

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)

Empowering Creative Minds LLC will provide services to support Yonkers Public Schools (YPS) in achieving its goals to establish guidelines and provide coaching to administrators and teachers related to the administration of the grant, and development of dual enrollment courses for the Pathway in Forensics Science with a focus on Social Justice.

Empowering Creative Minds LLC will continue to develop the guidelines and protocols for grant administration at the school level focusing on the following responsibilities:

Responsibilities for the School Grant – Barack Obama School for Social Justice:

- Organize all grant initiatives and activities at the school level
- Collect all documentation, monthly, of all activities clearly by the goals and objectives of the program
- Maintain binders with all sign-in sheets, agendas, and highlights of every activity
- Collect data for submission to the state in a timely manner
- Assist district administrator in organizing meetings with the team at the grade level (administrators, teachers, guidance counselors)
- Work closely with all community partners, college/university partners, professional development agencies, and others
- Oversee all initiatives of the grant regularly to ensure activities are following the grant's goals and objectives
- Collect and analyze data to inform/modify programming
- Complete and submit written reports as required (quarterly, mid-year, final).

Empowering Creative Minds LLC will also deliver coaching services to launch its Community Service Program. Community service is aligned with the school's mission and an important part of civic readiness and the college and scholarship application processes. Community service helps students acquire knowledge, life skills, and opportunities to provide service to people in need. Community service also allows young adults to become active members of their communities thereby increasing their social awareness and sense of civic responsibility.

Coaching services encompass the following:

- Identify a Need (or Needs) in the Community
- Choose additional Community Service Activities or Program
- Develop an Action Plan
- Recruit Volunteers
- Establish a Timeline
- Implement the Plan
- Review Outcomes and Make Necessary Changes

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 value of the proposed agreement is \$14,399.94. The deliverables include the following:

- Deliverable 1: Continued Development of Grant Management Guidelines
 - Planning Session with Administrators and Teachers: **2 hours totaling \$350**
- Deliverable 2: Ongoing Coaching of Administrators and Teachers on the Execution of Responsibilities related to ESD/SVP Forensic Grant: Development of dual enrollment courses for the Pathway in Forensics with a focus on Social Justice:
 - **50 hours totaling \$8,750**
- Deliverable 3: Coaching School Counselors and Instructional Leaders on Launching and Sustaining the Community Service Program
 - **30.2854 hours totaling \$5,299.94**

3. WHO IN THE SCHOOL DISTRICT IS SERVED?

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

Services will be provided directly to teachers and administrators. Teachers, administrators, as well as students enrolled in the Barack Obama School for Social Justice will be served by this deliverable.

4. WHO WILL PROVIDE SERVICES?

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

Empowering Creative Minds LLC is a professional educational consulting firm that provides instructional coaching and professional learning sessions for educators to meet the ever-changing needs of 21st-century learners.

Dr. Ida M. D'Ugo, Founder and Owner of Empowering Creative Minds LLC, will deliver the services provided under this contract. In addition to 15 years of experience in teaching World Languages and 5 years teaching at the university level in business and teacher preparation programs, Dr. D'Ugo held a variety of leadership roles and responsibilities at Roosevelt High School – Early College Studies prior to her retirement including:

- Created Community Outreach Program for parents and families consisting of monthly informational sessions conducted at different times of the day (based upon parental feedback)
- Established Student Ambassador Program to market school's programs
- Smart Scholars Program Coordinator
- Facilitator of district-wide World Language professional learning sessions for four years
- Co-coordinated the roll-out of the *Keeping Learning On Track* © (KLT) multi-year formative assessment curriculum to staff after school and during grade-level team meetings
- Co-facilitated monthly KLT Teacher Learning Community meetings

- Member of the district’s Seal of Biliteracy Committee
- Member of Data Team, Shared Decision-Making Committee, and Professional Development Team
- Member of the district-wide Seal of Biliteracy Committee (2017 – 2020)
- Panelist for the Seal of Biliteracy Portfolio Presentations
- Recognition as the “2019 -2020 Secondary School Teacher of the Year” for Yonkers Public Schools
- Editorial Board Member, *The New York State Association of Foreign Language Teachers Language Journal*
- Facilitator at two American Association of Teachers of Spanish and Portuguese (AATSP) National Conferences
- Facilitator of a series of interactive professional learning sessions on Keeping Learning on Track (KLT) that support teachers in adopting formative assessment strategies
- 100% dedication to the successful completion of the project

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 – No volunteers or subcontractors will be used in providing services under 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?)

