

ATTACHMENT A

SCOPE OF SERVICES AND FEE SCHEDULE

Fees, Expenses and Payment

Not to exceed \$29,000. Under this agreement, the city will pay for the Consultant Organization's services in providing Artists' Honoraria @ \$21,600; Supplies & Materials @ \$2,400; Field Trips/Family Performances @ \$3,000; and Culminating Events @ \$2,000.

Consultant Organization shall submit a monthly invoice of billable expenses to the Director of Arts Education, Phoenix Office of Arts and Culture. The City agrees to pay the indicated fee within 30 working days of receipt of Consultant Organization's invoice. Invoices shall be submitted by the tenth day of each month. In no event will Consultant Organization be paid for more than 90% of the maximum compensation payable hereunder until all work has been completed and accepted by the City.

The City will provide parking for work conducted at Phoenix City Hall.

City Responsibilities

The City shall furnish the Consultant Organization, at no cost to the Consultant Organization, the following information or services for this project:

One copy of the Consultant Organization Services Agreement

The Office of Arts and Culture Director of Arts Education will administer the contract and shall monitor compliance with all terms and conditions stated herein. All requests for information or decisions by the city on any aspect of the work shall be directed to the Office of Arts and Culture Director of Arts Education.

Scope of Services

Establish a Community Learning Center at one Phoenix Elementary School District site during the 2007-2008 school year. Consultant Organization services will consist of overall program management to include:

Administrative Duties:

1. To manage the administrative duties for the successful implementation of the 21st CCLC grant, including, but not limited to, the following:
 - a. with the project manager, site principal, site coordinator, P.E.E.R. lead at the site and district P.E.E.R. supervisor, the program manager will design after school programs that

- i. target students falling below grade level in reading, writing and/or math,
 - ii. are open to all children regardless of academic achievement if space allows, and
 - iii. incorporate the school's goals for improving academic progress for children at any grade level;
- b. hire, train, observe and evaluate (three) teaching artists to provide instruction at one site for the school year; **(eliminate parentheses around "for the school year")**
 - i. three (3) full time equivalent (FTE) teaching artists will be funded for a total of 9 hours of instruction per week for 15 weeks, plus 3 hours per week of on-site preparation for 15 weeks during Fall semester.
 - ii. The same funding for teaching artists will be available for Spring semester.
 - iii. Teaching artists will be assigned to either the core program or the PEER program depending on where the number of students requires more staffing. If the numbers change during the semester, so will the placement of teaching artists.
 - iv. Program manager must evaluate all teaching artists and interns at least once each semester;
- c. **(add the "c")** Supervision includes management of payroll, lesson planning, inclusion of academic standards, supply purchases, and coordination of field trips and culminating events;
- d. distribute the Phoenix Elementary School District's Volunteer Application and collect completed applications from all teaching artists hired by the arts organization. Submit the original form to PESD Human Resources and a copy to the project manager;
- e. supervise teaching artists during instruction and provide feedback to them on appropriate instructional strategies including:
 - 1. creating child centered instruction
 - 2. reinforcing reading, writing and math concepts
 - 3. using effective techniques for teaching students who are enrolled in the English Language Learner program
 - 4. Using appropriate methods of both formative and summative assessments
 - 5. Teaching at least two social skills as described in the book, "Teaching Social Skills to Youth," (Dowd and Tierney, 2005;
 - 6. promoting student interest and retention
 - 7. evaluating the products of student learning using appropriate methods;

