

Vendor Payment Information

Vendor ID	PO Number	Voucher Number	Invoice Date	Invoice Number	Check Date	Check Number	Payment Description	Invoice Amount	Status	Paid To Date
NYC LEADERSHIP ACADEMY										
V0005631	SC042705		05/21/2018	FWCS050218	05/21/2018	00484518	NYCLA LEADERSHIP: SUPPORTING T	47,200.00	PD	
V0005631	SC042703		04/09/2018	FWCS031918	04/09/2018	00483715	NYC LEADERSHIP ACADEMY, NYCLA	21,500.00	PD	
V0005631	SC042705		03/26/2018	FWCS030918	03/26/2018	00483448	NYCLA LEADERSHIP: SUPPORTING T	47,200.00	PD	
V0005631	SC042705		12/25/2017	FWCS120517	12/25/2017	00481925	NYCLA LEADERSHIP: SUPPORTING T	46,000.00	PD	
V0005631	SC042703		12/11/2017	FWCS110817	12/11/2017	00481581	NYC LEADERSHIP ACADEMY, NYCLA	21,500.00	PD	
V0005631	SC042705		11/13/2017	FWCS101717	11/13/2017	00480917	NYCLA LEADERSHIP: SUPPORTING T	46,000.00	PD	
V0005631	SC040096		06/26/2017	FWCS060517	06/26/2017	00478359	NYCLA WILL PROVIDE THE FOLLOWI	27,500.00	PD	
V0005631	SC039348		04/24/2017	FWCS032717	04/24/2017	00477035	NYCLA MENTOR TRAINING FOR MENT	20,000.00	PD	
V0005631	SC040096		03/24/2017	FWCS 032417	04/10/2017	00476738	NYCLA WILL PROVIDE THE FOLLOWI	75,000.00	PD	
V0005631	SC040096		03/13/2017	FWCS021517	03/13/2017	00476153	NYCLA WILL PROVIDE THE FOLLOWI	75,000.00	PD	
V0005631	SC039348		02/27/2017	FWCS010417	02/27/2017	00475833	NYCLA MENTOR TRAINING FOR MENT	20,000.00	PD	
V0005631	SC039348		11/28/2016	FWCS101216	11/28/2016	00473815	NYCLA MENTOR TRAINING FOR MENT	20,000.00	PD	
V0005631	SC037919		11/28/2016	FWCS110116	11/28/2016	00473815	YEAR 1: APRIL 2016-SEPTEMBER 2	67,685.00	PD	
V0005631	SC037919		10/10/2016	FWCS072616	10/10/2016	00472707	YEAR 1: APRIL 2016-SEPTEMBER 2	50,000.00	PD	
V0005631	SC036852		05/23/2016	MARCH 2016	05/23/2016	00468847	ONSITE TRAINING:	18,000.00	PD	
V0005631	SC035721		03/14/2016	FWCS020816	03/14/2016	00467056	ONSITE TRAINING:	12,500.00	PD	
V0005631	SC035721		12/14/2015	FWCS111815	12/14/2015	00464997	ONSITE TRAINING:	12,500.00	PD	
V0005631	SC031945		10/26/2015	FWCS101315	10/26/2015	00462874	AGREEMENT FOR THE PROVISION OF	4,780.00	PD	
V0005631			08/24/2015	RDI080415	08/24/2015	00461434	NYC LA MULTI DISTRICT RESIDENC	1,200.00	PD	
V0005631			08/24/2015	RDI080415	08/24/2015	00461434	NYC LA MULTI DISTRICT RESIDENC	1,200.00	PD	
V0005631	SC031945		05/25/2015	FWCS442015	05/25/2015	00459647	AGREEMENT FOR THE PROVISION OF	31,000.00	PD	
V0005631	SC029784		02/09/2015	FWCS011415	02/09/2015	00457108	FOR THE SERVICES OF NYC LEADER	10,000.00	PD	
V0005631	SC029783		07/28/2014	FWCS070114	07/28/2014	00452252	FOR THE SERVICES OF NYC LEADER	16,000.00	PD	
								691,765.00		691,765.00

PURCHASE ORDER STATUS INQUIRY

As of 2/24/2025

PURCHASE ORDER INFORMATION

PO Number: SC029783 Vendor: V0005631 NYC LEADERSHIP ACADEMY
 PR Number: R0029783 Addr Cd: P0 4518 COURT SQUARE
 SUITE 300
 LONG ISLAND CITY, NY 11101-4347

Fully Paid

Remaining Balance: 0.00

Confirm: Requested by: Carolyn J. Holsworth Req. Dt: 04/22/2014
 Account: Approved by: Patty Coffelt Apr Dt: 04/28/2014
 Bid: Printed by: ROSEAL01 Print Dt: 04/29/2014
 Contract: PO Type: C
 Ship To: L0505 L0
 Bill To: End Use: NYC LEADERSHIP

Blanket Number:
 Blanket Amount:

Buyer: BUYER3

Req. Codes:

				C9

ITEMS

Item	Qty Ordered	Qty Received	UN	Unit Price	Key	Object	Extended	Catalog Ship To	Whse	Print Chg
0001	1.00	1	LOT	16,000.00	9T2213PDK	231235	16,000.00			

Product ID : FOR THE SERVICES OF NYC LEADERSHIP
 ACADEMY TO PROVIDE TRAINING FOR
 FWCS PRINCIPALS WHO SUPERVISE
 PRINCIPAL INTERNS.
 TIMELINE FOR THIS AGREEMENT IS:
 APRIL-AUGUST 2014
 PAYMENT UPON RECEIPT OF INVOICE.

ENCUMBRANCES

Item#	Key	Object	Reference#	Post Date	EN Amount	PD Amount	Balance	T	Pay
Balance:									

OPEN HOLD ACTIVITY

	Item #	Key	Object	Check #	Check Date	Amount	Invoice #	Invoice Date
Paid	0001	9T2213PDK	231235	00452252	07/28/2014	16,000.00	FWCS070114	07/28/2014
TOTAL AMOUNT CHECK A2 00452252:						16,000.00		
TOTAL PAYMENTS FOR PO SC029783:						16,000.00		

WORK FLOW HISTORY

Approver	Action	Assigned	Responded	Delegatee	WF Step
----------	--------	----------	-----------	-----------	---------



Contract Code: FWCS002a

This Agreement for the provision of school leadership advisory services is entered into as of April 15, 2014, 2014 by and between the NYC LEADERSHIP ACADEMY, INC. ("NYCLA"), and FORT WAYNE COMMUNITY SCHOOLS (hereinafter "FWCS"). It is mutually agreed that:

1. Scope of Work

NYCLA will provide the following to FWCS, unless modified by the mutual written agreement of the parties:

The NYC Leadership Academy (NYCLA) is pleased to have the opportunity to help strengthen the district's aspiring principal residency program by providing training for the principals who supervise the principal interns and technical assistance around implementing a new mentor selection process.

Engagement Timeline: April – August 2014

1. Technical Assistance: Mentor Selection Process/Materials and Pre-Design Work

We can assist FWCS with implementation of a new mentor (supervising principal) application and selection process. Drawing on our experience in recruiting and selecting mentor principals for our own Aspiring Principal Program in New York City, as well as our work in helping districts and organizations around the United States in strengthening their principal preparation work, we can assist by providing samples of our mentor competencies, sharing insight into our selection process, and helping you prepare recruiting materials and applications.

In collaborating with you on this work, we will also have the opportunity to learn more about the FWCS program, discuss others areas in which program staff might benefit from assistance, and determine what other technical assistance we can provide.

The deliverables:

1.1 Up to 2 days of technical assistance around mentor principal selection and other residency-related work as mutually determined. Delivered remotely between April and August, 2014.

2. Mentor Principal Training I

To help FWCS strengthen the learning experience of principal interns throughout their year-long residency, we will provide the first of a two-part series of workshops for the mentor principals selected to supervise interns at the start of the 2014-2015 school year. This Mentor Training I will be conducted over the course of 1.5 days, with the first full day being for the mentor principals only, and the following half day bringing together the mentors and their mentees to engage in shared learning.

In Mentor Training I, mentor principals will focus on identifying the conditions for a strong mentoring relationship, assessing mentee's areas for growth, creating standards-based learning opportunities aligned to mentee's areas for growth and monitor progress, and acknowledging and embracing the risks and challenges that are components of effective mentoring.

While our Mentor Training workshops have been developed and tested in New York City and across the United States, we would work with FWCS staff to ensure that the training reflects the leadership standards FWCS is using to develop and evaluate its aspiring principals.

The deliverables:

2.1 Mentor Training I: 1.5-day session facilitated by NYCLA staff for up to 8 mentor principals/central office staff (plus 6 principal interns on the second morning). Dates: August 2014, specific dates to set by May 1, 2014. Location: Fort Wayne, IN.

2. **Term**

Timeline: April- August 2014, as detailed above, unless modified by the mutual written agreement of the parties.

3. **Methods**

NYCLA shall determine the methods, details and means of providing the above-referenced services in consultation with FWCS and provide the necessary personnel and resources to perform all phases of the work.

FWCS agrees to provide the NYCLA with all necessary information and materials in its possession regarding its leadership priorities, prior leadership training[s] and assessment of leadership skills and areas in need of development and to provide participant contact information to facilitate the timely completion of participant surveys.

4. **Coordination:**

NYCLA designates Pam Ferner, EVP, 45-18 Court Square, Room 302, Long Island City, NY 11101; (646) 666-8185; pferner@nycleadershipacademy.org, as its representative and point of contact and notification for all purposes.

FWCS designates Ramona Coleman, Coordinator of Professional Learning, 1200 South Barr Street, Fort Wayne, IN 46802; (260) 467-2118, ramona.coleman@fwcs.k12.in.us, as its representative and point of contact for all purposes.

5. **Payment:**

a. **Fees**

NYCLA's professional fees for the Project will be \$16,000.00. This includes cost of staff time, license to use all materials, and travel costs for NYCLA staff. Fort Wayne Community Schools is responsible for providing training and meeting facilities for participants.

Technical Assistance	\$ 6,000.00
Mentor Training I	\$ 10,000.00
TOTAL	\$ 16,000.00

NYCLA will invoice FWCS as per payment schedule:

May 31, 2014	\$ 6,000.00
August 31, 2014	\$ 10,000.00
TOTAL	\$ 16,000.00

Payment will be due 30 days from receipt of invoice. Please remit to NYC Leadership Academy, Attention: Finance Department, 45-18 Court Square, Room 247, Long Island City, NY 11101.

b. Expenses

FWCS is responsible for providing training space and related equipment and supplies for work delivered in Fort Wayne, including furniture, flip charts, markers, easels and AV equipment for the workshop.

6. Consultation

In the event that the scope of work or timeline set forth in this agreement changes due to scheduling adjustments or other circumstances that are not due to any failure, or under the reasonable control of NYCLA, NYCLA will immediately notify FWCS in writing regarding such change and the potential impact that change may have upon the schedule and work specifications set forth above. Moreover, NYCLA and FWCS shall evaluate alternative resolutions in a timely manner thereafter, and agree upon a course of action that best achieves the Project's overall goals, scope of work and deliverables.

7. Termination

This Agreement may be terminated by written notice by either Party with 30 days notice. If either party believes that the other has materially breached this Agreement (including, for example, failure to render satisfactorily to FWCS the services for which FWCS is contracting with NYCLA), a written notice will be sent describing the breach and providing the breaching party with 10 days, after receipt of notice, to cure. If the breach is not cured, this Agreement will be terminated without any further obligation owed to the breaching party. In the unlikely event this Agreement is terminated, the NYCLA shall receive payment for all work conducted and products delivered hereunder through the date of termination. Any such payments shall be made within 10 business days after the date FWCS receives an invoice for such payment from NYCLA.

8. Independent Contractor

NYCLA shall engage in performance of this contract as an independent contractor. No NYCLA employee shall be deemed an employee, agent or representative of the FWCS and nothing contained herein shall be construed to imply or create a relationship as partners, joint ventures or of an agency between the parties hereto. NYCLA shall be responsible for payment of all income, social security, or other taxes, or payments to third parties

arising by reason of its services under this contract and shall indemnify FWCS and hold it harmless against all claims relating to such obligations.

9. Intellectual Property

Copyright and Intellectual Property Rights in materials created or fixed in any tangible medium of expression by NYCLA in the performance of this Agreement shall rest in NYCLA. Fort Wayne Community Schools agrees not to license, assign or otherwise transfer any of the materials created by NYCLA pursuant to this Agreement to, or permit the use of such materials by, any third person or entity.

10. Confidentiality

In the course of providing school leadership advisory services to FWCS, NYCLA and its employees may be given access to certain documents and other materials, including confidential information not otherwise available to the general public which FWCS possesses. NYCLA agrees not to disclose such confidential information to anyone outside of NYCLA, unless disclosure to its own consultants and/or subcontractors, if any, is necessary to perform its consulting duties, in which case NYCLA agrees to inform FWCS before disclosing the confidential information and to instruct those persons not to disclose confidential information.

11. Insurance

NYCLA shall secure and maintain throughout the duration of this contract insurance of such types and in such amounts as may be reasonably necessary to protect itself, and the interests of FWCS, against all hazards or risks of loss as herein specified.

12. Arbitration

If a dispute arises out of this Agreement, the dispute will be finally settled by arbitration at the New York City offices of the American Arbitration Association ("AAA") pursuant to the Commercial Dispute Resolution Rules of the AAA, except that a single arbitrator (rather than a panel of three arbitrators) will be mutually selected by the parties from a list of potential arbitrators proposed by the AAA.

13. Choice of Law & Jurisdiction

This Agreement will be governed by New York contract law, and by United States law applicable to any federal issues, including those arising under United States copyright law. If any part of this Agreement is found to be unenforceable, the rest will remain in full force and effect. Jurisdiction and venue shall be in New York County, New York.

14. Entire Agreement

This Agreement sets forth the entire agreement between the parties with respect to the subject matter hereof, and may not be modified or amended except by written agreement executed by the Parties hereto.

15. No Waiver

If in one or more instances either party fails to insist that the other party perform any of the terms of this agreement, such failure shall not be construed as a waiver by such party of any past, present, or future right granted under this agreement; the obligations of both parties under this agreement shall continue in full force and effect.

16. Survival

The termination of this agreement shall not affect any of the rights or obligations of either part arising prior to or at the time of the termination of this agreement, or which may arise by any event causing termination of this agreement.

17. Applicability

Neither party shall have the right to assign any rights or obligations under this agreement without the prior written approval of the other party.

18. Severability

If any provision, paragraph, or subparagraph of this agreement is adjusted to be void or unenforceable in whole or in part, this adjudication shall not affect the validity of the remainder of the agreement, including any other provision, paragraph, or subparagraph. Each provision, paragraph, and subparagraph of this agreement is separable from every other provision, paragraph, and subparagraph, and constitutes a separate and distinct covenant.

19. Modification

No alteration or modification to any of the provisions of this agreement shall be valid unless made in writing and signed by both parties.

20. Headings

The headings have been inserted for convenience only and are not to be considered when construing the provision of this agreement.

21. Counterparts

This agreement may be executed in counterpart originals.

NYC Leadership Academy

By

Kathleen G. Nadurak

Print Name

Kgnadurak

Signature

4/21/14
Date

FORT WAYNE COMMUNITY SCHOOLS

By Ramona Coleman

Ramona Coleman

Print Name

Ramona Coleman

Signature

04/22/14
Date

PURCHASE ORDER STATUS INQUIRY

As of 2/24/2025

FWCS002B

PURCHASE ORDER INFORMATION

PO Number: SC029784 Vendor: V0005631 NYC LEADERSHIP ACADEMY
 PR Number: R0029784 Addr Cd: P0 4518 COURT SQUARE
 SUITE 300
 LONG ISLAND CITY, NY 11101-4347

Fully Paid

Remaining Balance: 0.00

Confirm: Requested by: Carolyn J. Holsworth Req. Dt: 04/22/2014
 Account: Approved by: Patty Coffelt Apr Dt: 04/28/2014
 Bid: Printed by: ROSEAL01 Print Dt: 04/29/2014
 Contract: PO Type: C
 Ship To: L0505 L0
 Bill To: End Use: NYC LEADERSHIP

Blanket Number:
 Blanket Amount:

Buyer: BUYER3

Req. Codes:

				C9
--	--	--	--	----

ITEMS

Item	Qty Ordered	Qty Received	UN	Unit Price	Key	Object	Extended	Catalog Ship To	Whse	Print Chg
0001	1.00	1	LOT	10,000.00	9T2213PDL	231235	10,000.00			

Product ID :

FOR THE SERVICES OF NYC LEADERSHIP
 ACADEMY TO PROVIDE TRAINING TO
 FWCS PRINCIPALS WHO SUPERVISE
 PRINCIPAL INTERNS.

TIMELINE IS: SEPTEMBER - DECEMBER 2014

PAYMENT UPON RECEIPT OF INVOICE.

