

## 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)

Our goal is to continue our collaboration with Yonkers Public Schools in prioritizing family engagement as a core lever for student achievement and in developing meaningful partnerships that support student learning and development.

As a continuation from the 22/23 school year, we recommend the following services to assist Yonkers in strengthening their home-school partnership initiatives.

### **Family Engagement Assessment (FEA)**

The Family Engagement Assessment (FEA) is a process that measures a school's capacity for developing effective home school partnerships and recommends solutions for enriching and prioritizing family engagement practices.

Scholastic staff will work with a cohort of schools to gather data through:

- A physical/virtual walk through of identified schools.
- A review of printed materials that schools share with families.
- A review of the school website and any social media channels.
- "Shopper calls" – in English and in other languages, as appropriate.
- An online survey of all building administrators.
- An online survey of all school staff; and
- A survey (both online and paper) of families.

The Family Engagement Assessment (FEA) provides schools with quantitative and qualitative data, enabling schools to analyze current conditions that create barriers to successful home school partnerships, in addition to offering insights on how to effectively build on school strengths. The FEA helps schools understand how they are doing in 4 key areas—Welcoming, Communication, Information, and Engagement.

The FEA process produces a comprehensive written report that integrates the data collected from the walk through, the document review, the technology review, and the shopper call with the results from the administrator, teacher, and family surveys. The report includes:

- A thorough assessment of family engagement practices including strengths and opportunities for growth.
- Visual images of signage, bulletin boards, and other spaces that showcase positive examples of engagement practices that should be promoted and built upon and examples that illustrate barriers to engagement.
- Quantitative data that schools can use to measure improvement over time.
- Commendations and recommendations for growth in each of the 4 goal areas (Welcoming, Communication, Information, and Engagement).
- A "Moving Forward" section that identifies and prioritizes key focus areas.

As a conclusion to the FEA process, all school teams will review the FEA results during an in-person or virtual debrief. Data from the FEAs will assist each team to focus and prioritize their family engagement efforts.

**IMPLEMENTATION COACHING SUPPORT**

During implementation coaching we will assist the school teams implement the learning from the Dr. Mapp Series. We recommend that each of the six schools receive “6” hours of coaching that may be used in the following ways:

- Support for revising school improvement plans to include family engagement strategies and action steps.
- Support for planning a school wide or grade level family engagement event or workshop to aligned to the Dual Capacity Building Framework Process Conditions.
- Support for redesigning back to school, parent conferences, orientation, and/or transition events to build adult capacity for supporting learning at home.
- Observing and providing feedback on family engagement events
- Support for improving the physical environment and virtual platforms to create a welcoming space for families
- Support for tracking and monitoring family engagement activities

**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”)

Family Engagement Assessments	6
Implementation Support Coaching	3 days

**3. WHO IN THE SCHOOL DISTRICT IS SERVED?**

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

School based teams as designated by the district.

**4. WHO WILL PROVIDE SERVICES?**

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

Scholastic Family and Community Engagement Specialists

**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

**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?)

Communication plan will be led by Yonkers School District in partnership with Scholastic Account Executive and Family Engagement Specialists

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

District will receive qualitative and quantitative data from Scholastic as well as concrete next steps that can be implemented with the designated school buildings.

**7. INDIVIDUALS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.**

Vendor Name: Scholastic Education Solutions

Vendor Address: 130 Mercer Street NY NY 10012

Vendor Phone No.: 347-271-1779

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

Vendor Contact Name: Suzanne Lucas

Vendor Contact Email: sulucas@scholastic.com

Tax ID No.: 13-1824190

School District Administrator Name: Elaine Shine

School District Administrator Title: Sr. Executive Director School Improvement & Innovations

School District Administrator Phone No.: (914) 376-8183

School District Administrator Email: [eshine@yonkerspublicschools.org](mailto:eshine@yonkerspublicschools.org)

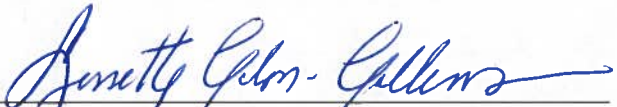



**8. ARE THE SERVICES PURSUANT TO A GRANT AGREEMENT? IF YES, WHAT IS THE GRANT, AND WHAT ARE THE GRANT REQUIREMENTS RELATED TO THIS AGREEMENT?**

Yes, the services are aligned to the MBK FCEP grant to improve family involvement and engagement.

**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.**

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.**

Survey data from families and school personnel

Performance Based Guidelines Reviewed and approved by:	
	
(Signature of School District administrator/employee)	
	
(Printed Name)	