

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)

The College of Westchester (the College) and the Yonkers Public School District (the District) will work together to develop curriculum and provide Concurrent Enrollment for Academic Dual Credit University/College courses for high school students attending Gorton High School who are designated as members of **Smart Scholars Cohort 2**. Dual-Enrollment courses offered within the high school and taught by high school faculty approved by the College for which students will earn college credits.

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 College of Westchester will award credit for courses for which Course Articulation Agreements have been approved through the Gorton High School program, and whereby such courses shall have been evaluated and approved through the official College curriculum approval process and shall meet or exceed the instructional rigor of a college level course. Dual Enrollment courses will be taught by College-approved faculty employed by the District and delivered on District property following the signing of an Annual Attestation form.

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

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

The target population is for students enrolled in and attending Gorton High School in Yonkers, NY, identified as **Smart Scholars Cohort 2**, who are underserved and highly motivated but have not necessarily received the academic preparation needed for a smooth transition into post-secondary education and who are enrolled in Gorton High School.

4. **WHO WILL PROVIDE SERVICES?**

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

The District will provide competent and credible college-approved faculty who are currently employed by the District for the delivery of approved Dual Enrollment high school courses as covered by the agreement. Upon documentation by the District of students' successful completion of the above-referenced courses, the College will award college-level credit and generate an Official Transcript documenting such for each student. The College will provide space and instructional faculty for the on-campus Jump Start and Summer Exploration courses and CW staff and faculty to plan and facilitate the professional development sessions.

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.**

Not applicable, No volunteers or subcontractors will be utilized in providing services under this contract.

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?)

A roster of the student's names, courses, and final grades will be provided to the designated representative of Gorton High School as well as any additional interim or final progress reporting requirements. At the conclusion of the program, The College of Westchester will issue official college transcripts to each enrolled student. As is practice at CW, final grades in the form of an official transcript will be mailed to the student's home. In addition, The College of Westchester recognizes the need to adhere to the Family Educational Rights and Privacy Act (FERPA). In recognition of the federal regulations, governing protection of student information, all communication (whether verbal or written) will be between the College's designated representative and the designated representative for Gorton High School.

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

CW has a comprehensive outcomes assessment process that evaluates effectiveness of course content, teaching methodologies, and student learning. These efforts are overseen by the Vice President of Academic Affairs, who will ensure that only qualified and appropriately credentialed faculty are provided and that the curricula meet the standards of CW as registered with the New York State Education Department.

External evaluators are not required for Smart Scholars Program. The district maintains close collaborations with NYSED to provide mid-year and end-year reports for comprehensive program monitoring.

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

For the District:

Dr. Frank Hernandez
Assistant Superintendent
914.376.8000
fhernandez2@yonkerspublicschools.org

For the College:

Dr. Erica Schacht
Associate Vice President of Academic Affairs
The College of Westchester
325 Central Avenue
White Plains NY 10606

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 Smart Scholars Grant. These funds are used to provide an opportunity for high school students to have college experience. Institutions of higher education (IHEs) partner with public school districts to create early college high schools that provide students with the opportunity and preparation to accelerate the completion of their high school studies while earning college credit.

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.**

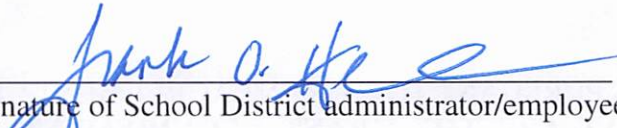
Yes. For the registration of students into the College's Student Information System for the purpose of providing official College Transcripts for credits earned, the College will need the following information on each student registered at Gorton High School in a linked Dual Enrollment Course:

- Student Name
- Student Date of Birth
- Student Ethnicity
- Student Home Address
- Student Home Telephone Number

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.**

The information above will be used to establish the student record in the College's Student Information System for the purpose of providing the students with official College Transcripts reflecting credits earned under the Smart Scholars grant program.

Performance Based Guidelines
Reviewed and approved by:


(Signature of School District administrator/employee)

Dr. Frank O. Hernandez
(Printed Name)

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The College of Westchester (the College) and the Yonkers Public School District (the District) will work together to develop curriculum and provide Concurrent Enrollment for Academic Dual Credit University/College courses for high school students attending Roosevelt High School Early College Studies who are designated as members of **Smart Scholars Cohort 3**. Dual-Enrollment courses offered within the high school and taught by high school faculty approved by the College for which students will earn college credits.

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 College of Westchester will award credit for courses for which Course Articulation Agreements have been approved through the Roosevelt High School Early College Studies (ECS) program, and whereby such courses shall have been evaluated and approved through the official College curriculum approval process and shall meet or exceed the instructional rigor of a college level course. Dual Enrollment courses will be taught by College-approved faculty employed by the District and delivered on District property following the signing of an Annual Attestation form.

In order to ensure that the courses delivered within the RHS-ECS curriculum and taught by RHS-ECS faculty are properly aligned with the equivalent CW courses in terms of learning outcomes and required competencies, and that College courses offered at CW's campus to RHS-ECS students advance their knowledge toward their chosen career goals, a team of CW faculty and curriculum designers will plan and facilitate a professional development workshop for RHS-ECS faculty.

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

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The target population is for students enrolled in and attending Roosevelt High School Early College Studies in Yonkers, NY, identified as **Smart Scholars Cohort 3**, who are underserved and highly motivated but have not necessarily received the academic preparation needed for a smooth transition into post-secondary education and who are enrolled in the Roosevelt High School Early College Studies Program.

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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?**

Smart Scholars Cohort 3 @ \$9,000.00

These services are pursuant to the Smart Scholars Grant. These funds are used to provide an opportunity for high school students to have college experience. Institutions of higher education (IHEs) partner with public school districts to create early college high schools that provide students with the opportunity and preparation to accelerate the completion of their high school studies while earning college credit.

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Yes. For the registration of students into the College's Student Information System for the purpose of providing official College Transcripts for credits earned, the College will need the following information on each student registered at RHS-ECS in a linked Dual Enrollment Course:

- Student Name
- Student Date of Birth
- Student Ethnicity
- Student Home Address
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Dr Frank O Hernández
(Printed Name)

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The target population is for students enrolled in and attending Roosevelt High School Early College Studies in Yonkers, NY, identified as **Smart Scholars Cohort 4**, who are underserved and highly motivated but have not necessarily received the academic preparation needed for a smooth transition into post-secondary education and who are enrolled in the Roosevelt High School Early College Studies Program.

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