ENCUMBRANCES

Item#	Key	Object	Reference#	Post Date	EN Amount	PD Amount	Balance	T	Pay
-------	-----	--------	------------	-----------	-----------	-----------	---------	---	-----

Balance:

OPEN HOLD ACTIVITY

	Item #	Key	Object	Check #	Check Date	Amount	Invoice #	Invoice Date
Paid	0001	9T2213PDL	231235	00457108	02/09/2015	10,000.00	FWCS011415	02/09/2015
TOTAL AMOUNT CHECK A2 00457108:						10,000.00		
TOTAL PAYMENTS FOR PO SC029784:						10,000.00		

WORK FLOW HISTORY

Approver	Action	Assigned	Responded	Delegatee	WF Step
----------	--------	----------	-----------	-----------	---------



Contract Code: FWCS002b

This Agreement for the provision of school leadership advisory services is entered into as of April 15, 2014 by and between the NYC LEADERSHIP ACADEMY, INC. ("NYCLA"), and FORT WAYNE COMMUNITY SCHOOLS (hereinafter "FWCS"). It is mutually agreed that:

1. Scope of Work

NYCLA will provide the following to FWCS, unless modified by the mutual written agreement of the parties:

The NYC Leadership Academy (NYCLA) is pleased to continue to help strengthen the district's aspiring principal residency program by providing additional training for the principals who supervise the principal interns in follow up to initial training provided under separate contract.

Engagement Timeline: September – December 2014

1. Mentor Principal Training II

To help FWCS strengthen the learning experience of principal interns throughout their year-long residency, we propose providing the second of our two-part series of workshops for the mentor principals selected to supervise interns during the 2014-2015 school year. We suggest scheduling the follow-up Mentor Training II approximately mid-year. We propose conducting the training over the course of 1.5 days, with the first full day being for the mentor principals only, and the following half day bringing together the mentors and their mentees to engage in shared learning.

The deliverable:

Mentor Training II: 1.5-day session facilitated by NYCLA staff for up to 8 mentor principals/central office staff (plus 6 principal interns on the second morning). Dates: December 2014, specific dates to set by September 1, 2014. Location: Fort Wayne, IN.

2. Term

Timeline: September- December 2014, as detailed above, unless modified by the mutual written agreement of the parties.

3. Methods

NYCLA shall determine the methods, details and means of providing the above-referenced services in consultation with FWCS and provide the necessary personnel and resources to perform all phases of the work.

FWCS agrees to provide the NYCLA with all necessary information and materials in its possession regarding its leadership priorities, prior leadership training[s] and assessment of leadership skills and areas in need of development and to provide participant contact information to facilitate the timely completion of participant surveys.

4. Coordination:

NYCLA designates Pam Ferner, EVP, 45-18 Court Square, Room 302, Long Island City, NY 11101; (646) 666-8185; pferner@nycleadershipacademy.org, as its representative and point of contact and notification for all purposes.

FWCS designates Ramona Coleman, Coordinator of Professional Learning, 1200 South Barr Street, Fort Wayne, IN 46802; (260) 467-2118, ramona.coleman@fwcs.k12.in.us, as its representative and point of contact for all purposes.

5. Payment:

a. Fees

NYCLA's professional fees for the Project will be \$10,000. These fees include the cost of NYCLA staff time, license to use all materials, and travel costs for NYCLA staff. Fort Wayne Community Schools is responsible for providing training and meeting facilities for participants.

NYCLA will invoice FWCS on December 31, 2014, in the amount of \$10,000.

Payment will be due 30 days from receipt of invoice. Please remit to NYC Leadership Academy, Attention: Finance Department, 45-18 Court Square, Room 247, Long Island City, NY 11101.

b. Expenses

FWCS is responsible for providing all training space and related equipment and supplies (including furniture, flip charts, markers, easels and AV equipment) for work delivered in Fort Wayne.



6. Consultation

In the event that the scope of work or timeline set forth in this agreement changes due to scheduling adjustments or other circumstances that are not due to any failure, or under the reasonable control of NYCLA, NYCLA will immediately notify FWCS in writing regarding such change and the potential impact that change may have upon the schedule and work specifications set forth above. Moreover, NYCLA and FWCS shall evaluate alternative resolutions in a timely manner thereafter, and agree upon a course of action that best achieves the Project's overall goals, scope of work and deliverables.

7. Termination

This Agreement may be terminated by written notice by either Party with 30 days notice. If either party believes that the other has materially breached this Agreement (including, for example, failure to render satisfactorily to FWCS the services for which FWCS is contracting with NYCLA), a written notice will be sent describing the breach and providing the breaching party with 10 days, after receipt of notice, to cure. If the breach is not cured, this Agreement will be terminated without any further obligation owed to the breaching party. In the unlikely event this Agreement is terminated, the NYCLA shall receive payment for all work conducted and products delivered hereunder through the date of termination. Any such payments shall be made within 10 business days after the date FWCS receives an invoice for such payment from NYCLA.

8. Independent Contractor

NYCLA shall engage in performance of this contract as an independent contractor. No NYCLA employee shall be deemed an employee, agent or representative of the FWCS and nothing contained herein shall be construed to imply or create a relationship as partners, joint ventures or of an agency between the parties hereto. NYCLA shall be responsible for payment of all income, social security, or other taxes, or payments to third parties arising by reason of its services under this contract and shall indemnify FWCS and hold it harmless against all claims relating to such obligations.

9. Intellectual Property

Copyright and Intellectual Property Rights in materials created or fixed in any tangible medium of expression by NYCLA in the performance of this Agreement shall rest in NYCLA. Fort Wayne Community Schools agrees not to license, assign or otherwise transfer any of the materials created by NYCLA pursuant to this Agreement to, or permit the use of such materials by, any third person or entity.

10. Confidentiality

In the course of providing school leadership advisory services to FWCS, NYCLA and its employees may be given access to certain documents and other materials, including confidential information not otherwise available to the general public which FWCS possesses. NYCLA agrees not to disclose such confidential information to anyone outside of NYCLA, unless disclosure to its own consultants and/or subcontractors, if any, is necessary to perform its consulting duties, in which case NYCLA agrees to inform FWCS before disclosing the confidential information and to instruct those persons not to disclose confidential information.

11. Insurance

NYCLA shall secure and maintain throughout the duration of this contract insurance of such types and in such amounts as may be reasonably necessary to protect itself, and the interests of FWCS, against all hazards or risks of loss as herein specified.

12. Arbitration

If a dispute arises out of this Agreement, the dispute will be finally settled by arbitration at the New York City offices of the American Arbitration Association ("AAA") pursuant to the Commercial Dispute Resolution Rules of the AAA, except that a single arbitrator (rather than a panel of three arbitrators) will be mutually selected by the parties from a list of potential arbitrators proposed by the AAA.

13. Choice of Law & Jurisdiction

This Agreement will be governed by New York contract law, and by United States law applicable to any federal issues, including those arising under United States copyright law. If any part of this Agreement is found to be unenforceable, the rest will remain in full force and effect. Jurisdiction and venue shall be in New York County, New York.

14. Entire Agreement

This Agreement sets forth the entire agreement between the parties with respect to the subject matter hereof, and may not be modified or amended except by written agreement executed by the Parties hereto.

15. No Waiver

If in one or more instances either party fails to insist that the other party perform any of the terms of this agreement, such failure shall not be construed as a waiver by such party of any past, present, or future right granted under this agreement; the obligations of both parties under this agreement shall continue in full force and effect.

16. Survival

The termination of this agreement shall not affect any of the rights or obligations of either part arising prior to or at the time of the termination of this agreement, or which may arise by any event causing termination of this agreement.

17. Applicability

Neither party shall have the right to assign any rights or obligations under this agreement without the prior written approval of the other party.

18. Severability

If any provision, paragraph, or subparagraph of this agreement is adjusted to be void or unenforceable in whole or in part, this adjudication shall not affect the validity of the remainder of the agreement, including any other

provision, paragraph, or subparagraph. Each provision, paragraph, and subparagraph of this agreement is separable from every other provision, paragraph, and subparagraph, and constitutes a separate and distinct covenant.

19. Modification

No alteration or modification to any of the provisions of this agreement shall be valid unless made in writing and signed by both parties.

20. Headings

The headings have been inserted for convenience only and are not to be considered when construing the provision of this agreement.

21. Counterparts

This agreement may be executed in counterpart originals.

NYC Leadership Academy
By

Kathleen G. Nadurak
Print Name
Kgnadurak
Signature

4/21/14
Date

FORT WAYNE COMMUNITY SCHOOLS
By Ramona Coleman

Ramona Coleman
Print Name
Ramona Coleman
Signature

04/22/14
Date

PURCHASE ORDER STATUS INQUIRY

As of 2/24/2025

FWCS 0041

PURCHASE ORDER INFORMATION

PO Number: SC031945 Vendor: V0005631 NYC LEADERSHIP ACADEMY
PR Number: R0031945 Addr Cd: P0 4518 COURT SQUARE
SUITE 300
LONG ISLAND CITY, NY 11101-4347

Fully Paid

Remaining Balance: 0.00

Confirm: Requested by: Shari D. Felkner Req. Dt: 08/10/2015
Account: Approved by: Rodney J. Rathge Apr Dt: 11/17/2014
Bid: Printed by: HOLLBL01 Print Dt: 08/10/2015
Contract: PO Type: C
Ship To: L0505 L0
Bill To: End Use:

Blanket Number:
Blanket Amount:

Buyer: BUYER1

Req. Codes:

			RP	C9
--	--	--	----	----

ITEMS

Item	Qty Ordered	Qty Received	UN	Unit Price	Key	Object	Extended	Catalog Ship To	Whse	Print Chg
0001	1.00	1	LOT	35,780.00			35,780.00			
					Split:	GL 9T2213PDL 231235	31,000.00	%: 0.00 Amt:		31,000.00
					Split:	GL 9T2213PDM 231235	4,780.00	%: 0.00 Amt:		4,780.00
					Product ID:	AGREEMENT FOR THE PROVISION OF SCHOOL LEADERSHIP ADVISORY SERVICES.				
						PER CONTRACT CODE: FWCS004				
						YEAR 1: LAUNCH, SUPPORT AND DESIGN.				
						ENGAGEMENT TIMELINE:				
						NOVEMBER 2014 - JUNE 2015				
						YEAR 2: CAPACITY BUILDING.				
						ENGAGEMENT TIMELINE:				
						JULY 2015 - JUNE 2016				

PR NOTES/PRINT BEFORE/PRINT AFTER TEXT

PLEASE MAIL COPY OF PO TO:
NYC LEADERSHIP ACADEMY
45-18 COURT SQUARE
LONG ISLAND CITY, NY 11101

THANK YOU.

8/10/2015 MOVED THE REMAINING BALANCE
OF \$4780.00 FROM 9T2213PDL/231235 TO
9T2213PDM-231235 PER SHARI FELKNER.
BH

Print Before: *****
Print Before: 8/10/2015 MOVED THE REMAINING BALANCE
Print Before: OF \$4780.00 FROM 9T2213PDL/231235 TO
Print Before: 9T2213PDM-231235 PER SHARI FELKNER.
Print Before: BH
Print Before: *****

ENCUMBRANCES

Item#	Key	Object	Reference#	Post Date	EN Amount	PD Amount	Balance	T	Pay
-------	-----	--------	------------	-----------	-----------	-----------	---------	---	-----

Balance:

OPEN HOLD ACTIVITY

	Item #	Key	Object	Check #	Check Date	Amount	Invoice #	Invoice Date
Paid	0001	9T2213PDL	231235	00459647	05/25/2015	31,000.00	FWCS442015	05/25/2015
TOTAL AMOUNT CHECK A2 00459647:						31,000.00		
Paid	0001	9T2213PDM	231235	00462874	10/26/2015	4,780.00	FWCS101315	10/26/2015

User: GOODJM01

Page: 1

Time: 14:04:08

Report: PO8000: Purchase Order Status Inquiry

Date: 02/24/2025

PURCHASE ORDER STATUS INQUIRY

As of 2/24/2025

TOTAL AMOUNT CHECK A2 00462874:	4,780.00
TOTAL PAYMENTS FOR PO SC031945:	35,780.00

WORK FLOW HISTORY

<u>Approver</u>	<u>Action</u>	<u>Assigned</u>	<u>Responded</u>	<u>Delegatee</u>	<u>WF Step</u>
-----------------	---------------	-----------------	------------------	------------------	----------------

31945



Contract Code: FWCS004

This Agreement for the provision of school leadership advisory services is entered into as of November 3, 2014 by and between the NYC LEADERSHIP ACADEMY, INC. ("NYCLA"), and FORT WAYNE COMMUNITY SCHOOLS (hereinafter "FWCS"). It is mutually agreed that:

1. Scope of Work

NYCLA will provide the following to FWCS, unless modified by the mutual written agreement of the parties:

Year 1 Engagement Timeline: November 2014-June 2015

Launch, Support, and Design

Strengthening the Internship: Support and Develop Mentor Principals and Aspiring Leaders

1.1 Start-up planning session and development of a high level Scope & Sequence: This Scope & Sequence or curriculum map will be for the year-long training (four sessions/every other month – this includes the Mentor 2 training FWCS previously contracted NYCLA to provide as well as three additional sessions) for FWCS mentor principals and aspiring leaders and will identify all the information that needs to be covered during the year, including the integration of the internship and leadership work with FWCS's theory of action and district priorities. This work will take place remotely during a .5-1 day period in November. Specific dates and times to be mutually agreed upon by FWCS and NYCLA by November 5, 2014.

1.2 Curriculum Design: In consultation with Ramona Coleman, Manager of Professional Learning, NYCLA will develop the curriculum for the additional three sessions. This work will be done remotely. Specific dates and times for consultation to be mutually agreed upon by November 10, 2014.

PR #R0031945

1.3 Mentor Training: NYCLA will provide three additional one-day trainings for FWCS mentor principals and aspiring leaders to help FWCS strengthen the learning experience of principal interns throughout their year-long residency:

- November/December 2014
- March 2015
- May 2015

Dates: To be determined

Location: Fort Wayne, IN.

Technical Assistance

1.1 Up to 2 days of technical assistance around curriculum design and other residency-related work as mutually determined. Delivered remotely; November 2014-June 2015.

Year 2 Engagement Timeline: July 2015-June 2016

Capacity Building

We can continue to assist FWCS strengthen the residency experience by building the capacity of designated FWCS staff to sustain FWCS' support of aspiring leaders and mentors. Potential focus areas for this work could include: revisiting Mentor Training Scope and Sequence and Curriculum and updating it for Year 2; support the facilitation of Aspiring Leader and Mentor Training, and support FWCS program facilitators growth by providing coaching and feedback through observation. The specifics of this work will be mutually determined by FWCS and NYCLA.

2. Term

Timeline: November 2014- June 2015, as detailed above, unless modified by the mutual written agreement of the parties.

3. Methods

NYCLA shall determine the methods, details and means of providing the above-referenced services in consultation with FWCS and provide the necessary personnel and resources to perform all phases of the work.

FWCS agrees to provide the NYCLA with all necessary information and materials in its possession regarding its leadership priorities, prior leadership training[s] and assessment of leadership skills and areas in need of development and to provide participant contact information to facilitate the timely completion of participant surveys.

4. Coordination:

NYCLA designates Pamela Ferner, EVP, 45-18 Court Square, Room 302, Long Island City, NY 11101; (646) 666-8185; pferner@nycleadershipacademy.org, as its representative and point of contact and notification for all purposes.

FWCS designates Ramona Coleman, Coordinator of Professional Learning, 1200 South Barr Street, Fort Wayne, IN 46802; (260) 467-2118, ramona.coleman@fwcs.k12.in.us, as its representative and point of contact for all purposes.

5. Payment:

a. Fees

Cost

Costs include staff time, license to use all materials, travel costs for NYCLA staff. Fort Wayne Community Schools is responsible for providing training/meeting facilities and any meals for participants.

Training	\$31,000	Invoice date: 1/31/15
Technical Assistance	\$4,780	Invoice Date: 5/1/15
TOTAL	\$35,780	

Payment will be due 30 days from receipt of invoice. Please remit to NYC Leadership Academy, Attention: Finance Department, 45-18 Court Square, Room 247, Long Island City, NY 11101.

6. Consultation

In the event that the scope of work or timeline set forth in this agreement changes due to scheduling adjustments or other circumstances that are not due to any failure, or under the reasonable control of NYCLA, NYCLA will immediately notify FWCS in writing regarding such change and the potential impact that change may have upon the schedule and work specifications set forth above. Moreover, NYCLA and FWCS shall evaluate alternative resolutions in a timely manner thereafter, and agree upon a course of action that best achieves the Project's overall goals, scope of work and deliverables.

7. Termination

This Agreement may be terminated by written notice by either Party with 30 days notice. If either party believes that the other has materially breached this Agreement (including, for example, failure to render satisfactorily to FWCS the services for which FWCS is contracting with NYCLA), a written notice will be sent

describing the breach and providing the breaching party with 10 days, after receipt of notice, to cure. If the breach is not cured, this Agreement will be terminated without any further obligation owed to the breaching party. In the unlikely event this Agreement is terminated, the NYCLA shall receive payment for all work conducted and products delivered hereunder through the date of termination. Any such payments shall be made within 10 business days after the date FWCS receives an invoice for such payment from NYCLA.

8. Independent Contractor

NYCLA shall engage in performance of this contract as an independent contractor. No NYCLA employee shall be deemed an employee, agent or representative of the FWCS and nothing contained herein shall be construed to imply or create a relationship as partners, joint ventures or of an agency between the parties hereto. NYCLA shall be responsible for payment of all income, social security, or other taxes, or payments to third parties arising by reason of its services under this contract and shall indemnify FWCS and hold it harmless against all claims relating to such obligations.

