

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)

Empowering Creative Minds LLC will provide services to support Yonkers Public Schools in achieving its goals to develop building capacity and sustainability of the Smart Scholars Program at Roosevelt High School – Early College Studies (RHS-ECS) and by providing professional learning and coaching sessions to instructional leaders and administrators. Additional professional learning sessions will be offered to teachers to enhance pedagogy so that learners are performing at grade level and ready to participate in rigorous high school and collegiate courses, which are an inherent component of the Smart Scholars Program

2. AMOUNT OF SERVICE?

(Set forth the monetary value of the proposed agreement and 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 value of the proposed agreement is **\$15,525.00**. Empowering Creative Minds LLC will design the professional learning and coaching sessions as follows:

- **Enhancement of Social Media Presence:**
 - 12 Coaching Sessions and Planning (Dates TBD): **10 hours totaling \$1,500**
- **Professional Learning Sessions – Administrators and Instructional Leaders:**
 - 18 sessions (Topics and Dates TBD): **85.50 hours totaling \$12,825**
- **Coaching Sessions – Administrators and Instructional Leaders:**
 - Eleven Coaching Sessions (Dates TBD): **8 hours totaling \$1,200**

3. WHO IN THE SCHOOL DISTRICT IS SERVED?

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

Services will be provided directly to teachers and administrators. Teachers, administrators, and students enrolled in Roosevelt High School – Early College Studies will be served by these deliverables.

4. WHO WILL PROVIDE SERVICES?

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

Empowering Creative Minds LLC is a professional educational consulting firm that provides instructional coaching and professional learning sessions for educators to meet the ever-changing needs of 21st-century learners.

Dr. Ida M. D’Ugo, Founder and Owner of Empowering Creative Minds LLC, will deliver the services provided under this contract. Her qualifications incorporate the following:

- 15 years of experience of its founder as a World Language teacher
- 5 years of experience of its founder as an adjunct professor in World Languages and a teacher preparation program
- 7 years of experience of its founder as a facilitator of professional learning sessions for World Language teachers and administrators on a variety of topics related to language acquisition, student portfolios, and Checkpoints A and B assessments
- Recognition of its founder as the “2019 -2020 Secondary School Teacher of the Year” for Yonkers Public Schools
- Editorial Board Member, *The New York State Association of Foreign Language Teachers Language Journal*
- Facilitator at two American Association of Teachers of Spanish and Portuguese (AATSP) National Conferences
- Member of the district-wide Seal of Biliteracy Committee (2017 – 2020)
- Facilitator of a series of interactive professional learning sessions on Keeping Learning on Track (KLT) that support teachers in adopting formative assessment strategies
- 100% dedication to the successful completion of the project

4a. WILL THE CONTRACTOR BE UTILIZING ANY SUBCONTRACTORS OR VOLUNTEERS IN FURTHERANCE OF THIS AGREEMENT? **IF YES, PLEASE LIST ALL OF THEIR NAMES AND CONTACT INFORMATION.**

N/A – No volunteers or subcontractors will be used in 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?)

Dr. D’Ugo will provide weekly updates to Assistant Superintendent Collins-Judon (Fridays or another day of the week specified) via phone, video conference, and/or e-mail. Updates will include the status of the various deliverables.

6. HOW WILL THE SCHOOL DISTRICT JUDGE THE QUALITY OF SERVICES? (Set forth the method which will be used to evaluate contractor’s performance)

Empowering Creative Minds LLC will evaluate the professional learning session on its framework and content. The Culturally Responsive-Sustaining Education (CR-SE) Framework and the Marzano Instructional Framework, in addition to other resources, will be used to design and assess the workshops’ content. In addition, Empowering Creative Minds LLC will evaluate coaching

sessions using feedback from discussions with and/or surveys from teachers and administrators throughout the contractual period.

The Secondary Schools Supervision Department will administer an evaluation form to obtain feedback from teachers and administrators regarding the professional learning sessions. [RHS-ECS or Central Office?]

7. INDIVIDUALS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.

Empowering Creative Minds LLC
1767 Central Park Avenue
Suite 242
Yonkers, NY 10710

Phone No.: 914 512-8971
Vendor Business Status: Limited Liability Corporation (LLC)
Contact Name: Dr. Ida M. D'Ugo
Contact Email: info@ecminds.org
EIN: 84-3412468
WBE File ID#: 68874

School District:

Ms. RoseAnne Collins-Judon
Assistant Superintendent
Secondary Schools Supervision
Phone No.: 914 376-8281
Email: rcollins-judon@yonkerspublicschools.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, services are pursuant to the Smart Scholars 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.**

Yes, if required.

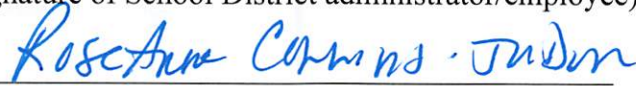
10. WILL THE STUDENT DATA BE USED FOR THE PURPOSE OF DEVELOPING, VALIDATING, ADMINISTERING STUDENT AID PROGRAMS, OR IMPROVING INSTRUCTION? **IF YES, PLEASE SPECIFICALLY DESCRIBE.**

Student data will be used to design professional learning and coaching sessions for the purpose of improving instruction.

Performance Based Guidelines
Reviewed and approved by:



(Signature of School District administrator/employee)



(Printed Name)