

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)

To continue the Summer Writers Workshop for High School Students, a program now in its sixteenth year, sponsored by the Yonkers Public Schools and Sarah Lawrence College. At the College, "writing is the coin of the realm, for which the College has been recognized nationally and earned the Time Magazine/Princeton Review College of the Year status, in the year 2000. By emphasizing the writing process, the program focuses on teaching students that "writing is primarily an exercise in logic and that words are tools designed to do a specific job" (Zinsser, 1990). Through the exploration of themes such as diversity and issues of global concern, students utilize writing as an avenue into other disciplines besides English.

The program, since its inception in 2000, is aligned with the New York State Standards in English and in Social Studies. It emphasizes Commencement Performance Indicators such as:

- Write and present research reports, feature articles, and thesis/support papers on a variety of topics related to all school subjects.
- Revise and Improve early drafts by restructuring, correcting errors, and revising for clarity and effect. Also, the Summer Writer's Workshop for High School Students aligns with the New York State Common Core Learning Standards.
- Specifically, Standard 1.3 f. -Adapt voice, awareness of an audience and the use of language to accommodate a variety of cultural contexts as well as the Production and Distribution of Writing (Standards 4-6) and Research to Build and Present Knowledge (Standards 7-8).
- These standards work in tandem to define college and career expectations.

The program anticipated the findings of the National Commission on Writing in America's Schools and Colleges, organized by the College Board, whose report confirmed that "Of the three R's, writing is clearly the most neglected."

The school based writing activities, throughout the school year, facilitated by participating teachers in each high school, culminate in the Summer Writing Workshop at Sarah Lawrence College, a full week learning experience in August, for up to 10 students selected from a pool of students in each high school.

For 2020-2021, the partnership seeks to continue its outreach to include: student participation in Middle School and High School Writing Workshops on the Sarah Lawrence College campus, in both the fall and spring semesters. and the after-school writing workshops for high school students during the year.

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")

The program is a grant funded initiative through Title I for \$10,000 for the three program components: Summer Writers Workshop for High School Students, the middle school workshops in fall and spring and finally the high school workshops during the fall and spring. Additional funds and resources in the partnership include funds and in-kind contributions from the Fulbright Association, and Sarah Lawrence College.

3. WHO IS SERVED?

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

The Summer Writers Workshop for High School Students program is open to all students in grades 7 through 12. Students are chosen based on a student application, writing sample and participating teachers' recommendations. For the summer program, at least one student from each Yonkers high school (for a total of 10) will be selected for full scholarships upon the completion of a writing competition, taking place in each school in June. '1 The students for the middle school writing workshops will be drawn from 8th grade classes. We anticipate reaching 24 students in this program (12 in the fall, 12 in the spring).

The after-school writing workshops for high school students will draw participants from each of the nine high school and we anticipate reaching 20 students in this program (10 in the fall, 10 in the spring).

The total number of students for the Summer, Fall and Spring workshops will be approximately 44.

4. WHO WILL PROVIDE SERVICES?

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

Sarah Lawrence College faculty, alumni and staff.

Directors will be: Christine Farrell, who directs the Summer Writers Workshop for High School Students. She is a Sarah Lawrence College faculty member, and designs curriculum and supervises the summer writers' workshop teachers. Patricia Dunn, Senior Director, The Writing Institute at Sarah Lawrence College, directs and supervises middle school and high school year-long programs.

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)

The Summer Writers Workshop for High School instructors: The Summer Writers Workshop for High School (please note that background checks are done on all instructors):

Lead Teachers:

Marcia Bradley <mbradley@gm.sl.c.edu>

Rachel Simon <orangecon@gmail.com>

Rachel Aydt <raydt@gm.sl.c.edu>

Sarah Dohrmann <sdohrmann@gmail.com>

Colleen Ennen <cennen@gm.sl.c.edu>

Assistant Teachers:

Samantha Steiner <samantha_steiner@alumni.brown.edu>

Nina Smilow nsmilow@gm.sl.c.edu

Sara Knudson sknudson@gm.sl.c.edu

Faith_H Padgett fpadgett@gm.sl.c.edu

Serrana_L Gay sgay@gm.sl.c.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?)

Ongoing communication will take place among Sarah Lawrence College faculty, the Yonkers Public Schools Superintendent's Office, the Department of Instructional Support, other appropriate departments identified by the District, and participating principals and teachers in each school, for the purpose of ensuring a coherent implementation of upcoming activities.

The communication regarding the progress of the program will be in the form of meetings, reports, telephone calls, emails and promotional materials. Principals, teachers and parents will be notified with regard to the final selection of students for the Writers Workshop and about events that highlight the work of the students. Parents will also be invited to an orientation session, at Sarah Lawrence College, for the Summer Writing Workshop.

The community will be informed about the Summer Writers Workshop for High School Students via the Sarah Lawrence Public Information Office in collaboration with the Yonkers Public Schools Communications Department. Details about the program and students' achievement in the program were featured on the Sarah Lawrence College website as well as local newspaper articles and articles in Currents: Yonkers Public Schools Community Newsletter and in the Sarah Lawrence College newsletter, InTouch.

6. HOW WILL THE QUALITY BE JUDGED?

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

The quality of service will be evaluated through the Yonkers Public School District's ongoing monitoring of the contractual services via samples of student writing assessed through teacher's evaluations. It is expected that students will refine their writing and oral presentation skills as has been evidenced in prior years, and will be more knowledgeable about local and global concerns. The students in the program have earned recognition for their work on the local and national level and several have successfully applied and been accepted to Sarah Lawrence College. The students have had and will continue to have opportunities to test their leadership and writing with participating students from all over the country and from other local, private and public school districts. Students

have been invited to write and publish their writing In student publications such as Teen Ink of the Young Authors Foundation. An evaluation Is conducted each year by Sarah Lawrence College using student evaluations and other data for the purpose of revising and updating the programs as well as for fulfilling grant requirement purposes.

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 A. Valente , Director of Literacy/ELA/Reading /Title I , Division of Teaching & Learning, will be responsible for administering the contract.

CONTRACTOR’S NAME, ADDRESS & CONTACT INFORMATION

CONTRACTOR’S FEDERAL IDENTIFICATION NUMBER

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

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 I grant.

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.

Contractor will only receive student name and contact information as filled out in their application.

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.

Data will be used to enroll students in the program.