

## **PERFORMANCE BASED CONTRACT GUIDELINES**

### **1. WHAT IS THE PURPOSE AND SCOPE OF THE SERVICE?**

The NYC Leadership Academy (NYCLA) services under this contract will assist YPS in assessing and revising the Yonkers Urban Leadership Academy from October 1, 2020 through September 30, 2021. District appointed personnel would be responsible for developing, supporting and assessing aspiring leaders for YPS. NYCLA will partner with YPS and Bank Street College on all phases of the program. An outline of specific services is contained in Schedule B.

### **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”)

A total of \$40,322 of professional services will be delivered between October 1, 2020 and September 30, 2021 under this contract. Services will be provided and delivered on-site at YPS and virtually. A specific breakdown of services is also provided in Schedule B.

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

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

NYCLA will provide consulting and design services to YPS staff who will directly work with the program. In addition, NYCLA will also provide support to: the leadership candidates during the fall and spring residency sessions, the cooperating administrators during mentor training, coaches (for cooperating administrators and leadership candidates) and the program facilitators throughout the year. In addition, NYCLA will participate in the recruitment and selection for a third cohort (if warranted by YPS) projected to commence in July 2021.

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

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

Staff from NYCLA will provide services exclusively.

#### **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 one other than NYCLA staff will be providing services under this contract.

**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?)

Since this contract is primarily to support the assessment and revision of an aspiring leaders program for YPS, NYCLA will confer directly with YPS regarding any communications regarding this program and will provide input on any publication of materials, etc.

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

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

YPS will use feedback from involved stakeholders to judge quality. YPS will share results with partners to inform program adjustments.

**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 contact:** Dr. Christopher Macaluso, Executive Director of Professional Development

**NYCLA contacts:** Joseph Burke, Vice-President, Budget & Finance  
[jburke@nycleadershipacademy.org](mailto:jburke@nycleadershipacademy.org)  
Marlene Filewich, National Leadership Facilitator  
(for program implementation)  
[mfilewich@nycleadershipacademy.org](mailto:mfilewich@nycleadershipacademy.org)

**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 leadership program will comprehensively address the 11 core elements as outlined in the grant request for proposal (RFP)
- The leadership program will focus on residency sessions for the completion of coursework for the SBL and Master’s Degree and on authentic, rigorous leadership experiences in the internship.
- All leadership candidates (100%) will pass their SBL certification exam
- The leadership program will be designed to address the specific context of leading in an urban school setting

- The cohort of 9 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.**

The contractor will not receive student data or other data from YPS.

**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.**

N/A