



*Croton-Harmon, NY School District  
Spring 2022 Agreement for Services*

***In order to develop climate consciousness, students, parents, educators, and the community must feel safe, supported, and able to learn and grow together over time in CHUFSD. In order for this to happen, for this assessment of, and response to, the pulse of the lived experiences of district community members, individuals must feel heard and represented, and confident that their story matters.***

***- Croton-Harmon Equity StakeholderTeam***

Thank you so much for the opportunity to get to know your learning community. It would be a pleasure to be a part of the journey as Croton-Harmon continues to develop the conditions for teaching and learning through an equity lens.

Below is an agreement for engagements for the Spring 2022 semester. These workshops will serve as a springboard to align with the guidelines created by your Equity Council as well as with the NY Board of Regents Call to Action. This agreement includes 13 training sessions over 4 discrete training groups for adult learners, as well as a set of Peer Leadership workshops for high school student leaders. All sessions are scheduled over Zoom, and will include a facilitation team and a Zoom Producer.

The highly interactive sessions will invite participants to think deeply about their own identities, to seek new understanding about the true value of valuing difference, and to provide support for action planning and creating a culture of *Belonging*.

We look forward to working with you.

Thank you,  
Melle Powers, CDP  
Powerful Communications  
*Principal*



### **Program Overview:**

- During the spring of 2022, the Croton-Harmon, NY School District seeks to engage in comprehensive Diversity, Equity and Belonging work in order to align district goals with best practices toward strengthening educational content and the school community.
- Focus for Spring 2022 work is on the adult learning community - BOE members, administrators, staff members and Equity Teams.
- These trainings will focus on two of the Equity Stakeholder Group Recommendations:
  - **Equity Stakeholder Group Recommendation 1: School Climate Consciousness**  
*In order to develop climate consciousness, students, parents, educators, and the community must feel safe, supported, and able to learn and grow together over time in CHUFSD. In order for this to happen, for this assessment of, and response to, the pulse of the lived experiences of district community members, individuals must feel heard and represented, and confident that their story matters.*
  - **Equity Stakeholder Group Recommendation 4: Professional Development**  
*Embed professional development opportunities for all district staff to develop an equity lens that they employ daily to identify and address the impact of race and bias, ethnicity, language, country of origin, gender, sexuality, ability, religion, and socioeconomics in all spaces in our district.*

*Through professional development and coaching, our staff will develop shared language, practices, understanding, and tools and grow as teachers and learners as we learn to educate through an equity lens.*
- During the spring of 2022 the Croton-Harmon School District will develop a common language and shared understanding of this foundational work across school communities (The Board of Ed, Equity Teams, Administrative Leadership and Staff).
- These goals are in concert with the NY State Board of Regents Call to Action on Diversity and Inclusion instruction in New York school districts.

### **Logistics:**

- Group 1 = 152 staff members
- Group 2 = 7 Board of Education members
- Group 3 = 14 Administrative Council members
- Group 4 = District Equity Team + 3 Building Equity Teams
- Group 5 = High School student leaders
- Workshops would take place over Zoom



### **Learning Programs:**

#### ***Summary:***

- **3 one-hour Roundtable meetings with Leadership over the course of the program via Zoom**
- **Group 1 - Staff: 6 training hours over 3 learning engagements sessions.**
- **Group 2 - Board of Education: 3 training hours during 1 learning engagement session.**
- **Group 3 - Administrative Council: 1.5 training hours during 1 learning engagement session.**
- **Group 4 - Equity Teams: 6 training hours over 4 learning engagement sessions.**
- **Group 5 - Student Leadership Group: approx 4 training hours over 3 learning engagement sessions.**

### **Big Picture Goals:**

Goals for 2022 include:

- Growth and development of the Leadership Team as they guide the staff through this learning process.
- Building a shared understanding of the principles of Diversity and Belonging among multiple layers of stakeholders.
- For staff to build skills around leading classroom discussion and integrating curricular materials that are reflective of multiple dimensions of Diversity and Belonging.
- Define and employ the concept of an “Equity Lens”.
- Developing processes and metrics around Diversity and Belonging goals.