9. Intellectual Property

Copyright and Intellectual Property Rights in materials created or fixed in any tangible medium of expression by NYCLA in the performance of this Agreement shall rest in NYCLA. Fort Wayne Community Schools agrees not to license, assign or otherwise transfer any of the materials created by NYCLA pursuant to this Agreement to, or permit the use of such materials by, any third person or entity.

10. Confidentiality

In the course of providing school leadership advisory services to FWCS, NYCLA and its employees may be given access to certain documents and other materials, including confidential information not otherwise available to the general public which FWCS possesses. NYCLA agrees not to disclose such confidential information to anyone outside of NYCLA, unless disclosure to its own consultants and/or subcontractors, if any, is necessary to perform its consulting duties, in which case NYCLA agrees to inform FWCS before disclosing the confidential information and to instruct those persons not to disclose confidential information.

11. Insurance

NYCLA shall secure and maintain throughout the duration of this contract insurance of such types and in such amounts as may be reasonably necessary to protect itself, and the interests of FWCS, against all hazards or risks of loss as herein specified.

12. Arbitration

If a dispute arises out of this Agreement, the dispute will be finally settled by arbitration at the New York City offices of the American Arbitration Association ("AAA") pursuant to the Commercial Dispute Resolution Rules of the AAA, except that a single arbitrator (rather than a panel of three arbitrators) will be mutually selected by the parties from a list of potential arbitrators proposed by the AAA.

13. Choice of Law & Jurisdiction

This Agreement will be governed by New York contract law, and by United States law applicable to any federal issues, including those arising under United States copyright law. If any part of this Agreement is found to be unenforceable, the rest will remain in full force and effect. Jurisdiction and venue shall be in New York County, New York.

14. Entire Agreement

This Agreement sets forth the entire agreement between the parties with respect to the subject matter hereof, and may not be modified or amended except by written agreement executed by the Parties hereto.

15. No Waiver

If in one or more instances either party fails to insist that the other party perform any of the terms of this agreement, such failure shall not be construed as a waiver by such party of any past, present, or future right granted under this agreement; the obligations of both parties under this agreement shall continue in full force and effect.

16. Survival

The termination of this agreement shall not affect any of the rights or obligations of either part arising prior to or at the time of the termination of this agreement, or which may arise by any event causing termination of this agreement.

17. Applicability

Neither party shall have the right to assign any rights or obligations under this agreement without the prior written approval of the other party.

18. Severability

If any provision, paragraph, or subparagraph of this agreement is adjusted to be void or unenforceable in whole or in part, this adjudication shall not affect the validity of the remainder of the agreement, including any other provision, paragraph, or subparagraph. Each provision, paragraph, and subparagraph of this agreement is separable from every other provision, paragraph, and subparagraph, and constitutes a separate and distinct covenant.

19. Modification

No alteration or modification to any of the provisions of this agreement shall be valid unless made in writing and signed by both parties.

20. Headings

The headings have been inserted for convenience only and are not to be considered when construing the provision of this agreement.

21. Counterparts

This agreement may be executed in counterpart originals.

NYC Leadership Academy
By _____

Print Name

Signature

Date

FORT WAYNE COMMUNITY SCHOOLS
By Ramona Coleman

Ramona Lynn Coleman

Print Name

Ramona Lynn Coleman

Signature

11/13/14

Date

Received

NOV 14 2014

WISCONSIN
State of Wisconsin
Department of



PURCHASE ORDER STATUS INQUIRY

As of 2/24/2025

FWCS 005

PURCHASE ORDER INFORMATION

PO Number: SC035721 Vendor: V0005631 NYC LEADERSHIP ACADEMY
 PR Number: R0035721 Addr Cd: P0 4518 COURT SQUARE
 SUITE 300
 LONG ISLAND CITY, NY 11101-4347

Fully Paid

Remaining Balance: 0.00

Confirm: Requested by: Shari D. Felkner Req. Dt: 10/29/2015
 Account: Approved by: Andra L. Rosene Apr Dt: 11/04/2015
 Bid: Printed by: MCVAKJ01 Print Dt: 11/04/2015
 Contract: PO Type: C
 Ship To: L0505 L0
 Bill To: End Use:

Blanket Number:
 Blanket Amount:

Buyer: BUYER3

Req. Codes:

			RP	C9

ITEMS

Item	Qty Ordered	Qty Received	UN	Unit Price	Key	Object	Extended	Catalog Ship To	Whse	Print Chg
0001	1.00	1	LOT	12,500.00	9T2213PDM	231235	12,500.00			

Product ID : ONSITE TRAINING:
 -- COSTS INCLUDE STAFF TIME, LICENSE TO USE
 -- ALL MATERIALS, TRAVEL COSTS
 -- FOR NYCLA STAFF.
 --
 -- MENTOR II TRAINING:
 -- A 1.5-DAY SESSION
 -- (NOVEMBER 11-12, 2015)
 --

0002	1.00	1	EAC	12,500.00	9T2213PDM	231235	12,500.00			
------	------	---	-----	-----------	-----------	--------	-----------	--	--	--

Product ID : ONSITE TRAINING:
 -- COSTS INCLUDE STAFF TIME, LICENSE TO USE
 -- ALL MATERIALS, TRAVEL COSTS
 -- FOR NYCLA STAFF
 --
 -- MENTOR III TRAINING:
 -- A 1-DAY SESSION
 -- (JANUARY 8, 2016)
 --

PR NOTES/PRINT BEFORE/PRINT AFTER TEXT

PLEASE EMAIL PO TO Bernadette Pizzurro
 at BPizzurro@nycleadershipacademy.org

THANK YOU.

Print Before: *****
 Print Before: EMAIL PO AND SIGNED CONTRACT TO:
 Print Before: BPIZZURRO@NYCLEADERSHIPACADEMY.ORG
 Print Before: *****
 Print Before:
 Print Before: PER CONTRACT CODE: FWCS005,
 Print Before: DATED 10/21/15

ENCUMBRANCES

Item#	Key	Object	Reference#	Post Date	EN Amount	PD Amount	Balance	T	Pav
Balance: _____									

OPEN HOLD ACTIVITY

	Item #	Key	Object	Check #	Check Date	Amount	Invoice #	Invoice Date
Paid	0001	9T2213PDM	231235	00464997	12/14/2015	12,500.00	FWCS111815	12/14/2015
TOTAL AMOUNT CHECK A2 00464997:						12,500.00		
Paid	0002	9T2213PDM	231235	00467056	03/14/2016	12,500.00	FWCS020816	03/14/2016
TOTAL AMOUNT CHECK A2 00467056:						12,500.00		

User: GOODJM01

Page: 1

Time: 13:49:39

Report: PO8000: Purchase Order Status Inquiry

Date: 02/24/2025

PURCHASE ORDER STATUS INQUIRY

As of 2/24/2025

TOTAL PAYMENTS FOR PO SC035721:

25,000.00

WORK FLOW HISTORY

<u>Approver</u>	<u>Action</u>	<u>Assigned</u>	<u>Responded</u>	<u>Delegatee</u>	<u>WF Step</u>
-----------------	---------------	-----------------	------------------	------------------	----------------



Contract Code: FWCS005

This Agreement for the provision of school leadership advisory services is entered into as of Oct 21, 2015 by and between the NYC LEADERSHIP ACADEMY, INC. ("NYCLA"), and FORT WAYNE COMMUNITY SCHOOLS (hereinafter "FWCS"). It is mutually agreed that:

1. Scope of Work

NYCLA will provide the following to FWCS, unless modified by the mutual written agreement of the parties:

Timeline: November 2015-June 2016

Supporting and Developing Mentor Principals and Aspiring Leaders: Additional Training

NYCLA will build on the work we have done with FWCS over the past year and a half with the district's mentor principals and aspiring principal interns by designing and delivering additional trainings that will build mentor principal skills around coaching and developing aspiring school leaders, while also helping to strengthen the work between mentors and interns.

We propose designing and delivering onsite the following trainings in Fort Wayne during the 2015-16 school year:

- 1.1 **Mentor II Training:** A 1.5-day session (November 11-12, 2015) that will include training for the district's 2015-16 mentor principals, building on the Mentor I training provided in September 2015, well as work with the interns.
- 1.2 **Mentor III Training:** A 1-day session (January 8, 2016) for mentor principals; depending on the mutually agreed on scope and sequence, this session may also include interns.

2. Term

Timeline: November 2015- June 2016, as detailed above, unless modified by the mutual written agreement of the parties.

3. Methods

NYCLA shall determine the methods, details and means of providing the above-referenced services in consultation with FWCS and provide the necessary personnel and resources to perform all phases of the work.

FWCS agrees to provide the NYCLA with all necessary information and materials in its possession regarding its leadership priorities, prior leadership training[s] and assessment of leadership skills and areas in need of development and to provide participant contact information to facilitate the timely completion of participant surveys.

4. Coordination:

NYCLA designates Mary Jo Dunnington, VP, 45-18 Court Square, Room 302, Long Island City, NY 11101; (646) 666-8185; pfermer@nycleadershipacademy.org, as its representative and point of contact and notification for all purposes.

FWCS designates Ramona Coleman, Coordinator of Professional Learning, 1200 South Barr Street, Fort Wayne, IN 46802; (260) 467-2118, ramona.coleman@fwcs.k12.in.us, as its representative and point of contact for all purposes.

5. Payment:

a. Fees

Cost

Costs include staff time, license to use all materials, travel costs for NYCLA staff. Fort Wayne Community Schools is responsible for providing training/meeting facilities and any meals for participants.

Trainings(2)	\$25,000
TOTAL	\$25,000

NYCLA will invoice Fort Wayne Community Schools:

November 30, 2015 in the amount of 12,500

January 30, 2016 in the amount of 12,500

Total cost of \$25,000.

Payment will be due 30 days from receipt of invoice. Please remit to NYC Leadership Academy, Attention: Finance Department, 45-18 Court Square, Room 247, Long Island City, NY 11101.



6. Consultation

In the event that the scope of work or timeline set forth in this agreement changes due to scheduling adjustments or other circumstances that are not due to any failure, or under the reasonable control of NYCLA, NYCLA will immediately notify FWCS in writing regarding such change and the potential impact that change may have upon the schedule and work specifications set forth above. Moreover, NYCLA and FWCS shall evaluate alternative resolutions in a timely manner thereafter, and agree upon a course of action that best achieves the Project's overall goals, scope of work and deliverables.

7. Termination

This Agreement may be terminated by written notice by either Party with 30 days notice. If either party believes that the other has materially breached this Agreement (including, for example, failure to render satisfactorily to FWCS the services for which FWCS is contracting with NYCLA), a written notice will be sent describing the breach and providing the breaching party with 10 days, after receipt of notice, to cure. If the breach is not cured, this Agreement will be terminated without any further obligation owed to the breaching party. In the unlikely event this Agreement is terminated, the NYCLA shall receive payment for all work conducted and products delivered hereunder through the date of termination. Any such payments shall be made within 10 business days after the date FWCS receives an invoice for such payment from NYCLA.

8. Independent Contractor

NYCLA shall engage in performance of this contract as an independent contractor. No NYCLA employee shall be deemed an employee, agent or representative of the FWCS and nothing contained herein shall be construed to imply or create a relationship as partners, joint ventures or of an agency between the parties hereto. NYCLA shall be responsible for payment of all income, social security, or other taxes, or payments to third parties arising by reason of its services under this contract and shall indemnify FWCS and hold it harmless against all claims relating to such obligations.

9. Intellectual Property

Copyright and Intellectual Property Rights in materials created or fixed in any tangible medium of expression by NYCLA in the performance of this Agreement shall rest in NYCLA. Fort Wayne Community Schools agrees not to license, assign or otherwise transfer any of the materials created by NYCLA pursuant to this Agreement to, or permit the use of such materials by, any third person or entity.

10. Confidentiality

In the course of providing school leadership advisory services to FWCS, NYCLA and its employees may be given access to certain documents and other materials, including confidential information not otherwise available to the general public which FWCS possesses. NYCLA agrees not to disclose such confidential information to anyone outside of NYCLA, unless disclosure to its own consultants and/or subcontractors, if any, is necessary to perform its consulting duties, in which case NYCLA agrees to inform FWCS before disclosing the confidential information and to instruct those persons not to disclose confidential information.

11. Insurance

NYCLA shall secure and maintain throughout the duration of this contract insurance of such types and in such amounts as may be reasonably necessary to protect itself, and the interests of FWCS, against all hazards or risks of loss as herein specified.

12. Arbitration

If a dispute arises out of this Agreement, the dispute will be finally settled by arbitration at the New York City offices of the American Arbitration Association ("AAA") pursuant to the Commercial Dispute Resolution Rules of the AAA, except that a single arbitrator (rather than a panel of three arbitrators) will be mutually selected by the parties from a list of potential arbitrators proposed by the AAA.

13. Choice of Law & Jurisdiction

This Agreement will be governed by New York contract law, and by United States law applicable to any federal issues, including those arising under United States copyright law. If any part of this Agreement is found to be unenforceable, the rest will remain in full force and effect. Jurisdiction and venue shall be in New York County, New York.

14. Entire Agreement

This Agreement sets forth the entire agreement between the parties with respect to the subject matter hereof, and may not be modified or amended except by written agreement executed by the Parties hereto.

15. No Waiver

If in one or more instances either party fails to insist that the other party perform any of the terms of this agreement, such failure shall not be construed as a waiver by such party of any past, present, or future right granted under this agreement; the obligations of both parties under this agreement shall continue in full force and effect.

16. Survival

The termination of this agreement shall not affect any of the rights or obligations of either part arising prior to or at the time of the termination of this agreement, or which may arise by any event causing termination of this agreement.

17. Applicability

Neither party shall have the right to assign any rights or obligations under this agreement without the prior written approval of the other party

18. Severability

If any provision, paragraph, or subparagraph of this agreement is adjusted to be void or unenforceable in whole or in part, this adjudication shall not affect the validity of the remainder of the agreement, including any other provision, paragraph, or subparagraph. Each provision, paragraph, and subparagraph of this agreement is separable from every other provision, paragraph, and subparagraph, and constitutes a separate and distinct covenant.

19. Modification

No alteration or modification to any of the provisions of this agreement shall be valid unless made in writing and signed by both parties.

20. Headings

The headings have been inserted for convenience only and are not to be considered when construing the provision of this agreement.

21. Counterparts

This agreement may be executed in counterpart originals.

NYC Leadership Academy
By

Irma Zardoya
Print Name

Irma Zardoya
Signature

10-29-15
Date

Fort Wayne Community Schools
By Ramona Coleman

Ramona Coleman
Print Name

Ramona Coleman
Signature

10/27/15
Date

PURCHASE ORDER STATUS INQUIRY

As of 2/24/2025

FWCS0006

PURCHASE ORDER INFORMATION

PO Number: SC036852 Vendor: V0005631 NYC LEADERSHIP ACADEMY
 PR Number: R0036852 Addr Cd: P0 4518 COURT SQUARE
 SUITE 300
 LONG ISLAND CITY, NY 11101-4347

Fully Paid

Remaining Balance: 0.00

Confirm: Requested by: Shari D. Felkner Req. Dt: 02/08/2016
 Account: Approved by: Andra L. Rosene Apr Dt: 02/09/2016
 Bid: Printed by: KIEFKM01 Print Dt: 02/09/2016
 Contract: PO Type: C
 Ship To: L0505 L0
 Bill To: End Use:

Blanket Number:
 Blanket Amount:

Buyer: BUYER3

Req. Codes:

			PO	C9

ITEMS

Item	Qty Ordered	Qty Received	UN	Unit Price	Key	Object	Extended	Catalog Ship To	Whse	Print Chg
0001	1.00	1	LOT	18,000.00	9T2213PDM	231235	18,000.00			

Product ID : ONSITE TRAINING:
 -- COSTS INCLUDES STAFF
 -- TIME, LICENSE TO USE ALL MATERIALS,
 -- TRAVEL COSTS FOR NYCLA STAFF.
 --
 -- MENTOR IV TRAINING:
 -- A 1.5 DAY SESSION
 -- (MARCH 2016)

PR NOTES/PRINT BEFORE/PRINT AFTER TEXT

PLEASE EMAIL PO TO
 BPIZZURRO@NYCLEADERSHIPACADEMY.ORG

THANK YOU.

2/8/16 UNDER 25,000 NO C9 NEEDED.
 PER SHARI THE VENDOR HAS BEEN SENT
 THE CONTRACT. AR

Print Before: *****
 Print Before: EMAIL TO:
 Print Before: BPIZZURRO@NYCLEADERSHIPACADEMY.ORG
 Print Before: *****
 Print Before:
 Print Before: PER CONTRACT CODE: FWCS006, DATED
 Print Before: 1/27/16

ENCUMBRANCES

Item#	Key	Object	Reference#	Post Date	EN Amount	PD Amount	Balance	T	Pay
Balance: _____									

OPEN HOLD ACTIVITY

	Item #	Key	Object	Check #	Check Date	Amount	Invoice #	Invoice Date
Paid	0001	9T2213PDM	231235	00468847	05/23/2016	18,000.00	MARCH 2016	05/23/2016
TOTAL AMOUNT CHECK A2 00468847:						18,000.00		
TOTAL PAYMENTS FOR PO SC036852:						18,000.00		

WORK FLOW HISTORY

Approver	Action	Assigned	Responded	Delegatee	WF Step
----------	--------	----------	-----------	-----------	---------



Contract Code: FWCS006

This Agreement for the provision of school leadership advisory services is entered into as of January 27, 2016 by and between the NYC LEADERSHIP ACADEMY, INC. ("NYCLA"), and FORT WAYNE COMMUNITY SCHOOLS (hereinafter "FWCS"). It is mutually agreed that:

1. Scope of Work

NYCLA will provide the following to FWCS, unless modified by the mutual written agreement of the parties:

Supporting and Developing Mentor Principals and Aspiring Leaders: Additional Training

NYCLA will build on the work we have done with FWCS over the past two years with the district's mentor principals and aspiring principal interns by designing and delivering a 4th training for this school year that will build mentor principal skills around coaching and developing aspiring school leaders, while also helping to strengthen the work between mentors and interns.

