

## **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)

Create Capacity offers Yonkers Public Schools' (YPS) Bilingual and English as a New Language (ENL) educators, coaches, and administrators on-site/in-person professional learning for High-Quality Mathematics Education for Multilingual Learners (MLLs) at the Superintendent's Conference Day on 11/08/2022. This collaborative hands-on session will build capacity for (up to 70) Bilingual/ENL educators and leaders to increase accountable talk, foster critical thinking, and incorporate ongoing checks for understanding that ensure simultaneous content and language learning in mathematics. Discussions will clarify misconceptions about math and language instruction, provide Integrated ENL resources to amplify disciplinary language, and tools to support Next Generation NYS Math Standards-based grade-level instruction. Participants will gain access to resources that support the YPS Mathematical Practices and foster a shared responsibility for high-quality education for MLLs.

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 total amount of this contract is \$3,500 (as specified in Schedule B).

3. WHO IN THE SCHOOL DISTRICT IS SERVED?

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

Yonkers Public Schools' (YPS) Bilingual and English as a New Language (ENL) educators, coaches, and administrators.

4. WHO WILL PROVIDE SERVICES?

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

Melissa Lambert, Equity and Multilingual Learner Specialist is the Founder Create Capacity, LLC who believes that high-quality professional learning and coaching of individual teachers and in collaborative teams/professional learning communities (PLCs), grounded in rigorous curriculum, implemented in a coherent approach within schools and across school systems while driving toward a common vision, can transform student learning outcomes. Her work in education spans two decades and always incorporates an equity-centered approach to positively affect outcomes for culturally and linguistically diverse learners. Deeply driven by problem solving, building trust, and challenging educator mindset she brings knowledge and demonstrated results for motivating teams and shifting practice. Most recently, she served as a Senior Engagement Manager, English Learners Services at WestEd and formerly, as a High School Principal and a district supervisor in San Francisco, CA. Melissa has designed, developed, and implemented P-12 core curriculum (ELA, ELD/ENL, and content literacy) and delivers high-quality, on-going professional development for site leaders and teacher leaders in large urban districts and rural settings. She understands the

nuances and differentiated work including a multi-tiered system of support and embedded cross-team/department collaboration.

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?)

Bilingual and ENL educators participate in a full-day professional learning session to ground in the tenets of high-quality, content, and language instruction in mathematics. The expected outputs of this work are a suite of relevant tools and resources for YPS educators.

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

Quantitative and qualitative measures: (1) Professional learning attendance (i.e., job/title, grade levels served) (2) Session survey and evaluation (i.e., gather data on the experiences, attitudes, and behaviors of participants along with important factors around practice have a demonstrated relationship with student achievement.)

7. INDIVIDUALS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.

Vendor Name: Create Capacity. LLC

Vendor Address: 15 Keene St. Saranac Lake, NY 12983

Vendor Phone No.: 718 504 2223

Vendor Business Status: (corporation, non-profit individual, unincorporated) LLC

Vendor Contact Name: Melissa A. Lambert, M Ed

Vendor Contact Email: Mlambert@createcapacity.org

Tax ID No.: 87-2023292

School District Administrator Name: June Wai

School District Administrator Title: Administrator

School District Administrator Phone No.: 914.376.8230 ext. 7056

School District Administrator Email: jwai@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?**


N/A

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>June Wai _____ (Printed Name)</p>
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