

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)

Family Service Society of Yonkers (FSSY) will provide a parent outreach component for Yonkers City School District's (YCSD) English Language Learner/Multilingual Learners (ELL/MLL) Poetry and Arts Program; to develop a workshop series (bilingual). The workshop series can mirror the work FSSY/YCSD are doing with the students and also can include other supports to parents; will include a six-workshop series during the student programming so parents can also see what is going on with the children simultaneously.

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")

Service Period: 2024-25 YPS funding cycle;

6 one-hour workshops

\$2,500 per hour

Total: \$15,000

Services: to provide ESD/SVP workshops in both English/Spanish to parents/guardians; structure and facilitate meaningful communication between FSSY staff and YCSD; hold regular meetings with FSSY staff/YCSD to discuss ESD/SVP issues (staff performance, effectiveness, student development, etc.); develop ways to communicate with PTA, School Board, family members of program students; if applicable recruit, hire and train program staff; and program evaluation.

3. WHO IN THE SCHOOL DISTRICT IS SERVED?

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

Parents of students participating in ESD/SVP.

4. WHO WILL PROVIDE SERVICES?

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

FSSY staff will provide services.

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.**

N/A

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?)

FSSY will provide sign-in sheets and a recap following each workshop.

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

Through a combination of FSSY and YCSD surveys/questionnaires and other necessary qualitative/quantitative metrics.

7. INDIVIDUALS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.

Vendor Name: Family Service Society of Yonkers
Vendor Address: 30 S. Broadway, 4th Floor, Yonkers, NY 10701
Vendor Phone No.: 914-963-5118
Vendor Business Status: (Not-for-profit Voluntary Corporation)
Vendor Contact Name: Helen Frankel, FSSY Executive Director
Vendor Contact Email: hfrankel@fssy.org
Tax ID No.: 13-1739956

School District Administrator Name: Madelyn Guzmán
School District Administrator Title: Language Acquisition Administrator
School District Administrator Phone No.: 914.376.8230
School District Administrator Email 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, ESD/SVP Grant-to provide parent workshops in English and Spanish to YPS families

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.**

Should any student data or otherwise be received by FSSY, FSSY will comply with YCSD confidentiality guidelines as written in the partnership agreement.

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.**

Any data will be used only for the purpose of developing, administering and improving program.

Performance Based Guidelines
Reviewed and approved by:



(Signature of School District administrator/employee)

Madelyn Guzman
(Printed Name)