

## **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)**

A Literacy Expert from Teaching Matters, Inc. will provide onsite support coaching Cross Hill Academy teachers to build effective, rigorous practices into lessons, with the goal of improving outcomes for students. To achieve this goal, the coach will support:

- Teachers to establish methods and instructional practices that create curriculum cohesion for ELA instruction.
- Students to experience and be exposed to increased academic rigor, elevating their academic expectations.
- Teachers to build an operational understanding of Culturally Responsive and Sustaining Education principles that align with ELA instruction.

The Literacy Expert from Teaching Matters will also provide district support.

### **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")

Teaching Matters proposes 85 days of onsite literacy coaching at the accountability schools. This service will be provided at a daily rate of \$1,380. The total cost is \$117,300.

### **3. WHO IN THE SCHOOL DISTRICT IS SERVED?**

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

Teaching Matters is a professional learning organization that provides coaching support to teachers and school leaders. The work we propose will support staff - specifically, we will provide direct support to classroom teachers/teaching teams and provide district support.

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

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

A literacy expert from Teaching Matters, Inc. will provide the onsite coaching support. Teaching Matters is a 501 (c) 3 organization with close to 30 years of experience providing effective onsite coaching to educators to increase student success.

### **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.**

Teaching Matters will not be using any subcontractors.

**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?)

Teaching Matters begins its work at a school with a needs assessment, resulting in an action plan. The specific goals and desired outcomes are established in collaboration with school leadership and/or the district and progress toward meeting the goals is central to the debrief conversations. Throughout the project, the assigned coach will send visit summaries to school leadership to update on progress. The coach will provide comprehensive reports of all outcomes assessment results to school leadership.

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

Teaching Matters sends a quarterly survey to the teachers and school leaders with whom we work for comments about the service including opportunities for constructive feedback. This information can be shared with school/district leadership to ensure that the contractor is meeting expectations for teacher growth and student improvement. In addition, our work will include pre and post-cycle assessments of student work and evidence of academic improvements

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

Vendor Name: Teaching Matters, Inc.

Vendor Address: 475 Riverside Drive, New York, NY 10115

Vendor Phone No.:

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

Vendor Contact Name: Christa Boggio

Vendor Contact Email: CBoggio@teachingmatters.org

Tax ID No.: 133770472

School District Administrator Name: Dr. Frank Hernandez

School District Administrator Title: Assistant Superintendent

School District Administrator Phone No.: (914) 376-8066

School District Administrator Email: fhernandez2@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?**

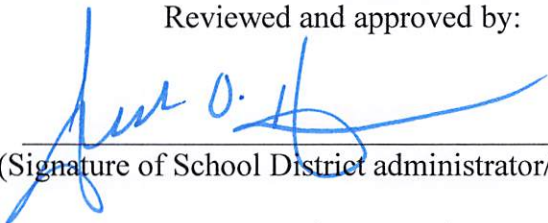
Yes, the services provided support the 1003a grant. The services will assist the schools in accountability with their approved SCEP.

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.**

Yes

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.**

Yes. We look at student data while at the school with teachers (we do not maintain any student data on our server) in order to facilitate student grouping and identifying instructional strategies

Performance Based Guidelines  
Reviewed and approved by:  
  
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(Signature of School District administrator/employee)  
  
Dr. Frank Hernandez  
(Printed Name)