



Exhibit A
Portland Public Schools
Student, Instructional, and Family Engagement Services Contracts:
Scope of Work and Performance Requirements
2023-24 School Year
Native American Youth & Family Center (NAYA)

1. Synopsis of Contractor's Work:

NAYA will serve 110 of students throughout PPS

Strategy 1 - Applegate, Clarendon, Faubion, + Districtwide

Strategy 2 - Many Nations Academy, PPS High Schools.

Strategy 5 - Districtwide

Strategy 1: Culturally Specific Family Engagement

NAYA Family Center's Culturally Specific Family Engagement plan is designed to address the specific cultural and historic barriers that often keep Native American parents from becoming active advocates and communicators for their children. Although parents want their children to succeed, they often lack the understanding of school policies and programs and are intimidated by their own lack of education and past interactions with the public-school system. Mitigating these issues and creating a link between the school, family and the student is the highest priority of this program. NAYA will provide culturally appropriate support to enable parents to become involved in the child's educational life, as well as becoming confident in communicating with school staff members.

NAYA Family Center will provide after school tutoring and educational advocacy, working one-on-one with the students to help youth understand their academic strengths and to address challenge areas. Advocates will meet with students virtually, and when able to, in their schools and homes, as well as at NAYA, so that relationships can be built with educators and family members. Students are encouraged and rewarded for communicating information about homework, tests and events to parents, educators, and advocates to build awareness of their crucial role in their own success.

Contractor will engage a total of 22 parents/caregivers in individualized support (minimum contact 2x per month per family), 10 families in in-home tutoring (2x/month per family), 34 families annually in group activities (that occur an average of 2x per month, per school, with 10 families per event) and 46 youth in family group activities (that occur an average of at least once per quarter with 20 youth per event). Larger scale events with 46 participants will occur 2x per year.

Strategy 2: Wrap Around Services

NAYA will focus on students in high school and eighth grade because of the importance of these crucial academic and transitional stages. We know it is critical to reach our youth prior to high school, to avoid students falling significantly behind in educational benchmarks. NAYA Family Center has determined through experience that targeting families with Native children in this age group will be effective in promoting academic success, preventing risky social behaviors, and support for success following high school. Educational assistance, such as for IEP and 504 meetings, can continue virtually, with NAYA staff assisting parents and students, preparing for meetings, and attending to provide support with the process and to encourage positive engagement.

Youth advocates, the parent involvement advocate, and after school program staff from the NAYA College and Career Center will work with schools to build relationships with identified youth participants, families, and educators. Staff will work with school personnel to collaborate and identify ways that youth, families, and



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schools will be best served through the wrap around services NAYA can offer.

Contractor will engage a total of 34 youth in case management/wrap around supports (contact 2 x per week or 2 hours per month for 9 months), after-school group activities (minimum 2 x per week per school for 9 months with average of 15 students per group). 12 parents/caregivers served annually. Minimum 2 contact per month for 12 months).

Strategy 5: Positive Cultural Identity Development and Advocacy

NAYA's Youth and Education Services programming provides opportunities for youth to explore and engage in culturally affirming activities and develop positive cultural identity. Programming includes a diverse array of enrichment activities with a strong emphasis on Culture, Education and Wellness through a decolonized lens.

Outreach for these programs are conducted primarily through Youth Advocates who carry caseloads in Portland-metro area schools, as well as Title VI Indian Education programs in PPS.

Contractor will engage a total of 30 youth to participate in group activities held an average of 2x per month, per school, with an average of 15 students per group.

A. Contract amount changes:

- 2022-23 Contract amount per strategy:
 - Strategy 1 - \$200,000.00
 - Strategy 2 - \$150,000.00
 - Strategy 5 - \$100,000.00
- 2023-24 Contract amount per strategy:
 - Strategy 1 - \$130,000.00
 - Strategy 2 - \$125,000.00
 - Strategy 5 - \$75,000.00

B. Ongoing collaboration, engagement and feedback with PPS leadership:

- Executive Director and Program Staff attend all quarterly RESJ partnership meetings convened by the Superintendent to discuss collective progress and challenges of partnerships, review contract performance data and share best practices amongst partners and PPS staff (dates are subject to change).
 - Q1: Nov 16, 2023;
 - Q2: Feb 12, 2024;
 - Q3: Apr 22, 2024
- Participate in and support scheduling of RESJ staff site visits partnership of programming
- Attend all RESJ Professional Learning sessions



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- Engage with PPS staff and participate as available in meetings to provide feedback and thought leadership on significant policy and funding decision making including but not limited to the following initiatives:
 - PPS Strategic Plan - Forward Together Committees
 - Student Safety and Sense of Belonging and corresponding policies
 - RESJ Plan and Framework
 - RESJ Professional Learning
 - PPS Budget and Investment Strategies
 - Attend Leadership Institute: August 7-11, 2023

2. Performance Period/ Dates and Times of Service:

This Contract runs from August 1, 2023 through June 30, 2024.

