

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)

The “I Am... #YonkersMagic” program is a summer enrichment literacy and arts program designed for multilingual learners. Rooted in Susan Verde’s “I Am...” book series, the program integrates NYSED-aligned writing instruction, social-emotional learning (SEL), mindfulness, and expressive arts. Students engage in narrative, opinion, and informational writing as they build emotional fluency, vocabulary, literacy confidence, and community connection. Each student contributes to a published literary journal culminating in a celebratory event.

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”)

Cost: \$25,000

Breakdown:

- 12 sessions at \$1,500 each
- 2 artifact completion sessions at \$2,000 each
- 1 culminating special event session at \$3,000

3. WHO IN THE SCHOOL DISTRICT IS SERVED?

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

The program directly serves multilingual learners (grades 3–5) through literacy, SEL, and arts enrichment. Indirect beneficiaries include classroom teachers (via student progress), families (through community engagement), and school culture (via published student anthology and celebratory showcase).

4. WHO WILL PROVIDE SERVICES?

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

Quincy Koffel – Lead Facilitator, MA in Education, ‘03, MSW ‘23 - LMSW

Margie Mota – Assistant Facilitator, BSW, ‘28

Esther Stimphat- Visual Arts Facilitator, AAS Fashion Institute of Technology, ‘15

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

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?)

The program will provide:

- Weekly updates to designated district contact(s)
- Student progress reflected in completed writing artifacts
- Culminating “I Am #YonkersMagic” Literary Journal publication
- Public showcase event for families and stakeholders
- Optional reflection surveys and student testimonials

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

Evaluation will include:

- Completion of student literary artifacts
- Growth in student writing fluency and SEL benchmarks
- Attendance and participation metrics
- Stakeholder feedback (staff, students, families)
- Successful execution of culminating showcase and journal publication

7. INDIVIDUALS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.

Vendor Name: **The North Star Project**

Vendor Address: **10 Campion Place, Yonkers, NY 10701**

Vendor Phone No.: **(917) 861-5417**

Vendor Business Status: **Sole-Owner S-Corporation**

Vendor Contact Name: **Quincy Koffel**

Vendor Contact Email: thenorthstarprojectinc@gmail.com

Tax ID No.: **87-3255878**

School District Administrator Name: **Madelyn Guzman**

School District Administrator Title: **Executive Director**

School District Administrator Phone No.: **(914) 376-8230**

School District Administrator Email: mguzman1@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?


Title I-Professional Development for teachers

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.

N/A

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

<p>Performance Based Guidelines Reviewed and approved by:</p> <p></p> <p>_____ (Signature of School District administrator/employee)</p> <p><u>Madelyn Guzman</u> _____ (Printed Name)</p>