We propose designing and delivering onsite the following additional training in Fort Wayne during the 2015-16 school year:

- 1.1 Mentor IV Training:** A 1.5-day session (March 2016) that will include training for the district's 2015-16 mentor principals, building on the trainings provided in September 2015, November 2015, and January 2016, as well as work with the interns. (Delivered in Fort Wayne; exact dates to be mutually set no later than January 28, 2016.)

Mentor Development Documentation and Planning

In order to help FWCS reflect on, document, and discuss the future of professional learning associated with the Mentor Program, NYCLA proposes assisting the district with the following:

- 2.1 **Planning Session with FWCS:** NYCLA will facilitate a half-day session with the FWCS Manager of Professional Learning to reflect on the mentor training provided during the 2015-16 school year, record lessons learned, and begin planning for next year. An additional goal of this discussion will be to identify "power standards" that will continue to anchor FWCS mentor training efforts going forward. (Session facilitated in Fort Wayne during same trip for the Mentor Training IV session.)
- 2.2 **Documentation of the 2015-16 Trainings:** Within two weeks of the completion of the Mentor Training IV, NYCLA will provide documentation of the scope and sequence for the trainings and how the series maps to the identified "power standards," as well as the recommendations and other ideas surfaced during the planning session with FWCS. The purpose of this will be to support the district's efforts to further strengthen and codify this work and to ensure it aligns with and supports other talent development initiatives districtwide.

2. Term

Timeline: February 2016-March 2016, as detailed above, unless modified by the mutual written agreement of the parties.

3. Methods

NYCLA shall determine the methods, details and means of providing the above-referenced services in consultation with FWCS and provide the necessary personnel and resources to perform all phases of the work.

FWCS agrees to provide the NYCLA with all necessary information and materials in its possession regarding its leadership priorities, prior leadership training[s] and assessment of leadership skills and areas in need of development and to provide participant contact information to facilitate the timely completion of participant surveys.

4. Coordination:

NYCLA designates Mary Jo Dunnington, VP, 45-18 Court Square, Room 302, Long Island City, NY 11101; (646) 666-8181; mdunnington@nycleadershipacademy.org, as its representative and point of contact and notification for all purposes.

FWCS designates Ramona Coleman, Coordinator of Professional Learning, 1200 South Barr Street, Fort Wayne, IN 46802; (260) 467-2118, ramona.coleman@fwcs.k12.in.us, as its representative and point of contact for all purposes.

5. Payment:

a. Fees

NYCLA's fee for the services described above will be \$18,000.

Cost

Costs include staff time, license to use all materials, travel costs for NYCLA staff. Fort Wayne Community Schools is responsible for providing training/meeting facilities and any meals for participants. Note that changes made by the client to training delivery dates after NYCLA has purchased airline tickets will incur additional charges to the client.

Invoice for \$18,000 will be sent April 1, 2016. Payment is due 30 days from receipt of invoice. Please remit to NYC Leadership Academy, Attention: Finance Department, 45-18 Court Square, Room 247, Long Island City, NY 11101.

6. Consultation

In the event that the scope of work or timeline set forth in this agreement changes due to scheduling adjustments or other circumstances that are not due to any failure, or under the reasonable control of NYCLA, NYCLA will immediately notify FWCS in writing regarding such change and the potential impact that change may have upon the schedule and work specifications set forth above. Moreover, NYCLA and FWCS shall evaluate alternative resolutions in a timely manner thereafter, and agree upon a course of action that best achieves the Project's overall goals, scope of work and deliverables.

7. Termination

This Agreement may be terminated by written notice by either Party with 30 days notice. If either party believes that the other has materially breached this Agreement (including, for example, failure to render satisfactorily to FWCS the services for which FWCS is contracting with NYCLA), a written notice will be sent describing the breach and providing the breaching party with 10 days, after receipt of notice, to cure. If the breach is not cured, this Agreement will be terminated without any further obligation owed to the breaching party. In the unlikely event this Agreement is terminated, the NYCLA shall receive payment for all work conducted and products delivered hereunder through the date of termination. Any such payments shall be made within 10 business days after the date FWCS receives an invoice for such payment from NYCLA.

8. Independent Contractor

NYCLA shall engage in performance of this contract as an independent contractor. No NYCLA employee shall be deemed an employee, agent or representative of the FWCS and nothing contained herein shall be construed to imply or create a relationship as partners, joint ventures or of an agency between the parties hereto. NYCLA shall be responsible for payment of all income, social security, or other taxes, or payments to third parties arising by reason of its services under this contract and shall indemnify FWCS and hold it harmless against all claims relating to such obligations.

9. Intellectual Property

Copyright and Intellectual Property Rights in materials created or fixed in any tangible medium of expression by NYCLA in the performance of this Agreement shall rest in NYCLA. Fort Wayne Community Schools agrees not to license, assign or otherwise transfer any of the materials created by NYCLA pursuant to this Agreement to, or permit the use of such materials by, any third person or entity.

10. Confidentiality

In the course of providing school leadership advisory services to FWCS, NYCLA and its employees may be given access to certain documents and other materials, including confidential information not otherwise available to the general public which FWCS possesses. NYCLA agrees not to disclose such confidential information to anyone outside of NYCLA, unless disclosure to its own consultants and/or subcontractors, if any, is necessary to perform its consulting duties, in which case NYCLA agrees to inform FWCS before disclosing the confidential information and to instruct those persons not to disclose confidential information.

11. Insurance

NYCLA shall secure and maintain throughout the duration of this contract insurance of such types and in such amounts as may be reasonably necessary to protect itself, and the interests of FWCS, against all hazards or risks of loss as herein specified.

12. Arbitration

If a dispute arises out of this Agreement, the dispute will be finally settled by arbitration at the New York City offices of the American Arbitration Association ("AAA") pursuant to the Commercial Dispute Resolution Rules of the AAA, except that a single arbitrator (rather than a panel of three arbitrators) will be mutually selected by the parties from a list of potential arbitrators proposed by the AAA.

13. Choice of Law & Jurisdiction

This Agreement will be governed by New York contract law, and by United States law applicable to any federal issues, including those arising under United States copyright law. If any part of this Agreement is found to be unenforceable, the rest will remain in full force and effect. Jurisdiction and venue shall be in New York County, New York.

14. Entire Agreement

This Agreement sets forth the entire agreement between the parties with respect to the subject matter hereof, and may not be modified or amended except by written agreement executed by the Parties hereto.

15. No Waiver

If in one or more instances either party fails to insist that the other party perform any of the terms of this agreement, such failure shall not be construed as a waiver by such party of any past, present, or future right granted under this agreement; the obligations of both parties under this agreement shall continue in full force and effect.

16. Survival

The termination of this agreement shall not affect any of the rights or obligations of either party arising prior to or at the time of the termination of this agreement, or which may arise by any event causing termination of this agreement.

17. Applicability

Neither party shall have the right to assign any rights or obligations under this agreement without the prior written approval of the other party.

18. Severability

If any provision, paragraph, or subparagraph of this agreement is adjudged to be void or unenforceable in whole or in part, this adjudication shall not affect the validity of the remainder of the agreement, including any other provision, paragraph, or subparagraph. Each provision, paragraph, and subparagraph of this agreement is separable from every other provision, paragraph, and subparagraph, and constitutes a separate and distinct covenant.

19. Modification

No alteration or modification to any of the provisions of this agreement shall be valid unless made in writing and signed by both parties.

20. Headings

The headings have been inserted for convenience only and are not to be considered when construing the provision of this agreement.

21. Counterparts

This agreement may be executed in counterpart originals.

NYC LEADERSHIP ACADEMY

By

K.G. NADURAK
Print Name

Kgnadurak
Signature

1/27/16
Date

FORT WAYNE COMMUNITY SCHOOLS

By Ramona Coleman

Ramona Lynn Coleman
Print Name

Ramona Lynn Coleman
Signature

02/05/16
Date

FWCS007

PURCHASE ORDER STATUS INQUIRY

As of 2/24/2025

PURCHASE ORDER INFORMATION

PO Number: SC039348 Vendor: V0005631 NYC LEADERSHIP ACADEMY
 PR Number: R0039348 Addr Cd: P0 4518 COURT SQUARE
 SUITE 300
 LONG ISLAND CITY, NY 11101-4347

Fully Paid

Remaining Balance: 0.00

Confirm: Requested by: Shari D. Felkner Req. Dt: 01/25/2017
 Account: Approved by: Andra L. Rosene Apr Dt: 10/24/2016
 Bid: Printed by: MCVAKJ01 Print Dt: 02/23/2017
 Contract: PO Type: C
 Ship To: L0505 L0
 Bill To: End Use:

Blanket Number:
 Blanket Amount:

Buyer: BUYER3

Req. Codes:

			RP	C9

ITEMS

Item	Qty Ordered	Qty Received	UN	Unit Price	Key	Object	Extended	Catalog Ship To	Whse	Print Chg
0001	1.00	1	EA	20,000.00	9T2213PDN	231235	20,000.00			

Product ID : NYCLA MENTOR TRAINING FOR MENTOR
 PRINCIPALS AND ASPIRING PRINCIPAL
 INTERNS.
 MENTOR I TRAINING: JUNE OR AUGUST 2016
 MENTOR II TRAINING: NOVEMBER 2016
 MENTOR III TRAINING: JANUARY 2017
 MENTOR IV TRAINING: MARCH OR APRIL 2017
 INVOICE SCHEDULE:
 AUGUST 31, 2016 \$20,000

0002	2.00	2	EA	20,000.00	9V2410SIN	231235	40,000.00			
------	------	---	----	-----------	-----------	--------	-----------	--	--	--

Product ID : NYCLA MENTOR TRAINING FOR MENTOR
 PRINCIPALS AND ASPIRING PRINCIPAL
 INTERNS
 MENTOR I TRAINING: JUNE OR AUGUST 2016
 MENTOR II TRAINING: NOVEMBER 2016
 MENTOR III TRAINING: JANUARY 2017
 MENTOR IV TRAINING: MARCH OR APRIL 2017
 INVOICE SCHEDULE:
 DECEMBER 31, 2016 \$20,000
 APRIL 30, 2017 \$20,000

PR NOTES/PRINT BEFORE/PRINT AFTER TEXT

Please email a copy of the PO to
 BPizzurro@nycleadershipacademy.org

Thank you.

10/20/16 PER ROD RATHGE OK TO
 ORDER. THIS ALREADY STARTED IN
 AUGUST. AR

1/25/17 REDUCED LINE 1 AND SPLIT THE
 UPAD AMOUNT FROM LINE 1 TO LINE 2 IN
 ORDER TO CHANGE FUNDING. BH

PURCHASE ORDER STATUS INQUIRY

As of 2/24/2025

Print Before: *****
Print Before: 1/25/17 REDUCED LINE 1 AND SPLIT
Print Before: THE UPAD AMOUNT FROM LINE 1 TO
Print Before: LINE 2 IN ORDER TO CHANGE
Print Before: FUNDING. BH
Print Before: *****
Print Before: *****
Print Before: EMAIL TO:
Print Before: BPIZZURRO@NYCLEADERSHIPACADEMY.ORG
Print Before: *****
Print Before:
Print Before: PER CONTRACT DATED 1/27/16

ENCUMBRANCES

Item#	Key	Object	Reference#	Post Date	EN Amount	PD Amount	Balance	T	Pay
-------	-----	--------	------------	-----------	-----------	-----------	---------	---	-----

Balance: _____

OPEN HOLD ACTIVITY

	Item #	Key	Object	Check #	Check Date	Amount	Invoice #	Invoice Date
Paid	0001	9T2213PDN	231235	00473815	11/28/2016	20,000.00	FWCS101216	11/28/2016
TOTAL AMOUNT CHECK A2 00473815:						20,000.00		
Paid	0002	9V2410SIN	231235	00475833	02/27/2017	20,000.00	FWCS010417	02/27/2017
TOTAL AMOUNT CHECK A2 00475833:						20,000.00		
Paid	0002	9V2410SIN	231235	00477035	04/24/2017	20,000.00	FWCS032717	04/24/2017
TOTAL AMOUNT CHECK A2 00477035:						20,000.00		
TOTAL PAYMENTS FOR PO SC039348:						60,000.00		

WORK FLOW HISTORY

Approver	Action	Assigned	Responded	Delegatee	WF Step
----------	--------	----------	-----------	-----------	---------



Contract Code: FWCS007

This Agreement for the provision of school leadership advisory services is entered into as of January 27, 2016 by and between the NYC LEADERSHIP ACADEMY, INC. ("NYCLA"), and FORT WAYNE COMMUNITY SCHOOLS (hereinafter "FWCS"). It is mutually agreed that:

1. Scope of Work

NYCLA will provide the following to FWCS, unless modified by the mutual written agreement of the parties:

Mentor Training I- IV

NYCLA will build on the work we have done with FWCS over the past two and a half years with the district's mentor principals and aspiring principal interns by delivering a series of four trainings that will build mentor principal skills around coaching and developing aspiring school leaders, while also serving to strengthen the work between mentors and their interns. These trainings will be based on the scope and sequence that has been developed and is being documented with FWCS this year.

We will also build the capacity of an individual within the district, identified by FWCS, to deliver this series of trainings in the future.

We propose delivering a total of six days of training over four sessions onsite in Fort Wayne during the 2016-17 school year. Each session will be 1, 1.5, or 2 days in length; scheduling will be done in cooperation with FWCS. While the focus of the four trainings will be on the mentor principals, interns will also be included in some of the sessions.

- **Mentor I Training:** June or August 2016
- **Mentor II Training:** November 2016
- **Mentor III Training:** January 2017

1.1 **Mentor IV Training:** March or April 2017

Specific dates and times for these training will be mutually agreed upon by FWCS and NYCLA no later than May 1, 2016.

Capacity Building

With an eye toward FWCS' vision for sustaining this mentor/intern development work internally, NYCLA team members will work to build the capacity of an identified member of the FWCS staff to deliver this program going forward.

The identified staff member would work with the NYCLA team for 3-4 hours prior to each of the four sessions, in order to develop familiarity with the curriculum and with NYCLA's approach to learning design. This session preparation work will take place remotely (by phone or Webex) for most of the sessions, but at least one session will take place in Fort Wayne.

Over the course of delivery of the four sessions, the FWCS staff member will have the opportunity to observe and ultimately move into co-facilitation alongside NYCLA; two-hour debrief sessions with NYCLA staff after each training will help him or her unpack and reflect on how participants interacted with the curriculum and the moves the facilitator chose to make in order to push the learning of the mentors and interns.

Finally, the identified staff member will attend a multi-district Facilitator Training in New York City in May 2017 to build his/her facilitation skills. Participants in this training are introduced to NYCLA's philosophical and methodological framework and will learn from experience, reflection, and collaboration while moving among the roles of curriculum designer, facilitator, and student. Through these experiences, participants become increasingly skilled in tailoring teaching strategies (such as mini-lessons, simulations, role plays, and coaching) to their diagnosis of individuals and groups; in designing strategic, focused interventions in order to push the thinking; in provoking and containing anxiety in the service of learning; and in understanding the role of assessment of self and others as a teaching and learning tool. By the end of the training, participants will have evaluated their own skill levels as facilitators and begun a process of honing their ability to self-assess.

2. Term

Timeline: June 2016-May 2017, as detailed above, unless modified by the mutual written agreement of the parties.

3. Methods

NYCLA shall determine the methods, details and means of providing the above-referenced services in consultation with FWCS and provide the necessary personnel and resources to perform all phases of the work.

FWCS agrees to provide the NYCLA with all necessary information and materials in its possession regarding its leadership priorities, prior leadership training[s] and assessment of leadership skills and areas in need of development and to provide participant contact information to facilitate the timely completion of participant surveys.

4. Coordination:

NYCLA designates Mary Jo Dunnington, VP, 45-18 Court Square, Room 302, Long Island City, NY 11101; (646) 666-8181; mdunnington@nycleadershipacademy.org, as its representative and point of contact and notification for all purposes.

FWCS designates Ramona Coleman, Coordinator of Professional Learning, 1200 South Barr Street, Fort Wayne, IN 46802; (260) 467-2118, ramona.coleman@fwcs.k12.in.us, as its representative and point of contact for all purposes.

5. Payment:

a. Fees

Cost

The cost to FWCS for the work outlined in this proposal will be a total of **\$60,000**.

