

PERFORMANCE BASED CONTRACT GUIDELINES

1. WHAT IS THE PURPOSE AND SCOPE OF THE SERVICE?

The scope of the work is to facilitate the leadership program coursework set for by Yonkers Public Schools in conjunction with Bank Street Graduate School of Education.

2. AMOUNT OF SERVICE

(Set forth all 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 quantity/amount of time and scope of work devoted to the program will be six (6) hours per week. Services will be provided in class for the course and outside of class with preparation for the course.

3. WHO IS SERVED?

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

The services will provided directly to candidates, co-facilitators, and administrators who are part of the leadership program.

4. WHO WILL PROVIDE SERVICES?

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

Crystal Bonds, as the facilitator and consultant will provide the services to participants.

Dr. Bonds holds a doctoral degree in educational leadership and currently serves as a principal. Dr. Bonds has also served as a Master Principal, mentor, and is a published author. Dr. Bonds is a certified School Administrator and Supervisor (SAS), School Business Administrator (SBA) and School District Administrator (SDA).

4a. WILL THE CONTRACTOR BE UTILIZING ANY VOLUNTEERS, OR BE HIRING/UTILIZING ANY SUBCONTRACTORS IN FURTHERANCE OF THIS AGREEMENT? IF SO, PLEASE LIST ALL OF THEIR NAMES AND CONTACT INFORMATION.

(If the Contractor will be using any subcontractors, volunteers, and/or other agents other than the individuals identified in question #4 above or #7 below, they need to be disclosed here)

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?)

Goals will be set at the beginning of the contract with benchmark check-ins to ensure that the scope of work and expectations are being met.

The contractor will participate in design calls with the district personnel, co-facilitators, and other program contractors as needed.

6. HOW WILL THE QUALITY BE JUDGED?

(Set forth the method which will be used to evaluate contractor’s performance)

The quality will be judged by the execution of program deliverables in the specified time. Quality will also be judged by the contractors participation in course design, receptivity towards feedback from partners and/or candidates, and the quality of feedback provided on candidates written and presentation materials.

7. PERSONS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.

(There must be a single Board administrative employee identified as the person responsible. This person will also be responsible for signing off on contract payments)

For Yonkers Public Schools

Dr. Christopher Macaluso
Assistant Superintendent

Making it Crystal Clear, Inc.
150-34 119th Road
Jamaica. NY 11434

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 Every Student Succeeds Act Title IIA.

The objectives associated with the Title IIA grant are:

- Increasing student achievement consistent with NYS academic standards;
- Improving the quality and effectiveness of teachers, principals, and other school leaders;
- Increasing the number of teachers, principals and other school leaders who are effective in improving student academic achievement in schools; and
- Providing low-income and minority students greater access to effective teachers, principals, and other school leaders.

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.

There will not be any student level data involved

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.

No student level data involved