

## **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)

CLUSTER Community Services will provide support to students, parents, and faculty by way of Restorative Practices education that includes Peer Mediation activities (i.e. circle keeping practices). All of these Practices are used to reduce incidences of disciplinary infractions and to resolve conflicts.

The purpose of our partnership and program with Yonkers Middle High School will be to provide:

- learning opportunities in Restorative Practices for all school stakeholders (students, teachers/faculty and parents)
- the use of Circles to facilitate community building and problem-solving discussions
- training a cadre of youth and adults to “keep” Circles
- Circles to deal with more serious incidents of harm within the larger school community

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”)

This agreement set forth will provide CLUSTER Community Services compensation in the amount of \$10,948

A staff member or retained consultant of CLUSTER, will provide (on average) 4 sessions per month between December 2024 and June 2025. *This number may need to be modified/adjusted annually to meet the needs of both the program and school. All subsequent years may be the same or modified with an agreement from CLUSTER Community Services and Yonkers Public Schools.*

Services will be provided to: Yonkers Middle High School, or another school agreed upon between CLUSTER Community Services and Yonkers Public Schools. Each session will be the equivalent of 4 hours of service time provided to the host site.

3. WHO IN THE SCHOOL DISTRICT IS SERVED?

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

CLUSTER Community Services will provide direct professional service(s) to stakeholders of the larger school community as agreed to by the building administration. We anticipate that students, teachers/ faculty, and parents will all receive support during each contract year.

4. WHO WILL PROVIDE SERVICES?

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

Providers will be professionally trained in Restorative Practices, along with youth development education and experience. The program services may be carried out with a combination of CLUSTER staff and retained consultants.

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.**

Tajae Gaynor or a mutually agreed upon designee between Cluster Community Services and Yonkers City School district, will provide the services outlined in this contract.

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?)

I anticipate that program staff will be in regular (if not weekly) communication with building level administration. We will provide any level of reporting required by the district per the grant. If Restorative Practices are used to respond to an incident of harm, the communication experienced in the applied process will not be shared, but any outcomes memorialized in an agreement will be public information for the school and district.

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

Expectations between CLUSTER Community Services, the building level administration and district administrators overseeing this grant will need to be established. We will administer any and all evaluation tools agreed upon, which could include, but not limited to:

- Pre and post education surveys
- Satisfaction surveys

7. INDIVIDUALS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.

Vendor Name: CLUSTER Inc.  
Vendor Address: 28 Wells Avenue, 4<sup>th</sup> Floor, Yonkers NY 10701  
Vendor Phone No.: (914) 963-6500 ext. 202

Vendor Business Status: **non-profit**

Vendor Contact Name: Tajae Gaynor or Trudy Junkroski

Vendor Contact Email: [tgaynor@clusterinc.org](mailto:tgaynor@clusterinc.org) or [tjunkroski@clusterinc.org](mailto:tjunkroski@clusterinc.org)

Tax ID No.: 13-2834016

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](mailto: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?**


Yes, 21<sup>st</sup> Century Grant; Clusters Youth & Family programs work to improve the lives of children and families by providing academic support, enrichment, and youth developmental activities.

**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>_____ Madelyn Guzman (Printed Name)</p>
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