Costs include NYCLA staff time, license to use all materials, travel costs for NYCLA staff, and tuition for the participation of one FWCS representative in NYCLA's 2017 Facilitation Training. Fort Wayne Community Schools is responsible for providing training/meeting facilities and any meals for participants. Please note that this cost does not include travel and lodging costs for FWCS staff to attend Facilitator Training in New York City.

Invoice Schedule:

August 31, 2016 - \$20,000

December 31, 2016 - \$20,000

April 30, 2017- \$20,000

Payment is due 30 days from receipt of invoice. Please remit to NYC Leadership Academy, Attention: Finance Department, 45-18 Court Square, Room 247, Long Island City, NY 11101.

6. Consultation

In the event that the scope of work or timeline set forth in this agreement changes due to scheduling adjustments or other circumstances that are not due to any failure, or under the reasonable control of NYCLA, NYCLA will immediately notify FWCS in writing regarding such change and the potential impact that change may have upon the schedule and work specifications set forth above. Moreover, NYCLA and FWCS shall evaluate alternative resolutions in a timely manner thereafter, and agree upon a course of action that best achieves the Project's overall goals, scope of work and deliverables.

7. Termination

This Agreement may be terminated by written notice by either Party with 30 days notice. If either party believes that the other has materially breached this Agreement (including, for example, failure to render satisfactorily to FWCS the services for which FWCS is contracting with NYCLA), a written notice will be sent describing the breach and providing the breaching party with 10 days, after receipt of notice, to cure. If the breach is not cured, this Agreement will be terminated without any further obligation owed to the breaching party. In the unlikely event this Agreement is terminated, the NYCLA shall receive payment for all work conducted and products delivered hereunder through the date of termination. Any such payments shall be made within 10 business days after the date FWCS receives an invoice for such payment from NYCLA.

8. Independent Contractor

NYCLA shall engage in performance of this contract as an independent contractor. No NYCLA employee shall be deemed an employee, agent or representative of the FWCS and nothing contained herein shall be construed to imply or create a relationship as partners, joint ventures or of an agency between the parties hereto. NYCLA shall be responsible for payment of all income, social security, or other taxes, or payments to third parties arising by reason of its services under this contract and shall indemnify FWCS and hold it harmless against all claims relating to such obligations.

9. Intellectual Property

Copyright and Intellectual Property Rights in materials created or fixed in any tangible medium of expression by NYCLA in the performance of this Agreement shall rest in NYCLA. Fort Wayne Community Schools agrees not to license, assign or otherwise transfer any of the materials created by NYCLA pursuant to this Agreement to, or permit the use of such materials by, any third person or entity.

10. Confidentiality

In the course of providing school leadership advisory services to FWCS, NYCLA and its employees may be given access to certain documents and other materials, including confidential information not otherwise available to the general public which FWCS possesses. NYCLA agrees not to disclose such confidential information to anyone outside of NYCLA, unless disclosure to its own consultants and/or subcontractors, if any, is necessary to perform its consulting duties, in which case NYCLA agrees to inform FWCS before disclosing the confidential information and to instruct those persons not to disclose confidential information.

11. Insurance

NYCLA shall secure and maintain throughout the duration of this contract insurance of such types and in such amounts as may be reasonably necessary to protect itself, and the interests of FWCS, against all hazards or risks of loss as herein specified.

12. Arbitration

If a dispute arises out of this Agreement, the dispute will be finally settled by arbitration at the New York City offices of the American Arbitration Association ("AAA") pursuant to the Commercial Dispute Resolution Rules of the AAA, except that a single arbitrator (rather than a panel of three arbitrators) will be mutually selected by the parties from a list of potential arbitrators proposed by the AAA.

13. Choice of Law & Jurisdiction

This Agreement will be governed by New York contract law, and by United States law applicable to any federal issues, including those arising under United States copyright law. If any part of this Agreement is found to be

unenforceable, the rest will remain in full force and effect. Jurisdiction and venue shall be in New York County, New York.

14. Entire Agreement

This Agreement sets forth the entire agreement between the parties with respect to the subject matter hereof, and may not be modified or amended except by written agreement executed by the Parties hereto.

15. No Waiver

If in one or more instances either party fails to insist that the other party perform any of the terms of this agreement, such failure shall not be construed as a waiver by such party of any past, present, or future right granted under this agreement; the obligations of both parties under this agreement shall continue in full force and effect.

16. Survival

The termination of this agreement shall not affect any of the rights or obligations of either part arising prior to or at the time of the termination of this agreement, or which may arise by any event causing termination of this agreement.

17. Applicability

Neither party shall have the right to assign any rights or obligations under this agreement without the prior written approval of the other party.

18. Severability

If any provision, paragraph, or subparagraph of this agreement is adjusted to be void or unenforceable in whole or in part, this adjudication shall not affect the validity of the remainder of the agreement, including any other provision, paragraph, or subparagraph. Each provision, paragraph, and subparagraph of this agreement is separable from every other provision, paragraph, and subparagraph, and constitutes a separate and distinct covenant.

19. Modification

No alteration or modification to any of the provisions of this agreement shall be valid unless made in writing and signed by both parties.

20. Headings

The headings have been inserted for convenience only and are not to be considered when construing the provision of this agreement.

21. Counterparts

This agreement may be executed in counterpart originals.

NYC LEADERSHIP ACADEMY

By

Imma Zardoya
Print Name

Imma Zardoya
Signature

3-23-16
Date

FORT WAYNE COMMUNITY SCHOOLS

By Ramona Coleman

Ramona Lynn Coleman
Print Name

Ramona Lynn Coleman
Signature

08/05/16
Date

PURCHASE ORDER STATUS INQUIRY

As of 2/24/2025

FWCS008

PURCHASE ORDER INFORMATION

PO Number: SC037919 Vendor: V0005631 NYC LEADERSHIP ACADEMY
 PR Number: R0037919 Addr Cd: P0 4518 COURT SQUARE
 SUITE 300
 LONG ISLAND CITY, NY 11101-4347

Fully Paid

Remaining Balance: 0.00

Confirm: Requested by: Angela M. Kimbrell Req. Dt: 09/16/2016
 Account: Approved by: Andra L. Rosene Apr Dt: 08/09/2016
 Bid: Printed by: MCVAKJ01 Print Dt: 09/16/2016
 Contract: PO Type: C
 Ship To: L0515 L0
 Bill To: End Use:

Blanket Number:
 Blanket Amount:

Buyer: BUYER3

Req. Codes:

			RP	C9

ITEMS

Item	Qty Ordered	Qty Received	UN	Unit Price	Key	Object	Extended	Catalog Ship To	Whse	Print Chg
0001	1.00	1	LOT	117,685.00	9V2410SIN	231235	117,685.00			

Product ID : YEAR 1: APRIL 2016-SEPTEMBER 2016
 -STAKEHOLDER ENGAGEMENT & NEEDS ASSESSMENT
 -FOUNDATIONS OF PRINCIPAL SUPERVISION, TUITION FOR 5 FOR YEAR-LONG PROGRAM
 -ADDITIONAL TRAINING AND CO-DESIGN SESSION WITH DIRECTORS
 -FACILITATION OF 3-DAY TRAINING FOR PRINCIPALS AND THEIR TEAMS

PR NOTES/PRINT BEFORE/PRINT AFTER TEXT

5/20/16 CHECKING TO SEE IF THIS NEEDS TO GO TO THE BOARD. ALSO LOOKS LIKE A THREE YEAR PROPOSAL, BUT IT STATES 5 YEARS IN THE DESCRIPTION. CHECKING WITH ANGELA ON THIS. AR

8/9/16 APPROVED PER ROD AT END OF JULY BOARD MEETING. OK TO PROCEED WITH THIS ORDER. AR

9/16/16 C/O DONE TO KEY/OBJECT PER EMAIL FROM ANGELA KIMBRELL.KM

Print Before: *****
 Print Before: 9/16/16 C/O DONE TO KEY/OBJECT
 Print Before: PER EMAIL FROM ANGELA KIMBRELL.KM
 Print Before: *****
 Print Before: PER REVISED PROPOSAL DATED 4/1/16
 Print Before: *****
 Print Before: *****
 Print Before: YEAR 1
 Print Before: *****

ENCUMBRANCES

Item#	Key	Object	Reference#	Post Date	EN Amount	PD Amount	Balance	T	Pay
Balance: _____									

OPEN HOLD ACTIVITY

	Item #	Key	Object	Check #	Check Date	Amount	Invoice #	Invoice Date
Paid	0001	9V2410SIN	231235	00472707	10/10/2016	50,000.00	FWCS072616	10/10/2016
TOTAL AMOUNT CHECK A2 00472707:						50,000.00		
Paid	0001	9V2410SIN	231235	00473815	11/28/2016	67,685.00	FWCS110116	11/28/2016

User: GOODJM01

Page: 1

Time: 13:51:10

Report: PO8000: Purchase Order Status Inquiry

Date: 02/24/2025

PURCHASE ORDER STATUS INQUIRY

As of 2/24/2025

TOTAL AMOUNT CHECK A2 00473815:	67,685.00
TOTAL PAYMENTS FOR PO SC037919:	117,685.00

WORK FLOW HISTORY

<u>Approver</u>	<u>Action</u>	<u>Assigned</u>	<u>Responded</u>	<u>Delegatee</u>	<u>WF Step</u>
-----------------	---------------	-----------------	------------------	------------------	----------------

37919



Contract Code: FWCS008

This Agreement for the provision of school leadership advisory services is entered into as of April 4, , 2016 by and between the NYC LEADERSHIP ACADEMY, INC. ("NYCLA"), and FORT WAYNE COMMUNITY SCHOOLS (hereinafter "FWCS"). It is mutually agreed that:

1. Scope of Work

NYCLA will provide the following to FWCS, unless modified by the mutual written agreement of the parties:

Year 1: April 2016-September 2016

During the first six months of this engagement, NYCLA proposes focusing primarily on two key bodies of work: developing the capacity of the five FWCS Directors to prepare them for their intensive work with and support of five of the district's low-performing schools; and conducting a needs assessment/stakeholder engagement to inform the design of curriculum for school leaders and their teams – as well as additional training and support for the Directors – on behalf of school transformation. The goal of both will be the launch of a year-long intensive, collaborative support program aimed at expanding the capacity of principals in a set of research-based leadership standards that are recognized as essential to school performance and student learning. At the same time, the program will support the development and collaboration of the principal with 2-4 key staff members, helping build the collective capacity of this group into a high-performing school leadership team with the essential knowledge and skills to effect school improvement.

1.1 Stakeholder Engagement & Needs Assessment: We propose starting this work by facilitating a series of meetings with the Superintendent and central staff, as well as focus groups with current principals and assistant principals/teacher leaders to gain greater insight into the district's leadership development context – particularly in the priority/focus schools that are the subject of this work; identify key leadership development needs among both principals and their leadership team members; and build understanding of and buy-in for the work. In addition to facilitating these meetings, NYCLA will provide a summary and synthesis of emerging insights which will guide the rest of this engagement. Interviews and focus groups will be conducted in person, over the course of consecutive days in April or May 2016.

1.2 Foundations of Principal Supervision: In order to jump-start this initiative, we propose inclusion of FWCS' five Directors in NYCLA's year-long *Foundations of Principal Supervision* program. This program is designed to assist districts from across the country focused on improving and strengthening principal

supervision and support. It is intended for new and experienced district leaders who are responsible for supervising and supporting principals. This program provides:

- intensive training that is standards-based, experiential and informed by educators from districts around the country
- opportunities to work with expert practitioners
- the chance to apply research to practice
- access to collaborate with a national cadre of peers

The program includes three components:

The five-day Summer Intensive (June 27-July 1, 2016 in New York City) provides principal supervisors with intensive training, peer networking, and support to strengthen the leadership skills necessary for effectiveness. Participants work in teams with others in similar positions from across the country. The lively, fast-paced approach requires everyone to collaborate and develop creative solutions to the most daunting challenges. The program helps principal supervisors strengthen their vision, develop the skills to build principals' instructional leadership capacity and plan for the year ahead.

Teaching methods are context-based and include a balance of:

- research and practice
- learning by the case study method
- facilitated learning walks
- application of coaching frameworks
- interaction with sitting principals
- analysis of data across networks of schools
- use of principal evaluation frameworks from home districts

Year-Long Learning Community: Following the Summer Intensive, NYCLA facilitates virtual learning opportunities throughout the school year, providing an opportunity for continued learning. Participants from across the country maintain communication and connectivity regardless of their location, have access to national resources, share problems of practice, and continue to benefit from professional support networks.

End-of-Year Convening: An in-person, two-day convening engages principal supervisors in evaluating and assessing their impact on school principals throughout the 2016-17 year. Given the varying needs of principals within their network of schools, participants use evaluation results, performance data, and principal feedback to diagnose principals' learning needs and design differentiated strategies to support whole group learning and one-on-one coaching.

- 1.3 **Coaching and Design Session:** As a follow-up to the Foundations summer institute, the NYCLA team will design and facilitate a 1.5-day session for the Directors that will take place in Fort Wayne in September 2016. The purpose of this session will be to further hone the Directors' skills in facilitative, competency-based leadership coaching and to engage them in designing the scope and sequence for a series of professional development sessions that NYCLA will lead, with the Directors' help, for participating principals and their teams over the course of the 2016-17 school year.

1.4 Logic Model and Evaluation Support: In order to ensure that clear objectives drive both our work with the FWCS Directors and our shared work with the participating schools, NYCLA's Director of Research & Evaluation will spend a day in Fort Wayne working with key members of the Cabinet and other district personnel to develop a logic model for this project, which will in turn assist the district in identifying key data that it will track in order to assess and measure this initiative.

1.5 Launch of Professional Learning for Participating School Leadership Teams: NYCLA will also design and deliver a three-day Summer Institute for the five participating principals and 2-4 members of their leadership teams (note that all or part of the first day may be designated for principals only, with team members joining for the remainder of the Institute). The purpose of the Institute will be to facilitate the school leaders and their teams in conducting a deep diagnosis of school needs, developing a clear Case for Change, and organizing as a team around a school improvement plan. The FWCS Directors will participate and/or observe in at least part of the Summer Institute as well. (August 2016 – exact dates to be mutually determined by April 15, 2016)

2. Term

Timeline: April 2016- September 2016, as detailed above, unless modified by the mutual written agreement of the parties.

3. Methods

NYCLA shall determine the methods, details and means of providing the above-referenced services in consultation with FWCS and provide the necessary personnel and resources to perform all phases of the work.

FWCS agrees to provide the NYCLA with all necessary information and materials in its possession regarding its leadership priorities, prior leadership training[s] and assessment of leadership skills and areas in need of development and to provide participant contact information to facilitate the timely completion of participant surveys.

4. Coordination:

NYCLA designates Mary Jo Dunnington, VP, 45-18 Court Square, Room 302, Long Island City, NY 11101; (646) 666-8181; mdunnington@nycleadershipacademy.org, as its representative and point of contact and notification for all purposes.

FWCS designates Ramona Coleman, Coordinator of Professional Learning, 1200 South Barr Street, Fort Wayne, IN 46802; (260) 467-2118, ramona.coleman@fwcs.k12.in.us, as its representative and point of contact for all purposes.

5. Payment:

a. Fees

Cost



The cost to FWCS for the work outlined in this proposal will be a total of \$117,685.

- Costs include NYCLA staff time, license to use all materials, travel costs for NYCLA staff, and tuition for the participation of one FWCS representative in NYCLA's 2017 Facilitation Training. Fort Wayne Community Schools is responsible for providing training/meeting facilities and any meals for participants. Please note that this cost does not include travel and lodging costs for FWCS staff to attend Facilitator Training in New York City.

Invoice Schedule:

June 15, 2016 - \$50,000

August 15, 2016 - \$50,000

September 15, 2016 - \$17,685

Payment is due 30 days from receipt of invoice. Please remit to NYC Leadership Academy, Attention: Finance Department, 45-18 Court Square, Room 247, Long Island City, NY 11101.

6. Consultation

In the event that the scope of work or timeline set forth in this agreement changes due to scheduling adjustments or other circumstances that are not due to any failure, or under the reasonable control of NYCLA, NYCLA will immediately notify FWCS in writing regarding such change and the potential impact that change may have upon the schedule and work specifications set forth above. Moreover, NYCLA and FWCS shall evaluate alternative resolutions in a timely manner thereafter, and agree upon a course of action that best achieves the Project's overall goals, scope of work and deliverables.

7. Termination

This Agreement may be terminated by written notice by either Party with 30 days notice. If either party believes that the other has materially breached this Agreement (including, for example, failure to render satisfactorily to FWCS the services for which FWCS is contracting with NYCLA), a written notice will be sent describing the breach and providing the breaching party with 10 days, after receipt of notice, to cure. If the breach is not cured, this Agreement will be terminated without any further obligation owed to the breaching party. In the unlikely event this Agreement is terminated, the NYCLA shall receive payment for all work conducted and products delivered hereunder through the date of termination. Any such payments shall be made within 10 business days after the date FWCS receives an invoice for such payment from NYCLA.

8. Independent Contractor

NYCLA shall engage in performance of this contract as an independent contractor. No NYCLA employee shall be deemed an employee, agent or representative of the FWCS and nothing contained herein shall be construed to imply or create a relationship as partners, joint ventures or of an agency between the parties hereto. NYCLA shall be responsible for payment of all income, social security, or other taxes, or payments to third parties arising by reason of its services under this contract and shall indemnify FWCS and hold it harmless against all claims relating to such obligations.