## **Detailed Breakdown:**

- **Roundtable Discovery with Leadership Staff**

**February 2022; 60 min (Zoom)**

*An essential part of the discovery process and a chance to reflect on Diversity and Belonging related successes and challenges - both institutional and personal. Participants should include key leaders and members of the planning committee.*

- **Roundtable check-in with Leadership Staff**

**Late February 2022; 60 min (Zoom)**

*An opportunity to review progress and level set the staff training goals for the upcoming Professional Development day. Participants should include key leaders and members of the planning committee.*

- **Roundtable check-in with Leadership Staff**

**Late spring 2022; 60 min (Zoom)**

*Closing out the engagement with a reflection on successes, challenges and next steps for the district. Participants should include key leaders and other members of the planning committee.*

- **Group 1 - Staff: 6 training hours over 3 learning engagements sessions (Zoom).**

- 152 total participants
- Divided by school into 3 cohorts of 47 participants/50 participants/55 participants
- Cohort engagements:
  - Session #1 for 90 minutes
  - Session #2 for 3 hour all-cohort Professional Development Day
  - Session #3 for 90 minutes

- **Group 2 - Board of Education: 3 training hours during 1 learning engagement session (Zoom).**

- 7 total participants
- One 3 hour session



- **Group 3 - Administrative Council - 1.5 training hours during 1 learning engagement session (Zoom).**
  - 14 total participants
  - One 90 minute session
  
- **Group 4 - Equity Teams - 6 training hours over 4 learning engagement sessions (Zoom).**
  - unknown total participants
  - Four 90 minute sessions
  
- **Group 5 - Student Leaders - 3 learning engagement sessions per cohort (Zoom).**
  - unknown total participants
  - Two cohorts @ three sessions/cohort = 6 sessions total (time TBD)



**Fees:**

Group 1 - STAFF ENGAGEMENT; 2 90 minute sessions by cohort, 1 full PD day (3 hours?)	# of participants	Format of day
152 total staff		
SESSION #1 Jan or Feb 90 minute cohort session (cohorts = 55; 47; 50 teachers); 3 cohorts	47/50/55 per cohort	90 minute session - Virtual
Session #2 - PD Day, March 11th	152	3 hours - Virtual
SESSION #3 March or April 90 minute cohort session (cohorts = 55; 47; 50 teachers); 3 cohorts	47/50/55 per cohort	90 minute session - Virtual

Group 2 - BOARD OF EDUCATION (1 three hour session)	# of participants	Format of day
Board of Education Training	7	one 3 hour session - Virtual

Group 3 - ADMINISTRATIVE COUNCIL	# of participants	Format of day
Administrative Council training	14	One 90 minute session

Group 4 - Equity Teams - Every 4-6 weeks (District Equity Team and 3 building Equity Teams)	# of participants	Format of day
Equity Council Training Option #1 (4 90 minute sessions)	45?	90 minute session

Group 5 - Student Peer Leadership	# of participants	Format of day
Student Leadership; 2 cohorts (3 sessions/cohort)	TBD/cohort	75-90 minute session

**•3 Leadership Roundtable steering sessions.**

**•Training program tailored to your district's needs in alignment with your goals and mandates.**

**• 19 training sessions across 5 discrete groups.**

**• Experienced, knowledgeable and creative Facilitators for each session.**

**•Zoom Producer for larger sessions**

**Total Fee = \$37,800**



*Melle Powers has brought diversity organization assessments to life and conducted skill-building sessions for executives and managers within a wide variety of industries and Fortune 500 companies. She also has extensive experience within the educational sphere, building and facilitating programs for students (elementary aged thru college) as well as teachers, principals, and administrators.*

*Powers began her career in Human Capital Development in Human Resources at American Express, TBS. She started her work in the sphere of corporate anti-racism education as an Actor/Trainer, using role playing as a tool to facilitate difficult conversation. She has gone on to deliver and/or design programs for New York City law firms, international pharmaceutical companies, the NYC Department of Education, the New Jersey State Bar Foundation Statewide Education Program for Teachers, Parent Groups, for the ADL “A World of Difference Institute,” and many, many others. She is co-founder and served as Managing Producer for five years of The Mud/Bone Collective, a theater company formed for and by artists of color whose original mission was to perform classical works by a diaspora of actors. She brings the wealth of this knowledge and experience to her work in Diversity, Equity, Inclusion and Belonging.*

