

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)

21st Century Grant:

The Writing Institute at Sarah Lawrence College will convene creative writing workshops to students in grades 1-8 at Ella Fitzgerald Academy for a morning session (five days a week) and an afternoon session (twice 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."

Title I:

Since 2007, Sarah Lawrence College has partnered with Yonkers Public Schools to provide creative writing workshops for middle school and high school students. These workshops serve as both enrichment programs for students interested in creative writing as well as rigorous instruction in close reading, the elements of craft and exposure to multiple literary genres.

Students are provided instruction in reading and writing creative works of poetry, short stories, memoir, graphic novels, and other genres. The workshop experience includes facilitating discussions of student work to provide feedback for revision and progress on creative writing pieces. Above all, the creative writing workshop model seeks to empower students to express themselves and understand the power of storytelling.

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")

21st Century Grant:

The consultant day rate for is \$344 per workshop for morning sessions, which includes one lead teacher and one assistant teacher to conduct two concurrent workshops. For the afternoon sessions, the consultant day rate is \$250 per workshop, which includes two co- teachers to conduct two consecutive workshops. Please note the volume of sessions required (216 workshops over 18 weeks) precludes this day rate from including supplies, transportation for teaching artists or staff administrative time.

Title I:

Each creative writing workshop is a 5-week afterschool program, for two hours each week. The workshops serve 12 to 15 students each, and are co-taught by two MFA in Writing students from Sarah Lawrence College. For 2022-2023, we are proposing two workshops for high schools students (in February & April), and two workshops for middle school students (in February & April).

These workshops took place virtually in 2021 & 2023. *Workshops can be offered at Sarah Lawrence College in 2022 & 2023, but all participants must show proof of vaccination or a negative Covid-19 test within 72 hours of the event, per [Sarah Lawrence College campus policy](#).* Transportation is not included. For 2022-2023, Sarah Lawrence College students are available to teach on site at a designated YPS school if that would be preferable.

The contract also includes scholarships for up to 10 YPS students to attend Writers Week (dates TBA) in Summer 2023, a weeklong day camp (10:00am to 5:00pm) on campus at Sarah Lawrence College. *Writers Week participants must show proof of vaccination or a negative Covid-19 test within 72 hours of the event, per Sarah Lawrence College campus policy.* If participants cannot meet these guidelines, they may be invited to participate in our virtual Writers Week program (dates TBA).

The full program (four workshops and Writers Week scholarships) will serve 60 to 72 YPS students.

	Rate	Hours	Total
Spring 2023 Workshops (February)	\$300/day	10 days (two sessions, 5 weeks each, 1 day per week, 2 hours per session)	\$3,000.00
Spring 2023 Workshops (April)	\$300/day	10 days (two sessions, 5 weeks each, 1 day per week, 2 hours per session)	\$3,000.00
Summer 2023 Writers Week Program	\$800/day	5 days (one week session, 7 hours per day)	\$4,000.00

3. WHO IN THE SCHOOL DISTRICT IS SERVED?

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

21st Century Grant:

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

Title I:

These workshops are designed to serve students ages 12 to 18 who have demonstrated an interest in creative writing and would benefit from a fun and supportive creative environment. Each YPS school may nominate two students to participate.

4. WHO WILL PROVIDE SERVICES?

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

21st Century Grant:

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.

Title I:

Writing workshop teachers are hired, trained and managed by the Writing Institute at Sarah Lawrence College. These teachers are part of the Sarah Lawrence College MFA in Writing graduate student cohort and 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.**

21st Century Grant: No.

Title I: 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?)

21st Century Grant:

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.

Title I:

YPS school principals and teachers may nominate students to participate in workshops. The nomination form includes a short creative writing sample from each student. Students who participate will be required to submit a permission form from their parent or guardian. Sarah Lawrence College will communicate directly with parents/students about the workshops and any necessary details/follow up information. The program will culminate with a celebration of the students' work in the form of an anthology and/or celebratory event.

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

21st Century Grant:

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. Finally, we will prepare a brief report at the conclusion of the program to assess its implementation

Title I:

Workshop participants are asked to fill out an evaluation of the workshop (and/or Writers Week) to provide feedback. The Writing Institute at Sarah Lawrence College will prepare a program report at the conclusion of the program to assess its implementation and impact.

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

21st Century Grant:

School District Administrator Name: Dr. Frank O. Hernandez

School District Administrator Title: Assistant Superintendent (PreK-8) School
District Administrator Phone No.: 914-376-8211

School District Administrator Email: fhernandez2@yonkerspublicschools.org

Title I:

School District Administrator Name: Erik Wright

School District Administrator Title: Assistant Superintendent of Grade 5/6 Schools

School District Administrator Phone No.: 914.376.8066

School District Administrator Email: ewright@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?

21st Century Grant:

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."

Title I:

Yes. The services are part of the Title I grant.

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.

21st Century Grant:

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

Title I:

Student name, address, date of birth, school, grade, email, phone number, parent/guardian name, parent/guardian email, parent/guardian phone number, and writing sample are collected via the nomination form.

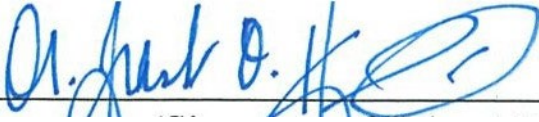
10. WILL THE STUDENT DATA BE USED FOR THE PURPOSE OF DEVELOPING, VALIDATING, ADMINISTERING STUDENT AID PROGRAMS, OR IMPROVING INSTRUCTION? IF YES, PLEASE SPECIFICALLY DESCRIBE.

21st Century Grant:

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

Title I:

Student data is used to assign students to the appropriate workshop and contact student and parent/guardian with details for program participation.

Performance Based Guidelines
Reviewed and approved by:


(Signature of School District administrator/employee)

Dr. Frank Hernandez
(Printed Name)