Dr. D’Ugo will provide weekly updates to the Associate Superintendent Dr. Wright (Fridays or another day of the week specified) via phone, video conference, and/or e-mail. Updates will include the status of the various deliverables.

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

Empowering Creative Minds LLC will evaluate the services provided on an ongoing basis with teachers, administrators, and district personnel throughout the contractual period using feedback from discussions and/or surveys.

The Office of School Leadership and Engagement will select the appropriate tools to obtain feedback from students, teachers, and administrators regarding the services provided and data regarding student outcomes.

7. INDIVIDUALS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.

Vendor:

Empowering Creative Minds LLC
1767 Central Park Avenue
Suite 242
Yonkers, NY 10710

Phone No.: 914 512-8971

Vendor Business Status: Limited Liability Corporation (LLC)

Contact Name: Dr. Ida M. D'Ugo

Contact Email: info@ecminds.org

EIN: 84-3412468

WBE File ID#: 68874

School District:

Dr. Erik Wright
Associate Superintendent
Office of School Leadership and Engagement
Yonkers Public Schools
914.376.8066
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?**

Yes, this work is aligned with the ESD-SVP grant.

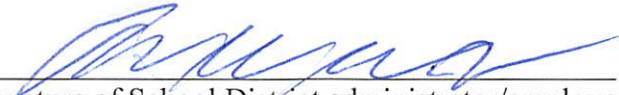
9. WILL THE CONTRACTOR BE RECEIVING ANY STUDENT DATA OR OTHER DATA FROM YONKERS PUBLIC SCHOOLS? **IF YES, PLEASE DESCRIBE. IF STUDENT DATA IS BEING SHARED, PLEASE PROCEED TO QUESTION 10 BELOW.**


YES

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.**

Student data will be used to create the Club Attendance Report for grant reporting purposes to validate total hours per student in extended school day and student violence prevention activities.

Performance Based Guidelines
Reviewed and approved by:


(Signature of School District administrator/employee)


(Printed Name)

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)

Empowering Creative Minds LLC will provide services to Yonkers Public Schools in achieving its goals to promote proficiency in World Languages by providing professional learning sessions to World Language teachers to improve pedagogy as well as provide assistance in adopting the New York State Learning Standards for World Languages, the American Council on the Teaching of Foreign Languages (ACTFL) Culture Standards, and the New York State Culturally Responsive Sustaining Education (CR-SE) Framework to meet student needs.

The professional learning sessions are proactive steps in preparing for the 2024 -2025 academic year given the ongoing transition to the updated New York State Learning Standards for World Languages, the data analysis associated with the OHM BOCES Checkpoint A and Checkpoint B Examinations results, and the four transformational initiatives towards new graduation measures.

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 value of the proposed agreement is **\$9,450**. Empowering Creative Minds LLC will create a series of professional learning sessions for World Language teachers that will be facilitated at a location or locations in the district determined by the school district administrator. The topics of the professional learning sessions include the following:

- Building a Learning Community – **6 hours totaling \$1,050**
 - Establishing relationships with learners that promote care, safety, and academic achievement (using social and metacognitive activities)
- The Role of Student Culture and Identity – **6 hours totaling \$1,050**
 - Link to CR-SE Framework and the NYS Learning Standards to World Languages
- Using Authentic Resources – **6 hours totaling \$1,050**
- The Role of Grammar in Developing Proficiency – **6 hours totaling \$1,050**
 - Key principles: language functions, proficiency targets, moving from comprehensible input to output
- The Presentational Mode of Communication – Writing - **6 hours totaling \$1,050**
- Artificial Intelligence (AI) as a Tool for World Language Teachers – **6 hours totaling \$1,050**
- Three additional topics to be determined – **18 hours totaling \$3,150**
 - **6 hours totaling \$1,050 for each professional learning session**

3. WHO IN THE SCHOOL DISTRICT IS SERVED?

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

Services will be provided directly to World Language Teachers. Teachers, administrators, school counselors as well as students enrolled in middle schools and high schools in the Yonkers Public School District will be served by this deliverable.

