

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 (YPS) in achieving its goals to improve student achievement through Classroom Coaching Cycles for teachers to improve pedagogy aligned with district foci: Accountable Talk, Critical Thinking, and Checking for Understanding.

Empowering Creative Minds LLC will offer two Classroom Coaching Cycles for each teacher (3 teachers in total) structured as follows:

- Pre-Observation Conversation
- Classroom Observation
- Debriefing Conversation

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 \$3,150. The deliverables include the following:

- Deliverable 1 – Classroom Coaching Cycles (CCC)
 - **21 hours totaling \$3,150**

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. Teachers, administrators, as well as students enrolled in the Barack Obama School for Social Justice 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. In addition to 15 years of experience in teaching World Languages and 2 years teaching at the university level in business and teacher preparation programs, Dr. D'Ugo held a variety of leadership roles and responsibilities at Roosevelt High School – Early College Studies before her retirement including:

- Created a Community Outreach Program for parents and families consisting of monthly informational sessions conducted at different times of the day (based on parental feedback)
- Established Student Ambassador Program to market the school's programs
- Smart Scholars Program Coordinator
- Facilitator of district-wide World Language professional learning sessions for four years
- Co-coordinated the roll-out of the *Keeping Learning On Track* © (KLT) multi-year formative assessment curriculum to staff after school and during grade-level team meetings
- Co-facilitated monthly KLT Teacher Learning Community meetings
- Member of the district's Seal of Biliteracy Committee
- Member of Data Team, Shared Decision-Making Committee, and Professional Development Team
- 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
- Editorial Board Member, *The New York State Association of Foreign Language Teachers Language Journal*
- Facilitator at two American Association of Teachers of Spanish and Portuguese (AATSP) National Conferences
- 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, 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?)

Dr. D'Ugo will provide weekly updates to Executive Director Elaine Shine (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 contractor's performance)

Empowering Creative Minds LLC will evaluate the services provided on an ongoing basis with teachers, administrators, and district personnel throughout the contractual period using feedback

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 COLÓN-COLLINS

(Printed Name)

from discussions and/or surveys. Empowering Creative Minds LLC will also assess the coaching sessions on their framework and content. District foci and the Culturally Responsive-Sustaining Education (CR-SE) Framework will be used to develop and assess the Classroom Coaching Cycle content.

The School Improvement Department will select the appropriate tools to obtain feedback from students, teachers, and administrators regarding the services provided as well as data regarding student outcomes.

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. Elaine Shine
Executive Director
School Improvement
Yonkers Public Schools
914.376.8183
eshine@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, this work is pursuant to the 1003a grant. These services aim to support the districts goals to improve student achievement through Classroom Coaching Cycles for teachers to improve pedagogy aligned with district foci: Accountable Talk, Critical Thinking, and Checking for Understanding.

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