

## 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)

Youth Studies, Inc. (“YSI”) will conduct a formal evaluation of two 21<sup>st</sup> Century Community Learning Center initiatives to be implemented by Yonkers Public School (“YPS”). Aligned with the NYS 21st CCLC Evaluation Manual, the evaluation will achieve the following objectives: (1) close monitoring of implementation, including tracking the initiative’s progress toward meeting key program objectives and quality standards outlined in the Program QSA Tool, and (2) assessment of how and to what extent participation leads to improvements in desired participant outcomes, including: a) increased proficiency in core academic subjects, b) improved engagement in learning, c) improved attendance and classroom behaviors, and d) improved SEL skills, such as self-awareness, self-management, social awareness, interpersonal skills, ethical decision-making, and responsible behaviors.

YSI will draw on multiple sources of data, including official school records (e.g. Annual assessments of Mathematics and Language Arts proficiency, report card grades, college application information, and attendance data), student surveys, focus groups, and structured observations of program activities.

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”)

YSI will conduct evaluations of two 21<sup>st</sup> CCLC grants. The monetary value of each evaluation project is \$24,000. The two grants are:

Grant #1: Infusing Literacy through Multiple Dimensions - Scholastic Academy for Academic Excellence

Agreement monetary value = \$24,000

Grant #2: College and Career Trajectories for Multilingual Learners – Yonkers Middle High School  
Agreement monetary value = \$24,000

3. WHO IN THE SCHOOL DISTRICT IS SERVED?

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

The primary audience for YSI’s evaluations will be the leadership teams implementing the above listed 21<sup>st</sup> CCLC grants. YSI’s primary contacts for each of the grants will be:

Yonkers Middle High School: Dr. Lissette Colon-Collins, Assistant Superintendent of Language Acquisition, Funded Programs, School Counseling and The Arts

Scholastic Academy for Academic Excellence: Dr. Frank Hernandez, Assistant Superintendent of Supervision, Curriculum, & Instruction

Data collection activities will involve students, teachers, school leadership and other partners providing funded services to students.

4. WHO WILL PROVIDE SERVICES?

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

The proposed project team will consist of:

**Ajay Khashu (Research Director):** YSI's Founder and President, Ajay Khashu, brings to this work more than 18 years of experience managing and conducting evaluations for over 30 government agencies and community organizations. From 2005 to 2008, Mr. Khashu served as Research Director of The After-school Corporation, a national leader in the after-school sector. Through his work at TASC and YSI, Mr. Khashu has directly overseen the evaluations of over 100 21st CCLCs serving approximately 30,000 students. Mr. Khashu also served on the Steering Committee of the New York State Afterschool Network (NYSAN) and was on the team that developed the QSA tool which will be used to evaluate program quality.

**Lisa DeBellis Scanga (Senior Research Associate):** Lisa DeBellis Scanga, Ph.D. is an applied developmental psychologist specializing in program evaluation research. She has worked in the program evaluation field in New York City for 15 years. As a research associate at YSI, she has managed the evaluations of several different types of programs serving children, teenagers, families, and educators. As the former program director of evaluation at The After-School Corporation (TASC), Lisa managed the evaluation of approximately seventy 21st Century Community Learning Center (21CCLC)-funded after-school and summer programs across New York City. She has also worked as a research consultant for the New York City Department of Education's Research and Policy Support Group. She currently serves as an adjunct professor of psychology at Dominican College. Lisa holds a doctorate in Applied Developmental Psychology from Fordham 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.**

YSI will not be utilizing any subcontractors or volunteers.

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?)

YSI will conduct three in-person briefings per year with the program director, site coordinators, supervisors, parent coordinators, and school leaders to discuss the evaluation findings. Attendees will review the status of the evaluation, address barriers to completing the evaluation in a timely fashion, discuss emerging findings, and suggest professional development opportunities. YSI will use these briefings to highlight specific aspects of program quality that are evident and well developed, as well as areas in need of improvement.

