

PERFORMANCE BASED CONTRACT GUIDELINES
Amendment to Contract 2024-0000492
Purchase Order 2024-00004091

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.

The purpose of this amendment is to replace the hours originally allocated to the design and facilitation of professional learning sessions on Keeping Learning On Track (KLT) with coaching services to establish a Community Service Program. Professional development needs are being met by staff at the Barack Obama School for Social Justice. For this reason, Empowering Creative Minds LLC will deliver coaching services to create a Community Service Program. Community service is aligned with the school's mission and is also 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 the Community Service Activities or Program
- Develop an Action Plan
- Recruit Volunteers
- Establish a Timeline
- Implement the Plan
- Review Outcomes and Make Necessary Changes

The proposed changes in the services to be provided do not change the amount of the original contract.

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 amendment is \$6,000. The amended deliverable includes the following:

- Deliverable 3: Provide Coaching Sessions to Create a Community Service Program
 - **40 hours totaling \$6,000**
- Deliverable 4: No longer required

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, administrators, and school counselors. Teachers, administrators, school counselors, 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 2 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 before her retirement including:

- Created a Community Outreach Program for parents and families consisting of monthly informational sessions conducted at different times of the day (based upon parental feedback)
- Established the Student Ambassador Program to market the 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 Executive Director Elaine Shine (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 School Improvement Department will select the appropriate tools to obtain feedback from students, teachers, and administrators regarding the services provided as well as 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:

Ms. Elaine Shine
Executive Director
School Improvement
Yonkers Public Schools
914.376.8183
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?

Yes, services are pursuant to the ESD/SVP Grant. These services aim to support the district's 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.

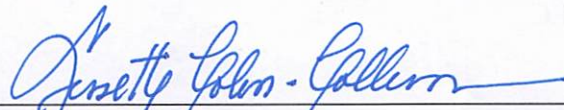
9. WILL THE CONTRACTOR BE RECEIVING ANY STUDENT DATA OR OTHER DATA FROM YONKERS PUBLIC SCHOOLS? IF YES, PLEASE DESCRIBE. IF STUDENT DATA IS BEING SHARED, PLEASE PROCEED TO QUESTION 10 BELOW.

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

Performance Based Guidelines
Reviewed and approved by:



(Signature of School District administrator/employee)

LISSETTE COLON-COLLINS

(Printed Name)