4. WHO WILL PROVIDE SERVICES?

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

Empowering Creative Minds LLC is a professional educational consulting firm that provides instructional coaching and professional learning sessions for educators to meet the ever-changing needs of 21st-century learners.

Dr. Ida M. D’Ugo, Founder and Owner of Empowering Creative Minds LLC, will deliver the services provided under this contract. Her qualifications incorporate the following:

- 15 years of experience as a World Language teacher
- 8 years of experience as a facilitator of professional learning sessions for World Language teachers on a variety of topics related to language acquisition and Checkpoints A and B assessments
- Facilitator at two American Association of Teachers of Spanish and Portuguese (AATSP) National Conferences
- Member of the district-wide Seal of Biliteracy Committee (2017 – 2020)
- Panelist for the Seal of Biliteracy Portfolio Presentations
- Recognition as the “2019 -2020 Secondary School Teacher of the Year” for Yonkers Public Schools
- Created distance learning lessons for Spanish for Yonkers Public Schools in the spring of 2020
- Created thematic units for Spanish and Italian for Yonkers Public Schools on social justice issues in 2021
- Editorial Board Member, *The New York State Association of Foreign Language Teachers Language Journal*
- Facilitator of a series of interactive professional learning sessions on Keeping Learning on Track (KLT) that support teachers in adopting formative assessment strategies and on Accountable Talk
- 100% dedication to the successful completion of the project

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 – No volunteers or subcontractors will be used in providing services under 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?)

Dr. D'Ugo will provide weekly updates to Assistant Superintendent Colón-Collins (Fridays or another day of the week specified) via phone, video conference, and/or e-mail. Updates will include the status of the various deliverables.

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

Empowering Creative Minds LLC will evaluate the professional learning session on its framework and content. The New York State Learning Standards for World Languages, the American Council on the Teaching of Foreign Languages (ACTFL) standards and guidelines, and the Culturally Responsive-Sustaining Education (CR-SE) Framework will be used to design and assess the workshops' content.

The Language Acquisition Department will administer a survey/evaluation form to obtain feedback from teachers and administrators regarding the professional learning sessions.

7. INDIVIDUALS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.

Vendor:

Empowering Creative Minds LLC
1767 Central Park Avenue
Suite 242
Yonkers, NY 10710

Phone No.: 914 512-8971

Vendor Business Status: Limited Liability Corporation (LLC)

Contact Name: Dr. Ida M. D'Ugo

Contact Email: info@ecminds.org

EIN: 84-3412468

WBE File ID#: 68874

School District:

Ms. Lissette Colón-Collins

Assistant Superintendent

Language Acquisition, Funded Programs, School Counseling, and The Arts

Phone No.: 914 376-8230

Email: icolon-collins@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?

N/A

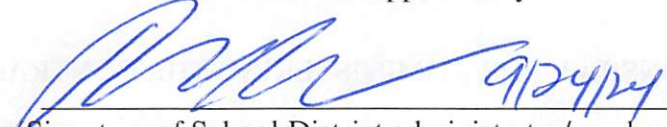
9. WILL THE CONTRACTOR BE RECEIVING ANY STUDENT DATA OR OTHER DATA FROM YONKERS PUBLIC SCHOOLS? IF YES, PLEASE DESCRIBE. IF STUDENT DATA IS BEING SHARED, PLEASE PROCEED TO QUESTION 10 BELOW.

The results of the OHM BOCES Checkpoint A and Checkpoint B Examinations will be reviewed.

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 data will be used to develop workshops on improving instruction.

