

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)

StaffTrac

Purpose: StaffTrac is a robust tool aimed at streamlining and enhancing the management of school staff. It focuses on simplifying administrative tasks, improving staff performance evaluations, and ensuring effective management of professional development activities.

Scope:

1. **Performance Management:** StaffTrac provides tools for conducting detailed performance evaluations. It allows administrators to set objectives, track progress, and assess staff performance systematically, ensuring that evaluations are thorough and consistent.
2. **Professional Development Tracking:** The platform helps manage and track professional development activities for staff members. It records training sessions, certifications, and continuing education efforts, enabling schools to monitor and support staff growth and compliance with professional development requirements.
3. **HR Management:** StaffTrac integrates various HR functions, such as managing employee records, handling leave requests, and tracking attendance. This centralization simplifies HR processes and improves operational efficiency.
4. **Data Analytics:** The tool includes analytics features to review performance data, generate reports, and identify trends. This data-driven approach supports informed decision-making and helps schools optimize staff management practices.

DataMate

Purpose: DataMate is designed to assist schools in managing and analyzing educational data. It focuses on providing insights that drive instructional improvements and support strategic planning through data-driven decision-making.

Scope:

1. **Data Integration:** DataMate consolidates data from various sources, including student assessments, attendance records, and other educational metrics. This integration provides a comprehensive view of student performance and school operations.
2. **Analysis and Reporting:** The platform offers advanced analytics capabilities to process and interpret educational data. Users can generate detailed reports, track progress over time, and evaluate the effectiveness of instructional strategies and interventions.
3. **Decision Support:** By providing actionable insights, DataMate supports school leaders in making informed decisions. The tool helps identify areas of improvement, assess the impact of educational programs, and allocate resources effectively.
4. **Customizable Dashboards:** DataMate features customizable dashboards that allow users to view and analyze data in a way that suits their specific needs. This flexibility ensures that stakeholders can access relevant information and insights tailored to their roles and responsibilities.

In Summary:

- **StaffTrac** focuses on optimizing staff management through performance evaluation, professional development tracking, HR management, and data analytics.
- **DataMate** is centered on data integration, analysis, and reporting, providing valuable insights to support instructional improvements and strategic planning.

Both tools are designed to enhance the efficiency and effectiveness of educational institutions by leveraging data and streamlined processes to drive better outcomes for staff and students.

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”)

\$7000; \$1000 per day per trainer. If scheduling for both StaffTrac and DataMate on the same day, multiple trainers may be required. Otherwise, this is designed to afford up to 7 on-site PD sessions or a customized, equivalent schedule based on Yonkers Public Schools development needs.

3. WHO IN THE SCHOOL DISTRICT IS SERVED?

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

StaffTrac – School and District Staff

DataMate – School and District Staff and Students

4. WHO WILL PROVIDE SERVICES?

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

Educational Vistas, Inc.

Educational Vistas Inc. is a well-regarded provider of educational solutions, and its qualifications are rooted in its expertise and experience in the field of education. With over 31 years as a family-owned business in the state of New York, here are some key qualifications and credentials of Educational Vistas:

1. Industry Experience

Educational Vistas has extensive experience in the educational sector, specializing in developing and implementing tools and solutions designed to support school management, curriculum development, and data analysis. This deep industry knowledge underpins their ability to create effective and relevant solutions for educational institutions.

2. Expertise in Educational Technology

The company is known for its expertise in educational technology, offering a range of products that address various aspects of school management and instructional improvement. Their solutions, such as StaffTrac, DataMate, and SafeSchools, reflect a thorough understanding of the needs of educators and administrators.

3. Comprehensive Solutions

Educational Vistas provides a broad portfolio of solutions that cover key areas such as curriculum development, staff management, compliance reporting, and data analysis. Their ability to offer integrated solutions demonstrates their capability to address multiple facets of school operations and support comprehensive educational improvement.

4. Focus on Compliance and Best Practices

The company emphasizes compliance with educational regulations and best practices. For instance, their solutions for VADIR and DASA reporting are designed to ensure that schools meet state and federal requirements, reflecting a commitment to regulatory adherence and effective safety management.

5. Commitment to Innovation

Educational Vistas is dedicated to innovation in educational technology. Their products are continuously updated to incorporate the latest advancements and address evolving educational challenges. This commitment ensures that their solutions remain current and effective.

6. Proven Track Record

The company has a proven track record of successfully implementing their solutions in various educational settings. This experience demonstrates their ability to deliver practical and impactful tools that meet the needs of schools and educational organizations.

7. Customer Support and Training

Educational Vistas offers comprehensive customer support and training to ensure that users can effectively utilize their products. This support includes training resources, helpdesk services, and ongoing assistance, which contributes to the successful adoption and use of their solutions.

Overall, Educational Vistas' qualifications are characterized by their extensive experience, expertise in educational technology, comprehensive and compliant solutions, commitment to innovation, and a strong track record of successful implementations.