9. Intellectual Property

Copyright and Intellectual Property Rights in materials created or fixed in any tangible medium of expression by NYCLA in the performance of this Agreement shall rest in NYCLA. Fort Wayne Community Schools agrees not to license, assign or otherwise transfer any of the materials created by NYCLA pursuant to this Agreement to, or permit the use of such materials by, any third person or entity.

10. Confidentiality

In the course of providing school leadership advisory services to FWCS, NYCLA and its employees may be given access to certain documents and other materials, including confidential information not otherwise available to the general public which FWCS possesses. NYCLA agrees not to disclose such confidential information to anyone outside of NYCLA, unless disclosure to its own consultants and/or subcontractors, if any, is necessary to perform its consulting duties, in which case NYCLA agrees to inform FWCS before disclosing the confidential information and to instruct those persons not to disclose confidential information.

11. Insurance

NYCLA shall secure and maintain throughout the duration of this contract insurance of such types and in such amounts as may be reasonably necessary to protect itself, and the interests of FWCS, against all hazards or risks of loss as herein specified.

12. Arbitration

If a dispute arises out of this Agreement, the dispute will be finally settled by arbitration at the New York City offices of the American Arbitration Association ("AAA") pursuant to the Commercial Dispute Resolution Rules of the AAA, except that a single arbitrator (rather than a panel of three arbitrators) will be mutually selected by the parties from a list of potential arbitrators proposed by the AAA.

13. Choice of Law & Jurisdiction

This Agreement will be governed by New York contract law, and by United States law applicable to any federal issues, including those arising under United States copyright law. If any part of this Agreement is found to be unenforceable, the rest will remain in full force and effect. Jurisdiction and venue shall be in New York County, New York.

14. Entire Agreement

This Agreement sets forth the entire agreement between the parties with respect to the subject matter hereof, and may not be modified or amended except by written agreement executed by the Parties hereto.

15. No Waiver

If in one or more instances either party fails to insist that the other party perform any of the terms of this agreement, such failure shall not be construed as a waiver by such party of any past, present, or future right

granted under this agreement; the obligations of both parties under this agreement shall continue in full force and effect.

16. Survival

The termination of this agreement shall not affect any of the rights or obligations of either part arising prior to or at the time of the termination of this agreement, or which may arise by any event causing termination of this agreement.

17. Applicability

Neither party shall have the right to assign any rights or obligations under this agreement without the prior written approval of the other party.

18. Severability

If any provision, paragraph, or subparagraph of this agreement is adjusted to be void or unenforceable in whole or in part, this adjudication shall not affect the validity of the remainder of the agreement, including any other provision, paragraph, or subparagraph. Each provision, paragraph, and subparagraph of this agreement is separable from every other provision, paragraph, and subparagraph, and constitutes a separate and distinct covenant.

19. Modification

No alteration or modification to any of the provisions of this agreement shall be valid unless made in writing and signed by both parties.

20. Headings

The headings have been inserted for convenience only and are not to be considered when construing the provision of this agreement.

21. Counterparts

This agreement may be executed in counterpart originals.

NYC LEADERSHIP ACADEMY

By

Irma Zardaya
Print Name

Irma Zardaya
Signature

4-5-16
Date

FORT WAYNE COMMUNITY SCHOOLS

By Ramona Coleman

Ramona Coleman
Print Name

Ramona Coleman
Signature

04/05-16
Date



PURCHASE ORDER STATUS INQUIRY

As of 2/24/2025

FWCS009

PURCHASE ORDER INFORMATION

PO Number: SC040096 Vendor: V0005631 NYC LEADERSHIP ACADEMY
 PR Number: R0040096 Addr Cd: P0 4518 COURT SQUARE
 SUITE 300
 LONG ISLAND CITY, NY 11101-4347

Fully Paid

Remaining Balance: 0.00

Confirm: Requested by: Angela M. Kimbrell Req. Dt: 12/16/2016
 Account: Approved by: Andra L. Rosene Apr Dt: 01/12/2017
 Bid: Printed by: HOLLBL01 Print Dt: 01/12/2017
 Contract: PO Type: C
 Ship To: L0515 L0 End Use:
 Bill To:

Blanket Number:
 Blanket Amount:

Buyer: BUYER3

Req. Codes:

			PO	C9
--	--	--	----	----

ITEMS

Item	Qty Ordered	Qty Received	UN	Unit Price	Key	Object	Extended	Catalog Ship To	Whse	Print Chg
0001	1.00	1	LOT	177,500.00	9V2410SIN	231235	177,500.00			

Product ID : NYCLA WILL PROVIDE THE FOLLOWING TO
 FWCS, UNLESS MODIFIED BY THE MUTUAL
 WRITTEN AGREEMENT OF THE PARTIES:
 -INTENSIVE TRAINING AND SUPPORT FOR
 FWCS' FIVE DIRECTORS
 -CO-DESIGN AND CO-DELIVERY, IN
 COLLABORATION WITH THE DIRECTORS AND
 OTHER KEY DISTRICT PERSONNEL, OF A
 PROFESSIONAL LEARNING INITIATIVE FOR
 UP TO 50 FWCS EDUCATORS.
 INVOICE SCHEDULE:
 DECEMBER 1, 2016 - \$75,000
 APRIL 1, 2017 - \$75,000
 JULY 1, 2017 - \$27,500

PR NOTES/PRINT BEFORE/PRINT AFTER TEXT

Print Before: *****
 Print Before: CONTRACT CODE: FWCS009
 Print Before: OCTOBER 2016-JULY 2017
 Print Before: *****

ENCUMBRANCES

Item#	Key	Object	Reference#	Post Date	EN Amount	PD Amount	Balance	T	Pay
Balance:									

OPEN HOLD ACTIVITY

	Item #	Key	Object	Check #	Check Date	Amount	Invoice #	Invoice Date
Paid	0001	9V2410SIN	231235	00476153	03/13/2017	75,000.00	FWCS021517	03/13/2017
TOTAL AMOUNT CHECK A2 00476153:						75,000.00		
Paid	0001	9V2410SIN	231235	00476738	04/10/2017	75,000.00	FWCS 032417	03/24/2017
TOTAL AMOUNT CHECK A2 00476738:						75,000.00		
Paid	0001	9V2410SIN	231235	00478359	06/26/2017	27,500.00	FWCS060517	06/26/2017
TOTAL AMOUNT CHECK A2 00478359:						27,500.00		
TOTAL PAYMENTS FOR PO SC040096:						177,500.00		

WORK FLOW HISTORY

Approver	Action	Assigned	Responded	Delegatee	WF Step
----------	--------	----------	-----------	-----------	---------



Contract Code: FWCS009

This Agreement for the provision of school leadership advisory services is entered into as of October 11, 2016 by and between the NYC LEADERSHIP ACADEMY, INC. ("NYCLA"), and FORT WAYNE COMMUNITY SCHOOLS (hereinafter "FWCS"). It is mutually agreed that:

I. Scope of Work

NYCLA will provide the following to FWCS, unless modified by the mutual written agreement of the parties:

- 1) **Intensive training and support for FWCS' five Directors** who work with school leaders throughout the district; this work will develop the Directors' capacity to coach and facilitate the leadership development of school leaders, as well as their collective practice as a cadre working to support leadership growth across the district's schools.
- 2) **Co-design and co-delivery, in collaboration with the Directors and other key district personnel, of a professional learning initiative for up to 50 FWCS educators** over the 2016-17 and 2017-18 school years, including up to five principals of priority and focus schools each year, along with 2-4 members of each principal's leadership team; the year-long initiative will be focused on developing and supporting each school leadership team's ability to make urgent and critical changes in their schools to build positive school cultures and increase learning for all students.

Phase 2: October 2016-July 2017

Building on the work NYCLA provided during Phase 1 (as specified in contract # FWCS008), during Phase 2 NYCLA will collaborate with the Directors to provide ongoing leadership-focused professional learning and support to the principals and leadership teams in the five schools that are the focus of the work for this school year. At the same time NYCLA will provide focused and ongoing support for the Directors as they grow in their capacity as leaders who provide effective support for the principals they supervise.

1.0 Ongoing support for and work with the Directors: Identified as the highest-priority aspect of our work with FWCS by the district's leadership, this work will focus on helping strengthen the Directors' capacity to support strong school leadership, both individually and as a team, through the following deliverables:

- 1.1 Develop each Director's capacity to provide effective leadership coaching for the principals with whom they work. The NYCLA team will support the Directors by providing the following:
 - Facilitation of one-on-one check-in calls with each FWCS Director 4 times during the school year. During these calls a NYCLA coach/facilitator will talk with the Directors about their coaching work, surface problems they are facing, and strategize about additional support that

they and the leaders they are working with may need. *(Remote; one-hour calls will be scheduled with individual directors in October 2016, December 2016, February 2017, and April 2017)*

- Field observation of each Director in a coaching interaction with a principal s/he supervises; each observation will be followed by a facilitated discussion/debrief session with the Director to reflect on his/her work and provide actionable feedback about his/her practice. *(NYCLA Coach/Facilitator will observe and debrief with each Director individually for half a day over the course of a 2.5-day visit to Fort Wayne on November 7-9, 2016).*
 - Delivery of a 1-day training in NYCLA's Facilitative, Competency-Based Coaching approach. This FCB II workshop will be a follow-up to the FCB I training already being provided on Sept. 26-27, 2016). This session will focus explicitly on the key skills and dimensions of school leadership coaching, in a highly interactive setting. *(Delivered onsite in Fort Wayne for all Directors on Jan. 26, 2017, based on the current calendar that has been mutually agreed upon by NYCLA and FWCS).*
- 1.2 Begin building the Directors' expertise in design and facilitation of principal and team professional development through:
- Deliberate engagement of the Directors in the design and delivery of 3 half-day professional learning sessions for the participating principals and their school leadership teams. NYCLA will work with the Directors to schedule 90-minute curriculum review calls ahead of each of the professional learning sessions *(scheduled for November 28, 2016, January 18, 2017, and March 23, 2017)*, during which the Directors will get an overview of the plans for the upcoming session, provide feedback, and discuss how they can support session facilitation. The Directors will also attend each of this professional learning sessions as coaches and as table facilitators.
 - Delivery of in-person Facilitation Training for the FWCS Directors, with a focus on preparing them to co-facilitate the Summer Training for principals and leadership teams (see 2.4 below). This will take place in Fort Wayne over two consecutive days, tentatively scheduled for the week of May 22, 2017 (exact dates to be confirmed by December 1, 2016).
- 1.3 Facilitate the development of the Directors collectively as a high-functioning team, supporting their development of PLC goals and common practices:
- NYCLA will facilitate two in-person half days and two 90-minute remote sessions with the full team of Directors to help the group work toward their collective PLC goals. *(The half-day, on-site sessions are scheduled for November 9, 2016, and January 27, 2017; remote sessions will be scheduled with the Directors for March and April 2017.)*
 - NYCLA will also facilitate an in-person, full-day retreat for the Directors toward the end of the 2016-17 school year to facilitate their reflection on the current year and their growth as a PLC, as well as goal-setting and planning for 2017-18. (Tentatively scheduled for the week of May 22, 2017; exact date to be confirmed by December 1, 2016).
- 1.4 Continue building Directors' skills as principal supervisors through their ongoing participation in the Foundations of Principal Supervision cohort: the FWCS Directors will continue their participation in this year-long program alongside a national cohort of principal supervisors. This work is already covered in our previous contract with FWCS, but is named here because it is support that will be carefully aligned with the additional support that NYCLA is providing under this scope of work.

- 2.0 School Leadership Team Development:** Over the 2016-17 school year, NYCLA will continue its work with the five designated principals and members of their school leadership teams in order to continue to cultivate stronger teamwork in these schools and build the principals' capacity to facilitate and motivate their teams on behalf of the changes needed in their schools. NYCLA will provide the following:
- 2.1** Design and delivery of three half-day sessions (*scheduled for November 28, 2016, January 18, 2017, and March 23, 2017 in Fort Wayne*) for principals plus their teams, which will support the principals in continuing to practice essential leadership skills and in collaborating effectively with their school teams to implement their school improvement plans.
 - 2.2** Co-facilitation, with the Directors, of one full-day facilitated retreat for the participating turnaround school teams. NYCLA will provide tested retreat protocols and in-person facilitation support for this session, which will allow the teams much-needed time and space away from day-to-day concerns, allowing them to look at the broader view of progress against their plans and how they are working together as teams to implement change. The participating principals will each set their own agenda for the day, with the help of the Directors who have been coaching them. (*Scheduled for May 9, 2017.*)
 - 2.3** A 1.5-day Mentor Training session for the participating turnaround principals; these trainings will use an adaptation of the Compact that is used in the FWCS Intern program and the Mentor Trainings currently provided for principals mentoring principal interns; in this case the purpose will be to develop the principals' skills and understanding of how to develop the talent of their Assistant Principals and other leaders in their buildings. (*Delivered on-site in Fort Wayne; May 2017 – exact dates to be confirmed.*)
 - 2.4** Summer training 2017: Depending on feedback from the FWCS Advisory Team at the mid-year check-on and Phase 3 planning session (see 4.0), the NYCLA will, in coordination with the Directors, design and deliver up to four days of consecutive training for FWCS principals and their teams during summer 2017. NYCLA will work with FWCS to determine if this professional learning should be for the principals already immersed in this work, or if during the 2017-18 school year we will be supporting a new cohort of principals and leadership teams. Based on that decision, this will either be an adaptation/improvement on the summer 2016 training NYCLA provided, or a response to identified leadership growth needs of the current principal cohort. Preparation will include co-design time with the FWCS Directors. (*Delivered onsite, in cooperation with the Directors, tentative dates June 19-22, 2017, to be confirmed by January 1, 2017.*)
- 3.0 Program Assessment Support:** Building on the assistance the NYCLA's Research & Evaluation team provided in Phase One, NYCLA will continue to provide program assessment support for this project; data collected will help NYCLA and FWCS determine how to revise and strengthen the program for the following year.
- 3.1** Design, distribute, and compile up to 10 surveys over the course of delivery of the work outlined in this proposal in order to measure participant satisfaction and extent to which work is meeting intended objectives. For example, surveys will be distributed after each professional learning session that is delivered for Directors or for principals/school leadership teams. Survey results will be aggregated and shared with the FWCS leadership and project Advisory Team for reflection and consideration of how the program can be improved.

- 4.0 **Advisory Team Communication and Project Oversight:** NYCLA will work with FWCS's Advisory Team for this work (which includes the Directors, Assistant Superintendents, Superintendent Robinson, and Ramona Coleman) to keep the group apprised of the work and ensure members have ongoing input into and awareness of the work and its evolving outcomes. We propose scheduling both a mid-year check-in, during which the Advisory Team and NYCLA's team members would come together to assess the work, discuss possible adjustments, and implications for future work, as well as a Phase 3 planning meeting, during which we would collaborate over what NYCLA's support for this work will look like during the final year of this project.

In addition to these formal check-points for this work, NYCLA's team lead will schedule regular check-ins with FWCS through calls with Ramona Coleman; the broader NYCLA team will also hold regular internal meetings to ensure that all of our touch points with FWCS are closely and strategically aligned.

2. Term

Timeline: October 2016- August 2017, as detailed above, unless modified by the mutual written agreement of the parties.

3. Methods

NYCLA shall determine the methods, details and means of providing the above-referenced services in consultation with FWCS and provide the necessary personnel and resources to perform all phases of the work.

FWCS agrees to provide the NYCLA with all necessary information and materials in its possession regarding its leadership priorities, prior leadership training[s] and assessment of leadership skills and areas in need of development and to provide participant contact information to facilitate the timely completion of participant surveys.

4. Coordination:

NYCLA designates Mary Jo Dunnington, VP, 45-18 Court Square, Room 302, Long Island City, NY 11101; (646) 666-8181; mdunnington@nycleadershipacademy.org, as its representative and point of contact and notification for all purposes.

FWCS designates Ramona Coleman, Coordinator of Professional Learning, 1200 South Barr Street, Fort Wayne, IN 46802; (260) 467-2118, ramona.coleman@fwcs.k12.in.us, as its representative and point of contact for all purposes.

5. **Payment:**

a. **Fees**

Cost

The cost to FWCS for the work outlined in this proposal will be a total of **\$177,500**.

Costs include NYCLA staff time, license to use all materials, travel costs for NYCLA staff, and tuition for the participation of one FWCS representative in NYCLA's 2017 Facilitation Training. Fort Wayne Community Schools is responsible for providing training/meeting facilities and any meals for participants. Please note that this cost does not include travel and lodging costs for FWCS staff to attend Facilitator Training in New York City.

Invoice Schedule:

December 1, 2016 – \$75,000

April 1, 2017 - \$75,000

July 1, 2017- \$27,500

Payment is due 30 days from receipt of invoice. Please remit to NYC Leadership Academy, Attention: Finance Department, 45-18 Court Square, Room 247, Long Island City, NY 11101.

6. **Consultation**

In the event that the scope of work or timeline set forth in this agreement changes due to scheduling adjustments or other circumstances that are not due to any failure, or under the reasonable control of NYCLA, NYCLA will immediately notify FWCS in writing regarding such change and the potential impact that change may have upon the schedule and work specifications set forth above. Moreover, NYCLA and FWCS shall evaluate alternative resolutions in a timely manner thereafter, and agree upon a course of action that best achieves the Project's overall goals, scope of work and deliverables.

