

## **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)

Support a select group of Yonkers educators in designing and refining summer literacy programming that centers multilingual learners (MLLs), with a focus on:

- Increasing opportunities for extended academic discourse
- Strengthening oral language and foundational literacy skills (all grades)
- Embedding creativity and artistic expression
- Utilizing student work analysis to guide instruction

This work builds on prior MLL Shadowing data and is designed to shift classroom conditions toward language-rich, student-centered instruction.

**Outcomes:** By the end of the engagement, participants will:

1. Design and deliver literacy lessons that promote extended student talk/academic discourse
2. Use the Mode Continuum to plan language scaffolds that support MLLs in progressing from oral to written language
3. Analyze student work and discourse to inform instructional decisions
4. Integrate creative arts-based practices to foster engagement and multimodal language expression.

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”)

\$7,800 (includes co-planning, facilitation, co-teaching, coaching, and materials)

3. WHO IN THE SCHOOL DISTRICT IS SERVED?

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

Yonkers teachers and leaders

4. WHO WILL PROVIDE SERVICES?

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

Melissa Lambert, Founder of Create Capacity, holds multiple degrees and certifications in New York and California, she is the Co-founder of Fostering Quality Schools and Founder of Create Capacity, LLC, an organization designed to advance equitable educational systems for marginalized learners. Melissa’s work in education spans two decades and always incorporates an equity-centered approach to systemic change that directly affects outcomes linguistically diverse learners. Deeply driven by problem solving, building trust, and challenging educator mindset she brings knowledge and demonstrated results for motivating teams and shifting practice. Melissa has been an integral leader in large organizations where she served as a Senior Engagement Manager, English Learners Services at WestEd and formerly, as a district supervisor in San Francisco, CA. Melissa has designed,

developed, and implemented P-12 core curriculum (ELA, ELD/ENL, and content literacy) and delivers high-quality, on-going professional development for site leaders and teacher leaders in large urban districts and rural settings. She understands the nuances of complex systems and works diligently to identify, define, and dismantle inequities that deny students' access to resources. Melissa is endorsed by several key leaders in the Multilingual learner field.

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?)

1. Design and deliver literacy lessons that promote extended student talk/academic discourse
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6. HOW WILL THE SCHOOL DISTRICT JUDGE THE QUALITY OF SERVICES? (Set forth the method which will be used to evaluate contractor's performance)

The mechanisms to monitor progress towards objectives and goals will be monitored and communicated through participant surveys and evaluations as well as ongoing communication with the project team leaders to provide regular updates on progress, challenges, Mini reports, and achievements to ensure alignment and transparency.

7. INDIVIDUALS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.

Vendor Name: Melissa Lambert, Create Capacity

Vendor Address: 15 Keene Street

Vendor Phone No.: 718 504 2223

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

Vendor Contact Name: Melissa Lambert

Vendor Contact Email: [mlambert@createcapacity.org](mailto:mlambert@createcapacity.org)

Tax ID No.: 87-2023292

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, Title III ENL-**Create Capacity Cohort of site and district leaders understand the importance of CR-E framework, shadowing protocol, science of reading

**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