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.**

No, Educational Vistas will does not and will not use any subcontractors.

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?)

We will provide a service summary at the end of the school-year detailing the agendas of each completed onsite visit and results of the contract. Updates during the contract will occur pursuant to any modification to the initial agreed upon schedule and/or at the request of Yonkers Public Schools.

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

If Yonkers Public Schools does not host an independent attendee survey of contracted professional development sessions to evaluate the quality of services, Educational Vistas will provide attendee feedback/survey-results as captured after each contracted, onsite development visit.

7. INDIVIDUALS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.

Vendor Name: Educational Vistas, Inc.

Vendor Address: 2200 Maxon Road Ext., Schenectady, NY 12308

Vendor Phone No.: 518-925-6021

Vendor Business Status: Corporation
Vendor Contact Name: Peter Cooper
Vendor Contact Email: pcooper@edvistas.com
Tax ID No.: 14-1763236

School District Administrator Name: Sabree H Webb
School District Administrator Title: Executive Director
School District Administrator Phone No.: 914.376.8232
School District Administrator Email: swebb1@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?**

No.

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, Educational Vistas will receive staff and students.

StaffTrac

Data Handling:

1. **Staff Data:** StaffTrac collects and processes various types of data related to school staff, including performance evaluations, professional development activities, and HR management information. This data may include personal details of staff members, such as names, roles, and performance metrics.
2. **Confidentiality and Security:** Educational Vistas takes data privacy and security seriously. They implement robust security measures to protect sensitive staff data, including encryption and access controls, to ensure that the data is secure and used in compliance with relevant privacy laws and regulations.

Data Sources:

- Data for StaffTrac is typically provided by school districts and educational institutions. This includes information on staff performance, training records, and other HR-related data.

DataMate

Data Handling:

1. **Student and Educational Data:** DataMate handles a range of educational data, including student performance metrics, assessment results, attendance records, and other relevant data. This information is used to generate insights and reports that support instructional improvement and strategic planning.
2. **Data Integration:** The platform integrates data from various sources within the educational institution to provide a comprehensive view of student and school performance.

Data Sources:

- DataMate receives data from school districts and educational institutions, which may include student records, assessment results, and other educational data necessary for analysis and reporting.

Privacy and Compliance: Educational Vistas is committed to adhering to privacy laws and regulations, including FERPA (Family Educational Rights and Privacy Act) in the United States.

They implement strict data protection policies to ensure that all data handled through their platforms is managed securely and used appropriately.

Summary

Educational Vistas does receive and manage data from school districts and educational institutions for both StaffTrac and DataMate. The company is committed to protecting this data through secure handling practices and compliance with relevant privacy regulations. They ensure that data is used effectively to support their solutions while maintaining the confidentiality and security of sensitive information.

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 collected through Educational Vistas' StaffTrac and DataMate is generally used to support and enhance educational processes, but it is not used for the development, validation, or administration of student aid programs. Here's a detailed look at the purposes for which student data is used in each of these tools:

StaffTrac

Purpose of Data Use:

1. **Performance Management:** Data in StaffTrac is primarily used to evaluate and manage staff performance. This includes tracking professional development, assessing performance metrics, and improving staff effectiveness.
2. **HR Management:** The tool helps manage HR-related functions, including attendance, leave requests, and other administrative tasks related to school staff.

Student Data Use:

- **Indirect Use:** While StaffTrac focuses on staff management, it may indirectly impact student instruction through improved staff performance and professional development. However, it does not use student data for purposes related to student aid programs or direct instructional improvements.

DataMate

Purpose of Data Use:

1. **Data Integration and Analysis:** DataMate integrates and analyzes educational data to provide insights into student performance, school operations, and instructional effectiveness. This includes generating reports on assessment results, attendance, and other educational metrics.
2. **Instructional Improvement:** The data is used to support instructional improvement by identifying trends, assessing the impact of educational strategies, and providing actionable insights to enhance teaching and learning.

Student Data Use:


- **Instructional Improvement:** DataMate uses student data to improve instruction by providing insights into student performance and instructional effectiveness. This helps educators make data-driven decisions to support student learning.
- **No Direct Student Aid:** Student data in DataMate is not used for the development, validation, or administration of student aid programs. The focus is on improving instructional practices and educational outcomes rather than managing financial aid.

Summary

Student data collected through StaffTrac and DataMate is utilized to support staff management and instructional improvement. StaffTrac uses data for staff-related purposes, while DataMate focuses on

enhancing instruction and analyzing educational performance. Neither tool uses student data for the development, validation, or administration of student aid programs. Educational Vistas ensures that student data is used responsibly and in accordance with privacy regulations, focusing on improving educational practices rather than financial aid.

Performance Based Guidelines
Reviewed and approved by:



(Signature of School District administrator/employee)

SABREE WEBB

(Printed Name)