

## **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)

The TEENS program is designed to create a sustainable, inclusive method that will allow at-risk teens to learn conflict resolution techniques and life skills from qualified professionals and pass these skills onto other teens. Our teens will become positive role models, leaders, activists or advocates, which is historically not how young people from southwest Yonkers have ever viewed themselves. Studies have demonstrated that peer to peer interaction and mentorship among teens leads to 93% agreement when resolving conflicts, which empowers youth to continue using peer mediation later in life. (Burrell, Zirbel, and Allen (2003).

Throughout the course of one year, our students will:

-Engage in group building exercises/activities to begin building trust and cooperation among all group members. *This component is key because it builds connection between peers, encourages trust in the process they will undertake and sets the foundation for behavioral expectations.*

-Learn Peer Mediation skills that will enable them to mediate between others in conflict. *The Conflict management/mediation techniques gained during this component of the program will enable our participants to respond constructively to challenges they face and support others who find themselves in similar situations.*

-Learn Restorative Practices to understand the fundamentals of building community and repairing relationships when harm has occurred. *The principles learned from Restorative Practices will help students understand how fundamentally connected we (people) are within communities and the responsibility we (people) have to each other.*

-Learn how to “keep” Community Building circles to facilitate a community dialogue about issues impacting the community or communities they belong to. *Participants will develop expertise in constructing Community Building Circles and the “how to’s” for formulating thoughtful circle questions that help to move a group from past, to present, to future; with regard to thinking and decision making.*

-Participate in a “Train the Trainer” to develop facilitation skills that will enable them to teach conflict resolution skills to others in the larger Yonkers community. *This component will fully prepare participants to provide Conflict Management workshops, facilitate Community Building Circles and Mediate conflicts through CLUSTER’s Mediation Center between teenagers in their community.*

### **Yonkers Middle/ High School**

The Peer Mediation Program is designed to provide dispute resolution support for school communities. This support will be offered in 2 ways:

- Placement of a full-time Peer Mediation Coordinator
- Training and implementation of a student mediator program

Two full- time Peer Mediation Coordinator will be hired by CLUSTER and placed in the Barack Obama School for Social Justice and YMHS. The coordinator will be responsible for providing direct

dispute resolution support for students experiencing conflict and in other matters deemed appropriate by building administrators.

The Peer Mediation Coordinators will work with building administrators, guidance counselors and teachers to establish a student-based mediation program. This will include identifying students who will participate in the 15-hour peer mediation training and serve as mediators for cases assigned by the Peer Mediation Coordinator. Students will also join the Mediation Club, which will meet at least once per month (after-school) to further build club cohesion and sharpen their mediation skills.

## 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")

A staff member from CLUSTER Community Services will provide 30 hours, over 5 days per week in the Barack Obama School. The TEENS training program will run the duration of the 2022-23 calendar year and include a summer training practicum. In total, no less than 175 days of service will be provided under this contract between Dec 1, 2022, and August 30th, 2023.

### Yonkers Middle/ High School

The Peer Mediation Coordinator, hired by CLUSTER, will be placed in Yonkers Middle/High School in a full-time capacity and adhere to the Yonkers Public School calendar.

## 3. WHO IN THE SCHOOL DISTRICT IS SERVED?

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

This contract is specifically intended to provide direct training and conflict resolution support for students who attend the Barack Obama School. Once students have completed module 3 (train the trainer), they will deliver workshops for the larger school community: *peers, teachers, and parents*.

### Yonkers Middle/ High School

While the Peer Mediation Program is intended to provide dispute resolution support for students, all members of the larger community can and will benefit from its implementation. Student teacher conflicts can be mediated through this program. The Peer Mediation Coordinator is available to facilitate Parent Conferences and Re-entry conferences for students returning after suspension.

## 4. WHO WILL PROVIDE SERVICES?

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

Hanna Ohaus (TEENS Program Coordinator), along with additional staff members from CLUSTER Community Services' Mediation Department will carry-out the program in its entirety, from promotion to recruitment, in addition to training and attainment of the programs' objectives.

### **Yonkers Middle/ High School**

A staff member from CLUSTER Community Services' Mediation Department will carry-out the program in its entirety, from promotion to recruitment, in addition to training and attainment of the programs' objectives. The Director of the Mediation program will provide program oversight.

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.

The program will not be utilizing sub-contractors but may invite guest speakers at times to engage students. If and when that is decided, CLUSTER will seek permission from both the school and district administration, and ensure appropriate vetting takes place prior to introducing guest speakers.

### **Yonkers Middle/ High School**

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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?)

Parent consent will be requested and received prior to student participation in the program. It is important that Parents are made aware of what the students are learning and will experience. School administrators will be given up to date information about program and participant's progress.

Students will be given a pre and post measure before and after each module, in addition to individual and small group presentations to invited guests such as peers, administrators and parents.

### **Yonkers Middle/ High School**

Monthly reporting of program numbers will be shared with school and district administrators. The data collected will include but is not limited to: the number of referrals made, number of mediations held, number of agreements reached, number of no- agreements reached, number of students served, number of student mediators used, and the number of club members who attended meetings.

When students are chosen to participate in training, parent permission slips will be given to keep parents aware of the commitments their young people are making. The Peer Mediation Coordinator will also work with students to plan a presentation for parents about dispute resolution and the work of the Peer Mediation Club.

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 biggest measure of success will be seen through student commitment and retention of information learned. In order for students to complete each module of training, they will need to complete 20 hours per module. Students will be expected to present a section learned at the end of each module to exemplify their understanding of the information taught.

An indirect benefit of participation is improved behavior and decision making by program participants. To remain a program participant, students will be expected to carry themselves as positive peer leaders and strive hard to make responsible decision. We anticipate that program participants will have fewer to no disciplinary issues.

### **Yonkers Middle/ High School**

If implemented correctly, the school will see a decrease in the number of incidents requiring further disciplinary actions.

An indirect benefit of participation is improved behavior and decision making by program participants. To remain a program participant, students will be expected to carry themselves as positive peer leaders and strive hard to make responsible decision. We anticipate that program participants will have fewer to no disciplinary issues.

#### **7. INDIVIDUALS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.**

Vendor Name: CLUSTER Community Services  
Vendor Address: 28 Wells Avenue, 4<sup>th</sup> Floor, Yonkers NY 10701  
Vendor Phone No.: (914) 963-6500  
Vendor Business Status: (corporation, non-profit, individual, unincorporated)  
Vendor Contact Name: Dispute Resolution/Restorative Justice Program  
Vendor Contact Email: tgaynor@clusterinc.org  
Tax ID No.: 137194432

School District Administrator Name: Elaine Shine  
School District Administrator Title: Executive Director  
School District Administrator Phone No.: 914-376-8183  
School District Administrator Email: eshine@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?**

These service support the tenets of Title IV Safe and Healthy Environment as well as 1003a to reduce suspension rates.

#### **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.**

No

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.**

Performance Based Guidelines  
Reviewed and approved by:

*Elaine Shine*

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(Signature of School District administrator/employee)

*Elaine Shine*

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(Printed Name)