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

YSI evaluators will communicate with program managers on a regular basis via email and telephone. The following evaluation reports will be shared with program managers and the Advisory Committee during each year of the grant: 1) an interim evaluation report in February, reporting on the status of all evaluation activities described in this plan as well as what progress has been made toward meeting program objectives; 2) an Annual Evaluation Report will be completed by August 31, and will include a final status report on each program objective, a summary of all site visit findings, and the results of all outcome analyses conducted by YSI.

7. INDIVIDUALS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.

Vendor Name: Youth Studies, Inc.  
Vendor Address: 155 Water Street, Brooklyn, NY 11201  
Vendor Phone No.: (917) 582-4256  
Vendor Business Status: S-Corporation  
Vendor Contact Name: Ajay Khashu  
Vendor Contact Email: [ajay@youthstudiesinc.com](mailto:ajay@youthstudiesinc.com)  
Tax ID No.: 26-4061218

School District Administrator #1 Name: Dr. Frank Hernandez  
School District Administrator #2 Name: Dr. Lissette Colon-Collins

School District Administrator #1 Title: Assistant Superintendent of Supervision, Curriculum, & Instruction  
School District Administrator #2 Title: Assistant Superintendent of Language Acquisition, Funded Programs, School Counseling and The Arts

School District Administrator Phone No.: NA  
School District Administrator Phone No.: NA

School District Administrator #1 Email: [FHERNANDEZ2@yonkerspublicschools.org](mailto:FHERNANDEZ2@yonkerspublicschools.org)  
School District Administrator #2 Email: [LCOLON-COLLINS@yonkerspublicschools.org](mailto:LCOLON-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?**

Yes. The proposed services are being provided in connection with two funded YPS grants. These grants were funded under the following program:

*The Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) program is authorized under Title IV, Part B of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act (ESSA) of 2015.*

*Note: The 21st CCLC is a formula grant from the US Department of Education made available to states, who administer subgrants to eligible entities through a competitive request for proposals.*

The following grant requirements were outlined in the RFP.

*“Programs must have a comprehensive program level evaluation plan that enables ongoing program assessment and quality improvement following the requirements detailed in the NYS 21st CCLC Evaluation Manual and addendum. This periodic independent evaluation, contracted by the subgrantee, is required to assess the 21st CCLC subgrantee’s progress toward achieving its objectives to provide a high-quality expanded learning time program. The contract with the independent evaluator must ensure full adherence to all requirements delineated herein, including fulfillment of all activities specified in the Local Program Evaluation Framework and Timeline.”*

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. The following student-level data will be collected by YSI:

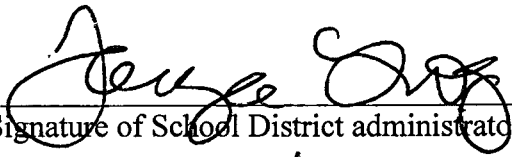
**Participant Academic Achievement:** Math and ELA state assessment scores will be collected annually to determine the program’s impact on youth academic achievement. At the conclusion of each program year, YSI evaluators will calculate change scores for each student by subtracting their prior year’s ELA and Math achievement scores from their current result. YSI will then employ a statistical technique called Propensity Score Matching (PSM) to compare the change in after-school participants’ academic performance to a group of nonparticipating students who have similar characteristics.

**Participant Positive and Classroom Behavior:** YSI will administer an After-School Outcomes Survey to all participants at the beginning and end of each program cycle (i.e., Pre-tests in September and post-tests in June). The After-School Experiences Survey includes standardized, grade-appropriate measures of social, emotional, and behavioral change as it relates to program participation. The survey includes validated measures of SEL skills, including self-awareness, self-management, social awareness, interpersonal skills, ethical decision-making, and responsible behaviors.

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.**

Yes. These data will be collected for the purpose of monitoring YPS’s implementation of 21<sup>st</sup> CCLC programs at the two participating schools. YSI will provide evaluation updates and reports to the grant leadership team.

Performance Based Guidelines  
Reviewed and approved by:

  
\_\_\_\_\_  
(Signature of School District administrator/employee)

Tanya Long  
\_\_\_\_\_  
(Printed Name)