7. **Termination**

This Agreement may be terminated by written notice by either Party with 30 days notice. If either party believes that the other has materially breached this Agreement (including, for example, failure to render satisfactorily to FWCS the services for which FWCS is contracting with NYCLA), a written notice will be sent describing the breach and providing the breaching party with 10 days, after receipt of notice, to cure. If the breach is not cured, this Agreement will be terminated without any further obligation owed to the breaching party. In the unlikely event this Agreement is terminated, the NYCLA shall receive payment for all work conducted and products delivered hereunder through the date of termination. Any such payments shall be made within 10 business days after the date FWCS receives an invoice for such payment from NYCLA.

8. Independent Contractor

NYCLA shall engage in performance of this contract as an independent contractor. No NYCLA employee shall be deemed an employee, agent or representative of the FWCS and nothing contained herein shall be construed to imply or create a relationship as partners, joint ventures or of an agency between the parties hereto. NYCLA shall be responsible for payment of all income, social security, or other taxes, or payments to third parties arising by reason of its services under this contract and shall indemnify FWCS and hold it harmless against all claims relating to such obligations.

9. Intellectual Property

Copyright and Intellectual Property Rights in materials created or fixed in any tangible medium of expression by NYCLA in the performance of this Agreement shall rest in NYCLA. However, NYCLA grants Fort Wayne Community Schools a royalty-free, nonexclusive, perpetual, and irrevocable license to reproduce, copy, adapt, distribute, publicly display, perform, make derivative works of or otherwise use the materials created pursuant to this Agreement. Fort Wayne Community Schools agrees not to license, assign or otherwise transfer any of the materials created by NYCLA pursuant to this Agreement to, or permit the use of such materials by, any third person or entity.

10. Confidentiality

In the course of providing school leadership advisory services to FWCS, NYCLA and its employees may be given access to certain documents and other materials, including confidential information not otherwise available to the general public which FWCS possesses. NYCLA agrees not to disclose such confidential information to anyone outside of NYCLA, unless disclosure to its own consultants and/or subcontractors, if any, is necessary to perform its consulting duties, in which case NYCLA agrees to inform FWCS before disclosing the confidential information and to instruct those persons not to disclose confidential information.

11. Insurance

NYCLA shall secure and maintain throughout the duration of this contract insurance of such types and in such amounts as may be reasonably necessary to protect itself, and the interests of FWCS, against all hazards or risks of loss as herein specified.

12. Arbitration

If a dispute arises out of this Agreement, the dispute will be finally settled by arbitration at the New York City offices of the American Arbitration Association ("AAA") pursuant to the Commercial Dispute Resolution Rules of the AAA, except that a single arbitrator (rather than a panel of three arbitrators) will be mutually selected by the parties from a list of potential arbitrators proposed by the AAA.

13. Choice of Law & Jurisdiction

This Agreement will be governed by New York contract law, and by United States law applicable to any federal issues, including those arising under United States copyright law. If any part of this Agreement is found to be

unenforceable, the rest will remain in full force and effect. Jurisdiction and venue shall be in New York County, New York.

14. Entire Agreement

This Agreement sets forth the entire agreement between the parties with respect to the subject matter hereof, and may not be modified or amended except by written agreement executed by the Parties hereto.

15. No Waiver

If in one or more instances either party fails to insist that the other party perform any of the terms of this agreement, such failure shall not be construed as a waiver by such party of any past, present, or future right granted under this agreement; the obligations of both parties under this agreement shall continue in full force and effect.

16. Survival

The termination of this agreement shall not affect any of the rights or obligations of either part arising prior to or at the time of the termination of this agreement, or which may arise by any event causing termination of this agreement.

17. Applicability

Neither party shall have the right to assign any rights or obligations under this agreement without the prior written approval of the other party.

18. Severability

If any provision, paragraph, or subparagraph of this agreement is adjusted to be void or unenforceable in whole or in part, this adjudication shall not affect the validity of the remainder of the agreement, including any other provision, paragraph, or subparagraph. Each provision, paragraph, and subparagraph of this agreement is separable from every other provision, paragraph, and subparagraph, and constitutes a separate and distinct covenant.

19. Modification

No alteration or modification to any of the provisions of this agreement shall be valid unless made in writing and signed by both parties.

20. Headings

The headings have been inserted for convenience only and are not to be considered when construing the provision of this agreement.

21. Counterparts

This agreement may be executed in counterpart originals.

NYC LEADERSHIP ACADEMY

By

Irma Zardoya
Print Name

Irma Zardoya
Signature

11/20/16
Date

FORT WAYNE COMMUNITY SCHOOLS

By Ramona Coleman

Ramona Coleman
Print Name

Ramona Coleman
Signature

11/11/16
Date

PURCHASE ORDER STATUS INQUIRY

As of 2/24/2025

FWCS010

PURCHASE ORDER INFORMATION

PO Number: SC042703 Vendor: V0005631 NYC LEADERSHIP ACADEMY
PR Number: R0042703 Addr Cd: P0 4518 COURT SQUARE
SUITE 300
LONG ISLAND CITY, NY 11101-4347

Fully Paid

Remaining Balance: 0.00

Confirm: Requested by: Angela M. Kimbrell Req. Dt: 08/24/2017 Blanket Number:
Account: Approved by: Andra L. Rosene Apr Dt: 08/25/2017 Blanket Amount: 43,000.00
Bid: Printed by: DESOLM01 Print Dt: 08/25/2017
Contract: PO Type: C Buyer: BUYER3
Ship To: L0515 L0 End Use: Req. Codes:

			PO	C9

Bill To:

ITEMS

Item	Qty Ordered	Qty Received	UN	Unit Price	Key	Object	Extended	Catalog Ship To	Whse	Print Chg
0001	1.00	1	LOT	43,000.00	9V2410SIO	231235	43,000.00			

Product ID : NYC LEADERSHIP ACADEMY, NYCLA WILL
PROVIDE CAPACITY BUILDING MENTOR
TRAINING I-IV WHICH INCLUDES:
-FACILITATION TRAINING IN NEW YORK CITY
ON SEPTEMBER 28-20, 2017 OR
MAY 7-9, 2018
-SESSION PLANNING
-TRAINING OBSERVATION & FEEDBACK ON
FACILITATION
-END OF YEAR DEBRIEF
TIMELINE: AUGUST 2017 - MARCH 2018
INVOICE SCHEDULE:
OCTOBER 15, 2017 - \$21,500,
MARCH 15, 2018- \$21,500.

PR NOTES/PRINT BEFORE/PRINT AFTER TEXT

Print Before: CONTRACT CODE: FWCS010

ENCUMBRANCES

Item#	Key	Object	Reference#	Post Date	EN Amount	PD Amount	Balance	T	Pav
Balance:									

OPEN HOLD ACTIVITY

	Item #	Key	Object	Check #	Check Date	Amount	Invoice #	Invoice Date
Paid	0001	9V2410SIO	231235	00481581	12/11/2017	21,500.00	FWCS110817	12/11/2017
TOTAL AMOUNT CHECK A2 00481581:						21,500.00		
Paid	0001	9V2410SIO	231235	00483715	04/09/2018	21,500.00	FWCS031918	04/09/2018
TOTAL AMOUNT CHECK A2 00483715:						21,500.00		
TOTAL PAYMENTS FOR PO SC042703:						43,000.00		

WORK FLOW HISTORY

Approver	Action	Assigned	Responded	Delegatee	WF Step
----------	--------	----------	-----------	-----------	---------

42703



Contract Code: FWCS010

This Agreement for the provision of school leadership advisory services is entered into as of July 25, by and between the NYC LEADERSHIP ACADEMY, INC. ("NYCLA"), and FORT WAYNE COMMUNITY SCHOOLS (hereinafter "FWCS"). It is mutually agreed that:

1. Scope of Work

NYCLA will provide the following to FWCS, unless modified by the mutual written agreement of the parties:

Capacity Building: Mentor Training I-IV

Over the past three years, NYCLA has worked closely with FWCS to design a curriculum of four trainings for mentor principals and their principal interns, and has begun to build staff capacity for FWCS to conduct these trainings. Our work this year will focus on continuing to build staff capacity so that FWCS is able to implement these trainings on their own going forward.

1.0 Facilitation Training in New York City

As a critical element of this year's work will be developing the facilitation skills of the individuals FWCS has designated to lead the Mentor and Intern training work going forward, we would advocate that the work start with having a team from the district participate in NYCLA's Facilitator Training in New York City to build their facilitation skills. Participants in this training are introduced to NYCLA's philosophical and methodological framework and will learn from experience, reflection, and collaboration while moving among the roles of curriculum designer, facilitator, and student. Through these experiences, participants become increasingly skilled in tailoring teaching strategies (such as mini-lessons, simulations, role plays, and coaching) to their diagnosis of individuals and groups; in designing strategic, focused interventions in order to push the thinking; in provoking and containing anxiety in the service of learning; and in understanding the role of assessment of self and others as a teaching and learning tool. By the end of the training, participants will have evaluated their own skill levels as facilitators and begun a process of honing their ability to self-assess.

Deliverable:

- Training of up to 3 individuals from FWCS through NYCLA's 2.5-day Facilitation Training in NYC, September 18-20, 2017 (the same training will also be offered May 7-9, 2018). Tuition for the training includes all program materials, as well as breakfast and lunch during the training session.

E, ... 10-10-17 37

2.0 Session Planning

While the four-part Mentor and Intern Training sessions have been designed and documented as they have been implemented over the past few years, we propose that NYCLA provide limited support in helping the FWCS facilitators prepare for each session. We propose doing this via a two-hour phone call prior to each session, during which the NYCLA facilitator will help walk the FWCS team through the curriculum, answer questions, and discuss possible revisions/adaptations that might be needed for this year's cohort.

Deliverable:

- Facilitation of four two-hour phone/Webex sessions with the FWCS facilitation team to help prepare for delivery of each of the four Mentor/Intern training sessions.

3.0 Training Observation & Feedback on Facilitation

As FWCS staff will be taking the lead on session delivery within the Mentor/Intern program this year, we propose that an experienced NYCLA facilitator will attend, observe, and give feedback to the facilitators after each of the four sessions during the 2017-18 school year.

Per FWCS, the NYCLA team is hold the following tentative Mentor Training dates:

- *October 2017 - TBD*
- November 9-10, 2017 or November 13-14, 2017
- January 11-12, 2018
- March 1-2, 2018

Deliverable:

- An expert NYCLA facilitator will attend and observe each of the four Mentor/Intern training sessions in FWCS (up to two days for each session) and will debrief with the FWCS facilitation team at the conclusion of each day of training to discuss and share observations.

4.0 End-of Year Debrief

As this engagement is intended to help wrap up NYCLA's collaboration with FWCS on the Mentor/Intern program, we propose concluding our work with a two-hour call between NYCLA and the FWCS team to assess and discuss the implementation of the 2017-18 training, what adjustments or enhancements the district might consider for the future, and what other factors might have implications for the long-term sustainability of the program.

Deliverable:

Facilitation of a two-hour end-of-year phone/Webex session with the FWCS facilitation team to reflect on the year and plan for the future

2. Term

Timeline: August 2017-March 2018, as detailed above, unless modified by the mutual written agreement of the parties.

3. Methods

NYCLA shall determine the methods, details and means of providing the above-referenced services in consultation with FWCS and provide the necessary personnel and resources to perform all phases of the work.

FWCS agrees to provide the NYCLA with all necessary information and materials in its possession regarding its leadership priorities, prior leadership training[s] and assessment of leadership skills and areas in need of development and to provide participant contact information to facilitate the timely completion of participant surveys.

4. Coordination:

NYCLA designates Mary Jo Dunnington, VP, 45-18 Court Square, Room 302, Long Island City, NY 11101; (646) 666-8181; mdunnington@nycleadershipacademy.org, as its representative and point of contact and notification for all purposes.

FWCS designates Ramona Coleman, Coordinator of Professional Learning, 1200 South Barr Street, Fort Wayne, IN 46802; (260) 467-2118, ramona.coleman@fwcs.k12.in.us, as its representative and point of contact for all purposes.

5. Payment:

a. Fees

Cost

The cost to FWCS for the work outlined in this proposal will be a total of \$43,000.

Costs include NYCLA staff time, license to use all materials, travel costs for NYCLA staff, and tuition for the participation of one FWCS representative in NYCLA's 2017 Facilitation Training. Fort Wayne Community Schools is responsible for providing training/meeting facilities and any meals for participants. Please note that this cost does not include travel and lodging costs for FWCS staff to attend Facilitator Training in New York City.

Invoice Schedule:

October 15, 2017 - \$21,500

March 15, 2018 - \$21,500

Payment is due 30 days from receipt of invoice. Please remit to NYC Leadership Academy, Attention: Finance Department, 45-18 Court Square, Room 247, Long Island City, NY 11101.

6. Consultation

In the event that the scope of work or timeline set forth in this agreement changes due to scheduling adjustments or other circumstances that are not due to any failure, or under the reasonable control of NYCLA, NYCLA will immediately notify FWCS in writing regarding such change and the potential impact that change may have upon the schedule and work specifications set forth above. Moreover, NYCLA and FWCS shall evaluate

alternative resolutions in a timely manner thereafter, and agree upon a course of action that best achieves the Project's overall goals, scope of work and deliverables.

Termination

This Agreement may be terminated by written notice by either Party with 30 days notice. If either party believes that the other has materially breached this Agreement (including, for example, failure to render satisfactorily to FWCS the services for which FWCS is contracting with NYCLA), a written notice will be sent describing the breach and providing the breaching party with 10 days, after receipt of notice, to cure. If the breach is not cured, this Agreement will be terminated without any further obligation owed to the breaching party. In the unlikely event this Agreement is terminated, the NYCLA shall receive payment for all work conducted and products delivered hereunder through the date of termination. Any such payments shall be made within 10 business days after the date FWCS receives an invoice for such payment from NYCLA.

8. Independent Contractor

NYCLA shall engage in performance of this contract as an independent contractor. No NYCLA employee shall be deemed an employee, agent or representative of the FWCS and nothing contained herein shall be construed to imply or create a relationship as partners, joint ventures or of an agency between the parties hereto. NYCLA shall be responsible for payment of all income, social security, or other taxes, or payments to third parties arising by reason of its services under this contract and shall indemnify FWCS and hold it harmless against all claims relating to such obligations.

Intellectual Property

Copyright and Intellectual Property Rights in materials created or fixed in any tangible medium of expression by NYCLA in the performance of this Agreement shall rest in NYCLA. However, NYCLA grants Fort Wayne Community Schools a royalty-free, nonexclusive, perpetual, and irrevocable license to reproduce, copy, adapt, distribute, publicly display, perform, make derivative works of or otherwise use the materials created pursuant to this Agreement. Fort Wayne Community Schools agrees not to license, assign or otherwise transfer any of the materials created by NYCLA pursuant to this Agreement to, or permit the use of such materials by, any third person or entity.

10. Confidentiality

In the course of providing school leadership advisory services to FWCS, NYCLA and its employees may be given access to certain documents and other materials, including confidential information not otherwise available to the general public which FWCS possesses. NYCLA agrees not to disclose such confidential information to anyone outside of NYCLA, unless disclosure to its own consultants and/or subcontractors, if any, is necessary to perform its consulting duties, in which case NYCLA agrees to inform FWCS before disclosing the confidential information and to instruct those persons not to disclose confidential information.

11. Insurance

NYCLA shall secure and maintain throughout the duration of this contract insurance of such types and in such amounts as may be reasonably necessary to protect itself, and the interests of FWCS, against all hazards or risks of loss as herein specified.

12. Arbitration

If a dispute arises out of this Agreement, the dispute will be finally settled by arbitration at the New York City offices of the American Arbitration Association ("AAA") pursuant to the Commercial Dispute Resolution Rules of the AAA, except that a single arbitrator (rather than a panel of three arbitrators) will be mutually selected by the parties from a list of potential arbitrators proposed by the AAA.

13. Choice of Law & Jurisdiction

This Agreement will be governed by New York contract law, and by United States law applicable to any federal issues, including those arising under United States copyright law. If any part of this Agreement is found to be unenforceable, the rest will remain in full force and effect. Jurisdiction and venue shall be in New York County, New York.

14. Entire Agreement

This Agreement sets forth the entire agreement between the parties with respect to the subject matter hereof, and may not be modified or amended except by written agreement executed by the Parties hereto.

15. No Waiver

If in one or more instances either party fails to insist that the other party perform any of the terms of this agreement, such failure shall not be construed as a waiver by such party of any past, present, or future right granted under this agreement; the obligations of both parties under this agreement shall continue in full force and effect.

16. Survival

The termination of this agreement shall not affect any of the rights or obligations of either party arising prior to or at the time of the termination of this agreement, or which may arise by any event causing termination of this agreement.

17. Applicability

Neither party shall have the right to assign any rights or obligations under this agreement without the prior written approval of the other party.

18. Severability

If any provision, paragraph, or subparagraph of this agreement is adjusted to be void or unenforceable in whole or in part, this adjudication shall not affect the validity of the remainder of the agreement, including any other

provision, paragraph, or subparagraph. Each provision, paragraph, and subparagraph of this agreement is separable from every other provision, paragraph, and subparagraph, and constitutes a separate and distinct covenant.