Performance Based Guidelines
Reviewed and approved by:

 9/24/24

(Signature of School District administrator/employee)

RoseAnne Collins-Jordan
(Printed Name)

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)

Empowering Creative Minds LLC will provide services to support Yonkers Public Schools in achieving its goals to develop building capacity and sustainability of the Smart Scholars Program at Roosevelt High School – Early College Studies (RHS-ECS) and by providing professional learning and coaching sessions to instructional leaders and administrators. Additional professional learning sessions will be offered to teachers to enhance pedagogy so that learners are performing at grade level and ready to participate in rigorous high school and collegiate courses, which are an inherent component of the Smart Scholars Program

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 value of the proposed agreement is **\$24,587.50**. Empowering Creative Minds LLC will design the professional learning and coaching sessions as follows:

- **Enhancement of Social Media Presence:**
 - 13 Coaching Sessions and Planning (Dates TBD): **19.5 hours totaling \$3,412.50**
- **Professional Learning Sessions – Administrators and Instructional Leaders:**
 - sessions (Topics and Dates TBD): **76 hours totaling \$13,300**
- **Coaching Sessions – Administrators and Instructional Leaders:**
 - 30 Coaching Sessions (Dates TBD): **45 hours totaling \$7,875.00**

3. WHO IN THE SCHOOL DISTRICT IS SERVED?

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

Services will be provided directly to teachers and administrators. Teachers, administrators, and students enrolled in Roosevelt High School – Early College Studies will be served by these deliverables.

4. WHO WILL PROVIDE SERVICES?

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

Empowering Creative Minds LLC is a professional educational consulting firm that provides instructional coaching and professional learning sessions for educators to meet the ever-changing needs of 21st-century learners.

Dr. Ida M. D’Ugo, Founder and Owner of Empowering Creative Minds LLC, will deliver the services provided under this contract. Her qualifications incorporate the following:

- 15 years of experience of its founder as a World Language teacher
- 5 years of experience of its founder and as an adjunct professor in World Languages and in a teacher preparation program
- 8 years of experience of its founder as a facilitator of professional learning sessions for World Language teachers and administrators on a variety of topics related to language acquisition, student portfolios, and Checkpoints A and B assessments
- Recognition of its founder as the “2019 -2020 Secondary School Teacher of the Year” for Yonkers Public Schools
- Editorial Board Member, *The New York State Association of Foreign Language Teachers Language Journal*
- Facilitator at two American Association of Teachers of Spanish and Portuguese (AATSP) National Conferences
- Member of the district-wide Seal of Biliteracy Committee (2017 – 2020)
- Facilitator of a series of interactive professional learning sessions on Keeping Learning on Track (KLT), that support teachers in adopting formative assessment strategies, and Accountable Talk
- 100% dedication to the successful completion of the project

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 – No volunteers or subcontractors will be used in providing services under 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?)

Dr. D’Ugo will provide weekly updates to Assistant Superintendent Collins-Judon (Fridays or another day of the week specified) via phone, video conference, and/or e-mail. Updates will include the status of the various deliverables.

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

Empowering Creative Minds LLC will evaluate the professional learning session on its framework and content. The Culturally Responsive-Sustaining Education (CR-SE) Framework and the Marzano Instructional Framework, in addition to other resources, will be used to design and assess the workshops’ content. In addition, Empowering Creative Minds LLC will evaluate professional

learning and coaching sessions using feedback from discussions with and evaluation forms from teachers and administrators throughout the contractual period.

7. INDIVIDUALS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.

Empowering Creative Minds LLC
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Suite 242
Yonkers, NY 10710

Phone No.: 914 512-8971
Vendor Business Status: Limited Liability Corporation (LLC)
Contact Name: Dr. Ida M. D'Ugo
Contact Email: info@ecminds.org
EIN: 84-3412468
WBE File ID#: 68874

School District:

Ms. RoseAnne Collins-Judon
Assistant Superintendent
Secondary Schools Supervision
Phone No.: 914 376-8281
Email: rcollins-judon@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, services are pursuant to the Smart Scholars 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.

Yes, if required.

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.

Student data will be used to design professional learning and coaching sessions for the purpose of improving instruction.

Performance Based Guidelines
Reviewed and approved by:



(Signature of School District administrator/employee)



(Printed Name)