

## 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)  
 Catapult Learning will develop a customized small-group instructional program to meet the specific needs of Yonkers Public Schools and participating nonpublic schools for the 2017-2018 school year. Services will be provided for the eligible Title I students in reading.

### 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)

Instructional Services for Non-Public Students in Yonkers	
<b>Program Length</b>	2017-2018 school year (36 weeks)
<b>Program Days</b>	Sessions scheduled Monday through Friday
<b>Grades Served</b>	K-8
<b>Number of Schools</b>	7 schools
<b>Class Length</b>	Average of 45 minutes per session
<b>Frequency</b>	Two sessions per week
<b>Student to Teacher Ratio*</b>	6:1 = Up to six students working with one teacher (approximate number of eligible students), with groups not to exceed eight students
<b>Type of Instructor</b>	College-degreed teacher
<b>Training</b>	Catapult Learning will train our teachers in how to implement our curriculum and program
<b>Assessment</b>	Pre- and post-testing; ongoing performance monitoring
<b>Management</b>	Includes program setup, program management, program evaluation, quality controls, and progress reporting
<b>Program</b>	AchieveReading
<b>Program Fee for Full Year of Services**</b>	\$274,643
<p>*Catapult Learning realizes that some schools may desire smaller group size or more individualized services for students. This can be accomplished within the structure of the program we have proposed, as long as it is with the understanding that fewer students will be served for the same dollar amount.</p> <p>**Catapult Learning's Program fees include program set-up, student instruction and assessment, program management, program evaluation, quality controls, student motivation program, and progress reporting. Catapult Learning will also provide use of curriculum materials (texts, consumable materials, and manipulatives as appropriate), equipment, data systems, and general supplies.</p>	

### 3. WHO IS SERVED?

(Describe whether services are to be provided directly to students, to staff, etc.)  
 Services will be provided to identified students deemed eligible by the District for Title I services.

### 4. WHO WILL PROVIDE SERVICES?

(If individual providers are contemplated, set forth the names and qualifications of the service providers)  
 Catapult Learning (Catapult Learning, LLC) will provide the services.

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

- Catapult Learning will meet directly with district personnel during the school year to discuss program and student progress. Catapult will provide formal program reporting to district personnel documenting number of services provided, pre- and post- test results, school and parent communications, and Title I professional development activities.
- Some examples of ways in which our instructional and managerial staff maintain effective communication with school administrators, classroom teachers, and Title I families:
  - **Parent Consent** – signed permission to provide service to a student.
  - **Parent Conference Log** – records parent conference by phone or in person.
  - **Newsletters** – Family newsletters with information and activities for families that enhance learning and support and scaffold learning in the Title I classroom.
  - **Formal principal meetings:** a beginning of the year planning meeting, a mid-year check-in, and an end of the year review and next year planning.
  - Initial Classroom Teacher Meeting Form – face to face discussion with Title I students' classroom teachers to share test results and to plan supportive small group instruction.
  - **Two-Way Communication Form** – completed per contract frequency to share Title I instructional focus with the classroom teacher, who responds with classroom skills to blend into small group instruction.
  - **Progress Reports** – formal progress reporting demonstrating student progress against the student plan, sent home and shared with parents. Parents are offered the opportunity to discuss progress reports directly with the Title I teacher.

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

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

- a. Where a school uses a state or nationally-normed standardized test for all students in the spring., Catapult Learning will use the school's pre-program spring administration as a baseline pretest, and the school's post-program spring administration as a posttest. Examples include schools that annually test using SAT-10, TerraNova, or IOWA. If the pre-program spring test results shared with us contain enough detail to map skill areas to Common Core standards, Catapult Learning will use those results to inform the creation of student learning plans.
- b. Where a school implements a state or nationally-normed standardized test for all students in the fall instead of the spring, Catapult Learning can use data from the fall administration as our pretest baseline. If the school administers the same assessment a second time (using an alternate form if available) at the conclusion of the program (spring), for the students we serve, we can analyze this data as a pre/post comparison.
- c. Where a school does not implement a state or nationally-normed standardized test, Catapult +Learning will administer SAT-10 assessments (or similar) in the fall (pre-program) and spring (post-program) to provide baseline and post-program data. We are open to using an alternative assessment if the District has a strong preference.

**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)

Carmela Velente, Division of Teaching and Learning, Yonkers Public Schools  
CONTRACTOR'S NAME, ADDRESS & CONTACT INFORMATION

Catapult Learning, LLC  
2 Aquarium Drive, Suite 100  
Camden, NJ 08103

CONTRACTOR'S FEDERAL IDENTIFICATION NUMBER

73-1685121

CONTRACTOR'S STATUS (e.g., corporation, individual, unincorporated, etc. and where)

LLC

**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?**

The program is funded by ESEA Title I