

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)

The Writing Institute at Sarah Lawrence College will convene creative writing workshops to students in grades 1-8 at Ella Fitzgerald Academy for an afternoon session (**once per week**). As expressed in the grant proposal, the purpose of this program is “engaging reluctant writers in experiences that foster expression and love for the written word.”

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 consultant day rate for is \$350 per workshop for afternoon sessions, which includes two teaching artists (planning workshops for 1 day/week).

3. WHO IN THE SCHOOL DISTRICT IS SERVED?

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

Ella Fitzgerald Academy will identify the students to participate in the writing workshops across the 18 weeks.

4. WHO WILL PROVIDE SERVICES?

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

Writing workshop teachers are hired, trained and managed by the Writing Institute at Sarah Lawrence College. Teaching artists include Sarah Lawrence College MFA Writing graduate students and alumni; MS Art of Teaching graduate students; and Writing Institute teaching artists. Each teaching artist will bring an expertise and professionalism necessary for conducting youth workshops. They are trained by Courtney Gillette, Director of the Writing Institute, who holds an MS in Urban Education from Mercy College and an MFA in Creative Writing from Lesley University.

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 subcontractors will be used

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?)

Student work will be documented during the course of the partnership, to be shared with Ella Fitzgerald Academy staff and families as EFA sees fit. If appropriate, the program will culminate in a celebration of the students' work - whether that is an in-person event or an anthology. We may also invite someone from our Marketing & Communications department to write a story about the program for both communities.

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

Participating students will be given a survey to evaluate their experience in the program and share feedback. We're prepared to work with EFA to evaluate the effectiveness of the workshops during the course of the program.

7. INDIVIDUALS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.

Vendor Name: The Writing Institute, Sarah Lawrence College
Vendor Address: 1 Mead Way, Bronxville, NY 10708
Vendor Phone No.: 914-323-6170
Vendor Business Status: Non-Profit (corporation, non-profit individual, unincorporated)
Vendor Contact Name: Courtney Gillette
Vendor Contact Email: cgillette@sarahlawrence.edu
Tax ID No.: 23-7223216

School District Administrator Name: Dr. Jason Baez
School District Administrator Title: Executive Director
School District Administrator Phone No.: 914-376-8183
School District Administrator Email: JBaez@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?**

The services are part of the 21st Century Grant. Per the grant: "Sarah Lawrence College provides creative writing workshops for young people focused on engaging reluctant writers in experiences that foster expression and love for the written word."

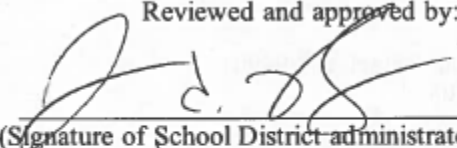
9. WILL THE CONTRACTOR BE RECEIVING ANY STUDENT DATA OR OTHER DATA FROM YONKERS PUBLIC SCHOOLS? **IF YES, PLEASE DESCRIBE. IF STUDENT DATA IS BEING SHARED, PLEASE PROCEED TO QUESTION 10 BELOW.**

Ella Fitzgerald Academy will provide Sarah Lawrence College with the names, ages, and contact information for participating students.

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.**

The students' names and contact information will be logged by a SLC team member for weekly attendance, so that we can keep track of how many students participated and the frequency of their participation.

Performance Based Guidelines
Reviewed and approved by:



(Signature of School District administrator/employee)

Jason C. Bell

(Printed Name)