- f. be at the school site a minimum of two days a week to monitor attendance of students enrolled in the core program and P.E.E.R. The standardized attendance form must be used;
 - g. send attendance monthly via e-mail to the project manager.
 2. To participate in orientation sessions, mid-term and final evaluation sessions.
 3. To provide required information for weekly, monthly and year-end report including attendance rosters on standardized forms
 - a. program manager will meet with the site coordinator in order to receive weekly documentation on attendance for both tutorial classes and the arts classes;
 - b. in cooperation with the site coordinator, ensure the completion of the SASI information by the end of each semester;
 - c. program manager will work with the site coordinator to collect all 30 day students' grades.
 4. To provide age appropriate and attractive recruiting materials or assemblies with the goal of exciting students and their parents about enrolling in the after school program.
 5. To liaise with the site coordinator at the participating school for the purpose of improving student retention. Be willing to implement ideas that are determined to be effective in meeting this goal. These ideas include:
 6. To develop with teaching artists a curriculum that engages students in active participation and is structured in such a way that new students may enter the program throughout the semester in order to maintain a minimum of 15:1 student to teacher ratio. To attain this goal:
 - a. Course content will be divided into 5 week sessions with 10 teaching days each session to allow students to enter and exit the program at specified times. Other school programs will be encouraged to begin and end on the same dates to minimize program hopping. Assuming the standard Tuesday/Thursday schedule, the five week session dates are:

August 21st - September 25th (10 teaching days)
 September 27th – November 13th (10 teaching days)
 November 15th – December 20th (10 teaching days)
 January 15th – February 19th (10 teaching days)
 February 21st – March 25th (10 teaching days)
 March 27th – May 15th (10 teaching days. No teaching during AIMS week)
 Combined Celebration should take place on May 13th. May 15th is for reflection, completion of student surveys and closure.
 - b. Each teaching artist will meet with a separate group of students rather than teaching one combined large group. An exception to this could be the first 5 week session where entry level information may more

efficiently be taught to all students in a single group before they progress to more advanced content.

c. If new students want to enter the program during the second through the sixth 5 week sessions, entry level content will be repeated by one teaching artist, while the other teaching artist instructs students who already attended an entry-level 5 week session.

7. To collaborate with the Homework Link or other tutorial teachers, grade-level teachers, P.E.E.R. lead teachers, P.E.E.R. tutors and teaching artists to create lesson plans that meet the goals of the 21st CCLC grant and integrate the Arizona Standards for reading, writing and math. Program managers will ensure the teaching artists they supervise reinforce reading, writing and math concepts that are part of that month's classroom objectives.
 8. To determine with site coordinators and/or grade level teachers how to ensure increased communication between school day teachers and after school staff concerning needs of students.
 9. In conjunction with the site coordinator or principal, to plan and implement activities for open houses, parent academies and/or literacy nights to
 - a. inform and educate adults about the 21st Century Community Learning Center project, or
 - b. to demonstrate the program implemented by the arts organization at that site, and/or
 - c. to conduct an arts activity in which the adults can actively participate
- In the case of schools that do not plan times as listed above when adults are present on campus, the program manager will coordinate with the principal or site coordinator at least one time during the semester that such activities for adults can take place.
10. To plan and implement field trip/family performances during each session.
 11. To meet monthly with the grant administrative team to ensure every arts organization and site is complying with the goals of the grant.
 12. Program managers must conduct peer observation of at least one other partnering arts organization - preferably at their previous site. Program manager will assist outside evaluator in the creation of a tool for peer observations.
 13. Program manager will produce a written report to present at the monthly admin team/program managers meeting (model will be provided).

Financial Management:

1. To provide accounting services to maintain the allocation of grant funds to your organization.

2. To furnish invoices to the Phoenix Office of Arts and Culture on a monthly basis following the standardized format as required by the City of Phoenix accounting procedures.
3. To arrange for payment of all teaching artists who are supervised by your organization as described in item 1 of Administrative Duties.
4. To expend all funds in every budget category to meet the goals and objectives of the grant.
5. To follow the guidelines and procedures for procurement of goods and services as required by the City of Phoenix or provisions of the Arizona Department of Education, submitting invoices for payment from grant funds according to the budget items enumerated elsewhere in this attachment.

Consultant Organization will provide after school sessions that will provide high quality arts experiences integrated with the Arizona Academic Standards for reading, writing, math and the arts. The activities must provide a motivating and enriching experience for children. It is expected that 90% of the students regularly attending the arts component will meet the arts standards outlined for each arts curriculum. It is also expected that at least 75 students will be regular attendees as defined by the Arizona Department of Education and must be in attendance for a minimum of 30 days throughout the school year.