*She is a current instructor at NYU, teaching an undergraduate class that she has developed entitled “Resilience”.*

*Powers is a “Certified Diversity Professional” by the Diversity Society of America, holds an MFA in Acting from NYU, and is a member of the Inclusion Allies Coalition.*



## Agreement for Services: *Croton-Harmon USFD*

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### Dates of Service

February 1st, 2022 -  
June 1, 2022

### Services provided by:

Powerful Communications  
529 West 42<sup>nd</sup> Street #2J  
New York, NY 10036

### Services Performed for:

Croton-Harmon USFD  
• Stephen Walker  
Superintendent of Schools

The following is the agreement (“Agreement”) between **Croton-Harmon USFD** (known hereafter as “Croton-Harmon”) and **Powerful Communications** (known hereafter as “Consultant”) for comprehensive Diversity, Equity and Belonging training and consultation.

**PROJECT DESCRIPTION:** The Consultant will design and deliver a series of workshop programs for multiple stakeholders in the Croton-Harmon USFD community to build educator capacity in the arena of Diversity, Equity and Inclusion (see attached document).

1. **TERM:** The term for this agreement begins immediately upon enactment of this agreement and concludes June 1, 2022.
2. **SERVICES:** The Consultant shall perform the following services (the “Services”) on behalf of Client.
  - a. **Program Development.** Consultant agrees to design a series of structured, interactive trainings that may make use of exercises, small group discussion and/or video content to deliver to workshop participants.
  - b. **Project Consultation.** Consultant agrees to communicate with Croton-Harmon via email and/or Zoom meetings as is necessary and reasonable for both parties (up to 180 minutes total, commencing with the mutual signing of this agreement and concluding June 1, 2022). Both parties agree to mutual consideration of available time.





- c. **Workshop Delivery.** Consultant agrees to deliver the following:
- i. 3 one-hour Roundtable meetings with Leadership over the course of the program via Zoom
  - ii. Group 1 - Staff: 6 training hours over 3 learning engagements sessions.
  - iii. Group 2 - Board of Education: 3 training hours during 1 learning engagement session.
  - iv. Group 3 - Administrative Council: 1.5 training hours during 1 learning engagement session
  - v. Group 4 - Equity Teams: 6 training hours over 4 learning engagement sessions.
  - vi. Group 5 - Student Leadership Group: approx 4 training hours over 3 learning engagement sessions.

**3. COMPENSATION:** In full consideration for Consultant's performance under this Agreement and for all of the rights granted by the Consultant hereunder, and provided that the Consultant has not materially breached this Agreement, Croton-Harmon agrees to pay and Consultant agrees to accept the following:

- a. **Fee.** For program development and delivery, the guaranteed sum of Thirty Seven thousand Eight Hundred dollars (\$37,800.00, USD) (the "Fee").
  - i. Half of the total Fee is payable on or before March 1, 2022: Eighteen Thousand Nine Hundred dollars (\$18,900.00, USD).
  - ii. Remaining balance of the Fee is due April 1, 2022: Eighteen Thousand Nine Hundred dollars (\$18,900.00, USD).
- b. **Travel and Expenses.** N/A

**4. CONDITIONS:**

- a. **For Virtual Trainings.**
  - i. Video recordings of the training are not permitted.

**5. INTELLECTUAL PROPERTY:** Any and all work produced in connection with, or in the process of fulfilling this Agreement, are expressly and solely owned by the Consultant.



**6. CANCELLATION POLICY:**

- i. Cancellations made from the start of this agreement through March 1, 2022 incur a 10% cancellation fee or Three Thousand Seven Hundred Eighty dollars (\$3,780.00 USD). Cancellations made after March 1, 2022 incur a 100% cancellation fee or Thirty Seven Thousand Eight Hundred dollars (\$37,800.00, USD).

If the terms of the above Agreement meet your approval, please indicate so by signing in the space provided below. This Agreement will not be considered binding until fully executed by all parties.

Accepted and Agreed to:

**For Powerful Communications**

\_\_\_\_\_  
Signature

Melle Powers

Printed Name

Prinicpal, Powerful Communications

Title

2/1/2022

Date

**For Croton-Harmon**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date