

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)

Part I: Poetry and Multilingual learners: The purpose of this project is to enhance the ability of multilingual learners (MLLs) to engage with poetry and metaphoric language. Through a series of 46 tailored sessions, MLLs will deepen their understanding of literary devices, particularly metaphor, and develop skills to interpret, analyze, and create poetry. The project aims to improve language proficiency, cultural awareness, and overall engagement with literary texts.

Part II: Data Driven Monitoring for Multilingual learners: Create Capacity will establish key focal points to implement a strength-based approach aimed at ensuring the success fit multilingual learners while targeting specified areas for growth by using a data driven approach to guide instruction and implement monitoring protocols.

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”)

Part I: Sessions are focused on instruction that engages MLLs with poetry and metaphoric language across a selection of schools. With a total cost: \$23,000 (\$500 per session for 46 sessions).

Part II: Sessions are focused on engaging leaders with collecting data through and equity-focused landscape analysis, shadowing protocol and data analysis across a selection of schools. With a total cost: \$39,000 (\$3,900 per session for 10 sessions).

3. WHO IN THE SCHOOL DISTRICT IS SERVED?

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

Sessions primarily serve Yonkers teachers and leaders to increase the systemic level supports that benefit the proficiency of multilingual learners.

4. WHO WILL PROVIDE SERVICES?

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

Melissa Lambert, Founder of Create Capacity, holds multiple degrees and certifications in New York and California, she is the Co-founder of Fostering Quality Schools and Founder of Create Capacity, LLC, an organization designed to advance equitable educational systems for marginalized learners. Melissa’s work in education spans two decades and always incorporates an equity-centered approach to systemic change that directly affects outcomes linguistically diverse learners. Deeply driven by problem solving, building trust, and challenging educator mindset she brings knowledge and demonstrated results for motivating teams and shifting practice. Melissa has been an integral leader in large organizations where she served as a Senior Engagement Manager, English Learners Services at WestEd and formerly, as a district supervisor in San Francisco, CA. Melissa has designed,

developed, and implemented P-12 core curriculum (ELA, ELD/ENL, and content literacy) and delivers high-quality, on-going professional development for site leaders and teacher leaders in large urban districts and rural settings. She understands the nuances of complex systems and works diligently to identify, define, and dismantle inequities that deny students' access to resources. Melissa is endorsed by several key leaders in the Multilingual learner field.

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?)

The mechanisms to monitor progress towards objectives and goals will be executed and communicated through participant surveys and evaluations. Key Performance Indicators (KPIs) will be directly related to the objectives and goals outlined in the scope of work. Finally, open communication within the project team leaders to provide regular updates on progress, challenges, and achievements to ensure alignment and transparency.

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 mechanisms to monitor progress towards objectives and goals will be monitored and communicated through participant surveys and evaluations as well as ongoing communication with the project team leaders to provide regular updates on progress, challenges, Mini reports, and achievements to ensure alignment and transparency.

7. INDIVIDUALS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.

Vendor Name: Melissa Lambert, Create Capacity
Vendor Address: 15 Keene Street
Vendor Phone No.: 718 504 2223
Vendor Business Status: LLC (corporation, non-profit individual, unincorporated)
Vendor Contact Name: Melissa Lambert
Vendor Contact Email: mlambert@createcapacity.org
Tax ID No.: 87-2023292

School District Administrator Name: Madelyn Guzman
School District Administrator Title: Executive Director

School District Administrator Phone No.: 914 376-8230

School District Administrator Email: mguzman1@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,

ESD/SVP Grant- working with MLLs and their ability to engage with poetry and metaphoric language

Title III Immigrant-Create capacity will establish key focal points to implement a strength based approach aimed at ensuring the success of Multilingual Learners

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)

Madelyn Guzman
(Printed Name)