

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)

Create Capacity offers Yonkers Public Schools' (YPS) Bilingual and English as a New Language (ENL) educators, coaches, and administrators' foundational components of high-quality, system-wide education for Multilingual learners (MLLs) in mathematics. Building on the findings and relationships from 2022-23, sessions will provide resource rich planning and instructional guidance to enhance curriculum-based professional learning and team building to center MLLs in Tier I core mathematics. Learnings from this session will inform a consultative plan for systemic improvement that includes an equity audit to amplify strengths and identify conditions for high-quality, curriculum-based professional learning to achieve sustainable impact that drive school improvement for MLLs. The MLL Consultative Plan will include findings from qualitative and quantitative data sources, along with a series of recommendations and corresponding tools based on bright spots and challenges. Bilingual and ENL educators participate in virtual and in-person coaching to ground in the tenets of high-quality, content, and language instruction in mathematics. All educators will have access to synchronous and asynchronous instructional and intervention inventories, and on-demand technical assistance. Specifically, the purpose of this project is to partner with YPS to build system-wide capacity for high-quality tier I mathematics education for (MLLs).

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 total amount of this contract is \$17,500 (as specified in Schedule B).

3. WHO IN THE SCHOOL DISTRICT IS SERVED?

(Describe whether services are to be provided directly to students, to staff, etc.) all services will be provided directly to staff; included but not limited to Bilingual and English as a New Language (ENL) educators, coaches, mainstream teachers, and administrators to align foundational components of high-quality, system-wide education for Multilingual learners (MLLs) in mathematics (i.e., Yonkers Public Schools' (YPS) Bilingual and English as a New Language (ENL) educators, coaches, and administrators)

4. WHO WILL PROVIDE SERVICES?

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

Melissa Lambert, Equity and Multilingual Learner Specialist is the Founder Create Capacity, LLC who believes that high-quality professional learning and coaching of individual teachers and in collaborative teams/professional learning communities (PLCs), grounded in rigorous curriculum, implemented in a coherent approach within schools and across school systems while driving toward a common vision, can transform student learning outcomes. Her work in education spans two decades and always incorporates an equity-centered approach to positively affect outcomes for culturally and 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. Most recently, she served as a Senior Engagement Manager, English Learners Services at WestEd and formerly, as a High School Principal and 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 and differentiated work including a multi-tiered system of support and embedded cross-team/department collaboration.

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 expected outputs of this work are a suite of tools and resources as well as an MLL Consultative Framework including results from the YPS MLL Equity Audit findings, professional learning reports, and key tasks and systemic drivers aligned to YPS' vision and goals.

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

Quantitative and qualitative measures: (1) Professional learning response (synchronous and asynchronous) and coaching log and statistics (i.e., asynchronous logins, intervention groups, intervention fidelity, goal progress); (2) Implementation Survey (i.e., relevance, usability, quality); and (3) Create Capacity will administer an annual end of school year Program Evaluation Survey to assess participant experience, learning, and organizational change. The survey captures data on the experiences, attitudes, and behaviors of participating educators, coaches, site administrators, and leaders. The survey is designed to measure important factors around program quality and practice, and includes items that have a demonstrated relationship with student achievement.

7. INDIVIDUALS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.

Vendor Name: Create Capacity. LLC

Vendor Address: 15 Keene St. Saranac Lake, NY 12983

Vendor Phone No.: 718 504 2223

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

Vendor Contact Name: Melissa A. Lambert, M Ed

Vendor Contact Email: Melambert@createcapacity.org

Tax ID No.: 87-2023292

School District Administrator Name: Lissette Colon-Collins

School District Administrator Title: Assistant Superintendent
School District Administrator Phone No.: 914-376-8230
School District Administrator 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?**

Title I

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.**

No

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.**

Performance Based Guidelines
Reviewed and approved by:



(Signature of School District administrator/employee)

Lissette Colon-Collins

(Printed Name)