

## **PERFORMANCE BASED CONTRACT GUIDELINES**

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

Inform school and district leadership about schools' organizational conditions through the administration of the 5Essentials Survey.

UChicago Impact will administer the 5Essentials student and teacher surveys to all schools specified by Yonkers Public Schools. UChicago Impact's supplemental parent survey will also be made available. Student and teacher surveys will be scored using Rasch Analysis to create school-level scores that allows results to be compared year over year. UChicago Impact will provide web-based reports to each participating school, as well as a group report, to provide a comprehensive picture of school quality.

All schools will be provided with survey implementation support including two prerecorded webinars to prepare school leadership for survey administration and reporting.

### **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")

See Schedule B.

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

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

Surveys will be administered to students in grades 4-12, teachers and specified staff, and parents of all school-aged children via UChicago Impact's online Survey Administration Module.

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

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

UChicago Impact will provide all services associated with the administration, scoring, and reporting of the 5Essentials and supplemental parent survey. The work will be completed by a team of professionals at UChicago Impact who oversee the administration, scoring, and reporting for more than 4,000 schools on an annual basis.

#### **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)

Not applicable

### **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?)

School and district administrators will receive weekly status reports of survey progress via email during the four-week survey administration period. Reports containing the results from the 5Essentials Survey will be generated for schools that meet the response rate and minimum reporting thresholds, 50% on the student and teacher surveys and 20% on the parent survey. A minimum of eight respondents is required on the teacher and parent surveys. A minimum of 10 respondents is required on the student survey. Report invitations will be issued to specified school and district personnel. Reports are available for public release at the district's request for broader dissemination.

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

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

Timeliness and quality of detailed reports from UChicago Impact; and availability and quality of technical assistance provided to the YPS community.

## **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)

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## **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, the services are pursuant to the Bank Street donation from a Gates Foundation grant, which requires developing professional-learning communities in all schools serving grades 6<sup>th</sup> to 8<sup>th</sup> (23 schools) and one broad District Network of School Improvement (NSI). This NSI seeks to address disproportionate outcomes, with the goal of increasing the percentage of Black, Latinx, and low-income students who, by the end of 8th grade, are on-track for success in high school, college, and career.

**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 following data is needed to administer the 5Essentials and parent surveys:

- School name and address
- School grade (e.g., K-5, K-8, 6-8, 9-12)
- Student enrollment (used for parent survey response rate calculation)
- Student first and last name
- Student ID
- Student DOB
- Student gender
- Student grade
- Student race
- Student IEP status
- Student ELL status
- Student free/reduced price lunch status
- Teacher/staff first and name
- Teacher/staff ID
- Teacher/staff – grade level taught
- Teacher/staff gender

Note: Student ID and DOB are used for purposes of student login only. Gender and grade level information is used to provide student subgroup disaggregations in the 5Essentials reports.

All identifying information for students and teachers/staff is permanently deleted after reports have been produced and delivered.

**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.**

No