, The College of Westchester recognizes the need to adhere to the Family Educational Rights and Privacy Act (FERPA). In recognition of the federal regulations, governing protection of student information, all communication (whether verbal or written) will be between the College's designated representative and the designated representative for the Roosevelt High School Early College Studies program.

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

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

CW has a comprehensive outcomes assessment process that evaluates effectiveness of course content, teaching methodologies, and student learning. These efforts are overseen by the Provost & Vice President of Academic Affairs, who will ensure that only qualified and appropriately credentialed faculty are provided and that the curricula meet the standards of CW as registered with the New York State Education Department.

**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)

Elaine Shine, Executive Director, YPS

Nancy Poli, Chief Financial Officer for The College of Westchester is the administrative employee identified as the person responsible for administering the contract as well as authorizing contract payments.

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**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?**

These services are aligned to the Smart Scholars grant which offers college courses for underserved students.