

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)

Empowering Creative Minds LLC will provide services to support Yonkers Public Schools in achieving its goals to promote proficiency in World Languages by providing professional learning sessions to World Language teachers in order to improve pedagogy as well as provide assistance in adopting the New York State Learning Standards for World Languages, the American Council on the Teaching of Foreign Languages (ACTFL) Culture Standards, and the New York State Culturally Responsive Sustaining Education (CR-SE) Framework to meet student needs. In addition, a professional learning session for administrators will also be offered on the New York State Learning Standards for World Languages and key components of observations in a World Language classroom, and guidelines for awarding Heritage language credits.

The professional learning sessions are proactive steps in preparing for the 2023-2024 academic year given the transition to the updated New York State Learning Standards for World Languages. All districts must implement these revised standards no later than September 1, 2023, for the 7th-grade cohort.

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 agreement is \$8,250. Empowering Creative Minds LLC will create a series of professional learning sessions that will be facilitated at a location or locations in the district determined by the school district administrator. The topics of the professional learning sessions include the following:

World Language Teachers:

- Superintendent's Conference Day:
 - December 5, 2023: **7 hours totaling \$1,050**
- Intervisitation Professional Learning Communities (PLCs) to support the Adoption of the New York State Learning Standards for World Languages and the Culturally Responsive Sustaining Education Framework: **19 hours totaling \$2,850**
 - Middle School (grades 7-8) PLC
 - High School (grades 9-12) PLC
- Seal of Biliteracy – Portfolios: **6 hours totaling \$900**
 - Creation of portfolios beginning in ninth grade (or earlier)
 - Design of assignments and projects incorporating the three modes of communication and culture

- Reflection
- Overview of the OHM Checkpoints A and B Assessments: **12 hours totaling \$1,800**
 - Two professional learning sessions – One for each checkpoint (A and B)

Administrators and School Counselors:

- An Orientation to New York State Learning Standards for World Languages and Key Components of an Observation, and Guidelines for Awarding Heritage Language Credits: **11 hours totaling \$1,650**
 - Orientation – Part 1 for Administrators only
 - Orientation – Part 2 for Administrators and School Counselors
 - Two professional learning sessions: One for K-8 Administrators and School Counselors; One for High School Administrators and School Counselors

Changes to the professional learning sessions offered are at the discretion of Assistant Superintendent Lissette Colón-Collins.

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 middle schools and high schools in the Yonkers Public School District 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. Her qualifications incorporate the following:

- 15 years of experience as a World Language teacher
- 7 years of experience as a facilitator of professional learning sessions for World Language teachers on a variety of topics related to language acquisition and Checkpoints A and B assessments
- Facilitator at two American Association of Teachers of Spanish and Portuguese (AATSP) National Conferences
- 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
- Created distance learning lessons for Spanish for Yonkers Public Schools in the spring of 2020
- Created thematic units on social justice issues in 2021
- Editorial Board Member, *The New York State Association of Foreign Language Teachers Language Journal*
- 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, AND OTHERS ABOUT THE 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 Assistant Superintendent Colón-Collins (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 the contractor’s performance)

Empowering Creative Minds LLC will evaluate the professional learning session on its framework and content. The New York State Learning Standards for World Languages, the American Council on the Teaching of Foreign Languages (ACTFL) standards and guidelines, and the Culturally Responsive-Sustaining Education (CR-SE) Framework will be used to design and assess the workshops’ content.

The Language Acquisition Department will administer a survey/evaluation form to obtain feedback from teachers and administrators regarding the professional learning sessions.

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. Lissette Colón-Collins

Assistant Superintendent

Language Acquisition, Funded Programs, School Counseling, and The Arts

Phone No.: 914 376-8230

Email: 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, Title III

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.**

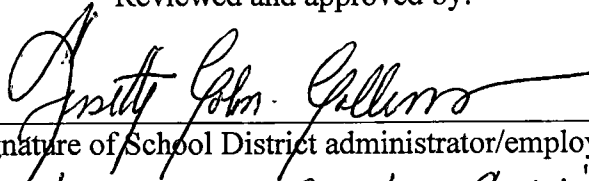
N/A

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)