

## **PERFORMANCE BASED CONTRACT GUIDELINES**

### **1. WHAT IS THE PURPOSE AND SCOPE OF THE SERVICE?**

To provide ongoing research support and guidance to Yonkers Public Schools to address the district's challenges and priorities.

### **2. AMOUNT OF SERVICE**

(Set forth all 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")

#### **Custom Research Queue**

Unlimited secondary and primary research (e.g. surveys, in-depth interviews, benchmarking studies, literature reviews, and data analysis) completed one project at a time within a single workflow. Districts complete approximately 3-5 projects per year depending on the scope and complexity of each project.

#### **Dedicated Account Team**

Yonkers will be served by a Dedicated Account Team consisting of a Content Director and Relationship Director. Throughout the Advisory membership, a Senior Research Advisor will stay involved and consult with client as needed.

#### **Focus Groups or Workshop**

One day of focus groups (up to three 90-minute sessions) or an expert-led workshop (topics include: equity, strategic planning, and program evaluation)

### **3. WHO IS SERVED?**

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

Services are to be provided to select committees and district administrators.

### **4. WHO WILL PROVIDE SERVICES?**

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

#### **Dedicated Account Team:**

- Rebecca Rippey, MBA, Relationship Director
- Jennifer Jones, M.Ed., Content Director
- Susan Groundwater, Ph.D., Senior Research Advisor

See attached Staff Biographies for additional research experts who will serve Yonkers throughout our partnership.

#### **4a. WILL THE CONTRACTOR BE UTILIZING ANY VOLUNTEERS, OR BE HIRING/UTILIZING ANY SUBCONTRACTORS IN FURTHERANCE OF THIS AGREEMENT? IF SO, PLEASE LIST ALL OF THEIR NAMES AND CONTACT INFORMATION.**

(If the Contractor will be using any subcontractors, volunteers, and/or other agents other than the individuals identified in question #4 above or #7 below, they need to be disclosed here)

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?)

Consistent check-in calls with Relationship Director and Content Director. Senior Research Advisor will support ongoing work as needed

**6. HOW WILL THE QUALITY BE JUDGED?**

(Set forth the method which will be used to evaluate contractor's performance)

Once projects are confirmed and kicked off, Hanover will set timelines for project work and deliverables and expectations for deliverable format (infographic, toolkit, dashboard, rubric, PowerPoint Presentation, etc). After each project delivery, the account team will debrief key findings, recommendations, and next steps with Yonkers. Finally, Hanover administers a brief survey to assess the satisfaction of the deliverables.

**7. PERSONS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.**

(There must be a single Board administrative employee identified as the person responsible. This person will also be responsible for signing off on contract payments)

**For Hanover Research Council, LLC**

Meredith Melson  
K12 Managing Director

**For Yonkers Public Schools**

Dr. Christopher Macaluso  
Assistant Superintendent

**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, these services are pursuant to the Every Student Succeeds Act Title IIA.

The objectives associated with the Title IIA grant are:

- Increasing student achievement consistent with NYS academic standards;
- Improving the quality and effectiveness of teachers, principals, and other school leaders;
- Increasing the number of teachers, principals and other school leaders who are effective in improving student academic achievement in schools; and
- Providing low-income and minority students greater access to effective teachers, principals, and other school leaders.

**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.**

Hanover may review student data as provided Yonkers Public Schools for data analysis projects.

**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.**

At the request of Yonkers Public Schools, Hanover may complete projects that review student data for the purpose of evaluating programs and/or practices and improving instruction.