

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 Peer Mediation Program is designed to provide dispute resolution support for school communities. This support will be offered in 2 ways:

- Placement of full-time peer mediation coordinators
- Training and implementation of a student mediator program

Full-time peer mediation coordinators will be hired by CLUSTER and placed in middle and or high schools determined by the district. The coordinators will be responsible for providing direct dispute resolution support for students experiencing conflict and in other matters deemed appropriate by building administrators.

The Peer Mediation Coordinators will work with building administrators, guidance counselors and teachers to establish a student-based mediation program. This will include identifying students who will participate in the 15-hour peer mediation training and serve as mediators for cases assigned by the Peer Mediation Coordinator. Students will also join the Mediation Club, which will meet at least once per month (after-school) to further build club cohesion and sharpen their mediation skills.

Mediation, Restorative Justice and/or Dispute Resolution trainings will be provided to members of each school community by CLUSTER trainers.

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")

Peer mediation coordinators, hired by CLUSTER, will be placed in middle and/or high schools, determined by the district, in a full-time capacity through September 30th, 2023. Trainings, as determined by each school, will be delivered by September 30th, 2023. The monetary value of the proposed service(s) equal and will not exceed \$145,000.00.

3. WHO IN THE SCHOOL DISTRICT IS SERVED?

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

While peer mediation programs are intended to provide dispute resolution support for students, all members of the larger community can and will benefit from its implementation. Student-teacher conflicts can be mediated through this program, helping to reduce tension, repair relationships and strengthen community. Peer mediation coordinators will also be available to facilitate parent/guardian conferences and re-entry conferences for students returning after suspension. Trainings will be determined by each school but will serve both students and school staff such as: teachers, support staff and administrators.

4. WHO WILL PROVIDE SERVICES?

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

Staff members, hired and trained by CLUSTER's Mediation department will be assigned to designated schools to carry out the peer mediation programs as outlined. Trainers from CLUSTER, will deliver all assigned trainings as determined by each school. The Restorative Justice Supervisor and Director of the Mediation program will provide program oversight and serve as the point of contact between the agency (CLUSTER) and the Yonkers Public School District.

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.

The program will not be utilizing sub-contractors for full time program positions but may hire rostered trainers who serve as professional temporary staff for training events. When appropriate, CLUSTER may consider bringing in guest speakers to support programming. CLUSTER will seek permission from both the school and district administration, and ensure appropriate vetting takes place prior to introducing potential guest speakers.

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?)

Monthly reporting of program numbers will be shared with school and district administrators. The data collected will include but is not limited to the number of referrals made, number of mediations held, number of agreements reached, number of no- agreements reached, number of students served, number of student mediators used, and the number of club members who attended meetings. Reporting will also be provided for the number of trainings conducted and will include information on all training attendees.

When students are chosen to participate in training, parent permission slips will be given to keep parents aware of the commitments their young people are making.

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

If implemented correctly, the school will see a decrease in the number of incidents requiring further disciplinary actions.

An indirect benefit of participation is improved behavior and decision making by program participants. To remain a program participant, students will be expected to carry themselves as positive peer leaders and strive hard to make responsible decision. We anticipate that program participants will have fewer to no disciplinary issues.

7. INDIVIDUALS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.

Vendor Name: CLUSTER Community Services
Vendor Address: 28 Wells Avenue, 4th Floor, Yonkers NY 10701
Vendor Phone No.: (914) 963-6500
Vendor Business Status: (corporation, non-profit, individual, unincorporated)
Vendor Contact Name: Dispute Resolution/Restorative Justice Program
Vendor Contact Email: tgaynor@clusterinc.org
Tax ID No.: 137194432

School District Administrator Name: Elaine Shine
School District Administrator Title: Executive Director
School District Administrator Phone No.: 914-376-8183
School District Administrator Email: 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?

The services are aligned to the goals of the ESSR grant to support student SEL needs.

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.

N/A

Performance Based Guidelines
Reviewed and approved by:

E. Skene 3-30-23
(Signature of School District administrator/employee)

(Printed Name)