

## 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)

For FSSY to provide a parent outreach component for YCSD's ELL/MLL Poetry and Arts Program; to develop a workshop series (bilingual) that would support both the summer and Saturday Program. The workshop series can mirror in some respect the work FSSY/YCSD are doing with the students but also can branch out to include other supports to parents; will potentially include a six workshop series and holding the workshops on the Saturdays during the student programming so parents can also see what is going on with the children simultaneously.

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")

Service Period: 2022-23 YPS funding cycle;  
6 one-hour workshops on Saturdays  
\$2,500 per hour  
Total: \$15,000

Services: to provide ESD/SVP workshops in both English/Spanish to parents/guardians; structure and facilitate meaningful communication between FSSY staff and YCSD, hold regular meetings with FSSY staff/YCSD to discuss ESD/SVP issues (staff performance, effectiveness, student development, etc.), develop ways to communicate with PTA, School Board, family members of program students, if applicable recruit, hire and train program staff, program evaluation.

3. WHO IN THE SCHOOL DISTRICT IS SERVED?

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

Parents of students participating in ESD/SVP

4. WHO WILL PROVIDE SERVICES?

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

FSSY staff

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?)

FSSY will work with YCSD to put consistent/regular reporting processes and mechanisms in place, suitable for all parties.

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

Through a combination of FSSY and YCSD surveys/questionnaires and other necessary qualitative/quantitative metrics.

7. INDIVIDUALS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.

Vendor Name: Family Service Society of Yonkers

Vendor Address: 30 S. Broadway, 5th flr, Yonkers, NY 10701

Vendor Phone No.: 914-963-5118

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

Vendor Contact Name: Helen Frankel, FSSY Executive Director

Vendor Contact Email: hfrankel@fssy.org

Tax ID No.:

School District Administrator Name: June Wai

School District Administrator Title: Administrator

School District Administrator Phone No.: 914.376.8230 ext. 7056

School District Administrator Email: jwai@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?**


YPS SVP grant for 2022-23 cycle

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.**

Should any student data or otherwise be received by FSSY, FSSY will comply with YCSD confidentiality guidelines as written in the partnership agreement.

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.**

Any data will be used only for the purpose of developing, administering and improving program.

<p>Performance Based Guidelines Reviewed and approved by:</p> <p> _____ (Signature of School District administrator/employee)</p> <p><u>JUNE WAH</u> _____ (Printed Name)</p>
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