19. Modification

No alteration or modification to any of the provisions of this agreement shall be valid unless made in writing and signed by both parties.

20. Headings

The headings have been inserted for convenience only and are not to be considered when construing the provision of this agreement.

21. Counterparts

This agreement may be executed in counterpart originals.

NYC LEADERSHIP ACADEMY

By

Irma Zudeya
Print Name

Irma Zudeya
Signature

July 25, 2017
Date

FORT WAYNE COMMUNITY SCHOOLS

By Ramona Coleman

Ramona Coleman
Print Name

Ramona Coleman
Signature

07/27/2017
Date

FWCS011

PURCHASE ORDER STATUS INQUIRY

As of 2/24/2025

PURCHASE ORDER INFORMATION

PO Number: SC042705 Vendor: V0005631 NYC LEADERSHIP ACADEMY
 PR Number: R0042705 Addr Cd: P0 4518 COURT SQUARE
 SUITE 300
 LONG ISLAND CITY, NY 11101-4347

Fully Paid

Remaining Balance: 0.00

Confirm: Requested by: Angela M. Kimbrell Req. Dt: 08/24/2017 Blanket Number:
 Account: Approved by: Andra L. Rosene Apr Dt: 08/28/2017 Blanket Amount: 186,400.00
 Bid: Printed by: DESOLM01 Print Dt: 08/28/2017
 Contract: PO Type: C Buyer: BUYER3
 Ship To: L0515 L0 Req. Codes:

			PO	C9
--	--	--	----	----

 Bill To: End Use:

ITEMS

Item	Qty Ordered	Qty Received	UN	Unit Price	Key	Object	Extended	Catalog Ship To	Whse	Print Chg
0001	1.00	1	LOT	186,400.00	9V2410SIO	231235	186,400.00			

Product ID : NYCLA LEADERSHIP: SUPPORTING TURNAROUND
 LEADERSHIP IN FORT WAYNE COMMUNITY
 SCHOOLS: 2016-2018
 PHASE 3: JULY 2017-JUNE 2018 WHICH
 INCLUDES:
 -ONGOING SUPPORT FOR AND WORK WITH
 THE DIRECTORS
 -SCHOOL LEADERSHIP TEAM DEVELOPMENT,
 COHORT 1
 -SCHOOL LEADERSHIP TEAM DEVELOPMENT,
 COHORT 2
 -EVALUATION AND ADVISORY TEAM
 COMMUNICATION/PROJECT OVERSIGHT
 INVOICE SCHEDULE:
 SEPTEMBER 1,2017 - \$46,600
 DECEMBER 1, 2017 - \$46,600
 MARCH 1, 2018 - \$46,600
 JUNE 15, 2018 - \$46,600.

PR NOTES/PRINT BEFORE/PRINT AFTER TEXT

Print Before: *****
 Print Before: PER CONTRACT DATED 7/25/17
 Print Before: *****
 Print Before: *****
 Print Before: CONTRACT CODE: FWCS011
 Print Before: *****

ENCUMBRANCES

Item#	Key	Object	Reference#	Post Date	EN Amount	PD Amount	Balance	T	Pay
Balance: _____									

OPEN HOLD ACTIVITY

	Item #	Key	Object	Check #	Check Date	Amount	Invoice #	Invoice Date
Paid	0001	9V2410SIO	231235	00480917	11/13/2017	46,000.00	FWCS101717	11/13/2017
TOTAL AMOUNT CHECK A2 00480917:						46,000.00		
Paid	0001	9V2410SIO	231235	00481925	12/25/2017	46,000.00	FWCS120517	12/25/2017
TOTAL AMOUNT CHECK A2 00481925:						46,000.00		
Paid	0001	9V2410SIO	231235	00483448	03/26/2018	47,200.00	FWCS030918	03/26/2018
TOTAL AMOUNT CHECK A2 00483448:						47,200.00		
Paid	0001	9V2410SIO	231235	00484518	05/21/2018	47,200.00	FWCS050218	05/21/2018
TOTAL AMOUNT CHECK A2 00484518:						47,200.00		
TOTAL PAYMENTS FOR PO SC042705:						186,400.00		

User: GOODJM01

Page: 1

Time: 13:57:04

Report: PO8000: Purchase Order Status Inquiry

Date: 02/24/2025



Contract Code: FWCS011

This Agreement for the provision of school leadership advisory services is entered into as of July 25, by and between the NYC LEADERSHIP ACADEMY, INC. ("NYCLA"), and FORT WAYNE COMMUNITY SCHOOLS (hereinafter "FWCS"). It is mutually agreed that:

1. Scope of Work

NYCLA will provide the following to FWCS, unless modified by the mutual written agreement of the parties:
**Supporting Turnaround Leadership in Fort Wayne Community Schools:
 2016-2018**

The NYC Leadership Academy (NYCLA) is pleased to submit to Fort Wayne Community Schools (FWCS) the following proposal for how our organization can continue to support the district's Turnaround Leadership efforts, through a two-pronged approach:

- 1) **Intensive training and support for FWCS' five Directors** who work with school leaders throughout the district; this work will develop the Directors' capacity to coach and facilitate the leadership development of school leaders, as well as their collective practice as a cadre working to support leadership growth across the district's schools.
- 2) **Co-design and co-delivery, in collaboration with the Directors and other key district personnel, of a professional learning initiative for up to 50 FWCS educators** over the 2016-17 and 2017-18 school years, including up to five principals of priority and focus schools each year, along with 2-4 members of each principal's leadership team; the year-long initiative will be focused on developing and supporting each school leadership team's ability to make urgent and critical changes in their schools to build positive school cultures and increase learning for all students.

Phase 3: July 2017-June 2018

Building on the work NYCLA provided during Phases 1 and 2, during Phase 3 NYCLA will collaborate with the Directors to provide ongoing leadership-focused professional learning and support to the principals and leadership teams in a total of 10 schools – including a second year of programming for Cohort 1, and a first year of programming for a new cohort (Cohort 2) during the 2017-18 school year. At the same time NYCLA will provide continued support for the Directors as they grow in their capacity as leaders who provide effective support for the principals they supervise.

- 1.0 Ongoing support for and work with the Directors:** Building on what we accomplished together during 2016-17, this work will continue to strengthen the Directors' capacity to support strong school leadership, both individually and as a team, through the following deliverables:
- 1.1** Further develop each Director's capacity to provide effective leadership coaching for the principals with whom they work. The NYCLA team will support the Directors by providing the following:
- Two field observations of each Director in a coaching interaction with a principal s/he supervises; each observation will be followed by a facilitated discussion/debrief session with the Director to reflect on his/her work and provide actionable feedback about his/her practice. *(NYCLA Coach/Facilitator will observe and debrief with each Director individually for half a day over the course of a 3-day visit to Fort Wayne on October 3-5, 2017 and February 6-8, 2018).*
- 1.2** Support the further development of the Directors' expertise in design and facilitation of principal and team professional development through:
- Facilitation of design sessions with the Directors four times during the year to design, review, and discuss professional learning curricula for both cohorts. Remote design sessions will be scheduled for August/September 2017, December 2017, and January/February 2018; a full-day in-person session will be scheduled for October/November 2017.
- 1.3** Continue to facilitate the development of the Directors collectively as a high-functioning team, supporting their development of PLC goals and common practices:
- NYCLA will facilitate two in-person half day sessions with the full team of Directors to help the group work toward their collective PLC goals. *(The half-day, on-site sessions are scheduled for October 6, 2017, and February 9, 2018.)*
- 2.0 School Leadership Team Development – Cohort 1:** Over the 2017-18 school year, NYCLA will support FWCS and the Directors in continuing work with the five Cohort 1 principals and members of their school leadership teams in order to build on the work from last year. NYCLA will provide the following:
- 2.1** Design and delivery of a two-day *Coaching for Capacity Building* workshop for Cohort 1 and 2 principals *(Scheduled for August 30-31, 2017)*, which will support the principals in building their ability to coach members of their school teams.
- 2.2** Support and collaboration with the Directors around the design and delivery of two full team sessions and one full-day facilitated retreat for the Cohort 1 principals and their turnaround school teams. The team sessions will provide collaborative learning opportunities for the leadership teams to support them as they continue their school improvement strategy implementation. For the retreats, the participating principals will each set their own agenda for the day, with the help of the Directors who have been coaching them. *(Fall team session scheduled for Sept. 21-22, 2017; mid-year team session scheduled for Jan. 17, 2018; end-of-year retreat scheduled for May 14, 2018.)*
- 3.0 School Leadership Team Development – Cohort 2:** NYCLA will help FWCS in delivering the leadership team development program initially implemented during 2016-17 with Cohort 1 with a new cohort of an additional five principals and 2-4 members of their leadership teams. While the FWCS Directors will take the lead in the delivery of the training sessions, NYCLA will assist them with preparation and curriculum revision as needed, and will be on-site to provide facilitation support and feedback for each of the scheduled sessions, which will include:
- 3.1** Summer launch sessions *(principals only July 19-20, 2017; full teams July 26-27)*

- 3.2 Two-day Coaching for Capacity Building session (*see 2.1 above*)
- 3.3 Three full-day, full-team sessions (*scheduled for Sept. 13, 2017; Dec. 8, 2017; and Feb. 12, 2018*)
- 3.4 Full-team End-of-Year retreat, which will leverage NYCLA's retreat protocols that were introduced last year; principals will design and lead these retreats with their teams with the support of their supervising Director. (*May 14, 2018*)

4.0 Evaluation and Advisory Team Communication/Project Oversight: NYCLA will continue to deliver evaluation support for this program by providing and synthesizing program assessment surveys at various points throughout the delivery of the programming; results will be shared with the FWCS team to inform future programming.

NYCLA will also continue to facilitate meetings of the FWCS's Advisory Team (which includes the Directors, Assistant Superintendents, Superintendent Robinson, and Ramona Coleman) to keep the group apprised of the work and ensure members have ongoing input into and awareness of the work and its evolving outcomes. For Year 3 we propose scheduling a half-day mid-year check in with the Advisory Team, as well as an end-of-year program meeting with the group to document learning and sustainability practices.

In addition to these formal check-points for this work, NYCLA's team lead will schedule regular check-ins with FWCS through calls with Ramona Coleman; the broader NYCLA team will also hold regular internal meetings to ensure that all of our touch points with FWCS are closely and strategically aligned.

2. Term

Timeline: July 2017-June 2018, as detailed above, unless modified by the mutual written agreement of the parties.

3. Methods

NYCLA shall determine the methods, details and means of providing the above-referenced services in consultation with FWCS and provide the necessary personnel and resources to perform all phases of the work.

FWCS agrees to provide the NYCLA with all necessary information and materials in its possession regarding its leadership priorities, prior leadership training[s] and assessment of leadership skills and areas in need of development and to provide participant contact information to facilitate the timely completion of participant surveys.

4. Coordination:

NYCLA designates Mary Jo Dunnington, VP, 45-18 Court Square, Room 302, Long Island City, NY 11101; (646) 666-8181; mdunnington@nycleadershipacademy.org, as its representative and point of contact and notification for all purposes.

FWCS designates Ramona Coleman, Coordinator of Professional Learning, 1200 South Barr Street, Fort Wayne, IN 46802; (260) 467-2118, ramona.coleman@fwcs.k12.in.us, as its representative and point of contact for all purposes.



5. **Payment:**

Cost

The cost to FWCS for the work outlined in this proposal is as follows:

Phase 3 (July 2017-June 2018)	\$186,400
Ongoing Support of Directors	
School Leadership Team Development – Cohort 1	
School Leadership Team Development – Cohort 2	
Evaluation & Advisory Team Communications/Project Oversight	

Costs include NYCLA staff time, license to use all materials, travel costs for NYCLA staff, and tuition for the participation of one FWCS representative in NYCLA's 2017 Facilitation Training. Fort Wayne Community Schools is responsible for providing training/meeting facilities and any meals for participants. Please note that this cost does not include travel-related costs for FWCS personnel.

Invoice Schedule:

September 1, 2017- \$46,600

December 1, 2017- \$46,600

March 1, 2018 - \$46,600

June 15, 2018- \$46,600

Payment is due 30 days from receipt of invoice. Please remit to NYC Leadership Academy, Attention: Finance Department, 45-18 Court Square, Room 247, Long Island City, NY 11101.

6. **Consultation**

In the event that the scope of work or timeline set forth in this agreement changes due to scheduling adjustments or other circumstances that are not due to any failure, or under the reasonable control of NYCLA, NYCLA will immediately notify FWCS in writing regarding such change and the potential impact that change may have upon the schedule and work specifications set forth above. Moreover, NYCLA and FWCS shall evaluate alternative resolutions in a timely manner thereafter, and agree upon a course of action that best achieves the Project's overall goals, scope of work and deliverables.

7. **Termination**

This Agreement may be terminated by written notice by either Party with 30 days notice. If either party believes that the other has materially breached this Agreement (including, for example, failure to render satisfactorily to FWCS the services for which FWCS is contracting with NYCLA), a written notice will be sent describing the breach and providing the breaching party with 10 days, after receipt of notice, to cure. If the breach is not cured, this Agreement will be terminated without any further obligation owed to the breaching party. In the unlikely event this Agreement is terminated, the NYCLA shall receive payment for all work conducted and products delivered hereunder through the date of termination. Any such payments shall be made within 10 business days after the date FWCS receives an invoice for such payment from NYCLA.

8. Independent Contractor

NYCLA shall engage in performance of this contract as an independent contractor. No NYCLA employee shall be deemed an employee, agent or representative of the FWCS and nothing contained herein shall be construed to imply or create a relationship as partners, joint ventures or of an agency between the parties hereto. NYCLA shall be responsible for payment of all income, social security, or other taxes, or payments to third parties arising by reason of its services under this contract and shall indemnify FWCS and hold it harmless against all claims relating to such obligations.

9. Intellectual Property

Copyright and Intellectual Property Rights in materials created or fixed in any tangible medium of expression by NYCLA in the performance of this Agreement shall rest in NYCLA. However, NYCLA grants Fort Wayne Community Schools a royalty-free, nonexclusive, perpetual, and irrevocable license to reproduce, copy, adapt, distribute, publicly display, perform, make derivative works of or otherwise use the materials created pursuant to this Agreement. Fort Wayne Community Schools agrees not to license, assign or otherwise transfer any of the materials created by NYCLA pursuant to this Agreement to, or permit the use of such materials by, any third person or entity.

10. Confidentiality

In the course of providing school leadership advisory services to FWCS, NYCLA and its employees may be given access to certain documents and other materials, including confidential information not otherwise available to the general public which FWCS possesses. NYCLA agrees not to disclose such confidential information to anyone outside of NYCLA, unless disclosure to its own consultants and/or subcontractors, if any, is necessary to perform its consulting duties, in which case NYCLA agrees to inform FWCS before disclosing the confidential information and to instruct those persons not to disclose confidential information.

11. Insurance

NYCLA shall secure and maintain throughout the duration of this contract insurance of such types and in such amounts as may be reasonably necessary to protect itself, and the interests of FWCS, against all hazards or risks of loss as herein specified.

12. Arbitration

If a dispute arises out of this Agreement, the dispute will be finally settled by arbitration at the New York City offices of the American Arbitration Association ("AAA") pursuant to the Commercial Dispute Resolution Rules of the AAA, except that a single arbitrator (rather than a panel of three arbitrators) will be mutually selected by the parties from a list of potential arbitrators proposed by the AAA.

13. Choice of Law & Jurisdiction

This Agreement will be governed by New York contract law, and by United States law applicable to any federal issues, including those arising under United States copyright law. If any part of this Agreement is found to be unenforceable, the rest will remain in full force and effect. Jurisdiction and venue shall be in New York County, New York.

14. Entire Agreement

This Agreement sets forth the entire agreement between the parties with respect to the subject matter hereof, and may not be modified or amended except by written agreement executed by the Parties hereto.

15. No Waiver

If in one or more instances either party fails to insist that the other party perform any of the terms of this agreement, such failure shall not be construed as a waiver by such party of any past, present, or future right granted under this agreement; the obligations of both parties under this agreement shall continue in full force and effect.

16. Survival

The termination of this agreement shall not affect any of the rights or obligations of either part arising prior to or at the time of the termination of this agreement, or which may arise by any event causing termination of this agreement.

17. Applicability

Neither party shall have the right to assign any rights or obligations under this agreement without the prior written approval of the other party.

18. Severability

If any provision, paragraph, or subparagraph of this agreement is adjusted to be void or unenforceable in whole or in part, this adjudication shall not affect the validity of the remainder of the agreement, including any other provision, paragraph, or subparagraph. Each provision, paragraph, and subparagraph of this agreement is separable from every other provision, paragraph, and subparagraph, and constitutes a separate and distinct covenant.

19. Modification

No alteration or modification to any of the provisions of this agreement shall be valid unless made in writing and signed by both parties.

20. Headings

The headings have been inserted for convenience only and are not to be considered when construing the provision of this agreement.

21. Counterparts

This agreement may be executed in counterpart originals.

NYC LEADERSHIP ACADEMY

By

Irma Zoroya
Print Name

Irma Zoroya
Signature

July 25, 2017
Date

FORT WAYNE COMMUNITY SCHOOLS

By Ramona Coleman

Ramona Coleman
Print Name

Ramona Coleman
Signature

08/21/17
Date