Learning Center after school programming: Monday-Thursday 3:00-6:30

College and Career Center College Nights: Tuesday and Thursday 3:00-6:00

Recreation, depending on sport and season: Monday-Friday 6:00-8:00 and weekend games

3. Detailed Description of Goals and Activities:

Goal #1: Improve academic outcomes for youth through culturally specific engagement
<u>Activities designed to help achieve this goal:</u>
<ul style="list-style-type: none"> ● Staff will build relationships with identified youth, families, and educators. This will be done in collaboration with school staff to identify ways that both participants and schools will be best served through culturally specific services offered by NAYA. ● Youth Advocates and identified youth will meet weekly, developing youth-directed six-month Youth Development Plans (YDPs), which can be modified to reflect progress, strengths, and future goals for the next six months. ● Advocates will continually engage with families of identified youth, respond to data, co-coordinate student enrichment instruction and activities, and provide transportation to students to ease after-school participation barriers.
Goal #2: Uplift and connect PPS families using whole-person, whole-family, and whole-community models
<u>Activities designed to help achieve this goal:</u>
<ul style="list-style-type: none"> ● Additional staff will be included in the relationship building activities of Goal #1, including a dedicated wrap-around specialist and staff from the College and Career Center, all of whom will use the Relational Worldview Model to assess client strengths and needs.



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- Client-assistance funding from Youth Advocacy and other programs at NAYA will be leveraged to ensure that basic needs at home and in the community are not barriers to student learning and achievement.
- Case-managed youth and families will be linked with other cultural and community resources as needed.

Goal #3: Increase positive cultural identity

Activities designed to help achieve this goal:

- Ensure that case-managed youth served within Goal #1 are connected to the following activities and ensure that additional PPS-enrolled youth are engaged.
- Host Learning Center activities multiple days per week for youth in grades 2 through 8, including mentoring, tutoring, reading, Indigenous arts and games, and movement-based activities.
- Host Two Spirit Safe Space Alliance meetings bi-monthly, supporting positive youth identity around the intersections of culture and gender/sexual identity, and connecting Two Spirit adult community members and staff in order to share intergenerational knowledge, serve as positive role models, and help youth explore new methods of self-expression in a safe space.
- Host Native American Culture Nights bi-monthly, sharing seasonally appropriate traditions, practicing cultural arts of all kinds, and featuring guest speakers, arts instructors, and volunteers who will guide participants to explore and preserve the many Native traditions.
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4. Tasks and Reports: [Link to form, Student Roster Template, Narrative Report Template](#)

Activities & Reporting	Time Frame/Due Date (dates are subject to change)
Attend check-in meetings with Contract Manager to discuss contract activities and progress to date	TBD
Quarterly progress report for Quarter 1	Aug 29 to Nov 2 November 13, 2023
Quarterly progress report for Quarter 2	Nov 3 to Jan 25 February 5, 2024
Quarterly progress report for Quarter 3	Jan 26 to April 4 April 15, 2024



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Quarterly progress report for Quarter 4	April 5 to June 11 June 17, 2024
End Of Year: Final 2023-24 data	June 17, 2023

All Reports will be sent to Lidia Lopez Gamboa (llopez@pps.net), cc: Amy Liu (aliu@pps.net).

5. Contract Performance Measures:

Number of students served (total and per school)	Total: 110 Per School: 60 three schools and then district wide
Number of hours per family	3
Number of Families served	34
Number of hours per student <i>*This is hours of direct service to a student that the student accessed..*</i>	18
Staff Demographics	100% of direct service staff identify as Native American, 75% of department managers identify as Native American and 25% identify as Latinx. Many staff identify as bi-racial. The Department Director identifies as Native American and the data specialist staff identify as Romani and eastern European.
Staff FTE	3.57 FTE
Leveraged funding/staffing	\$325,000: Sources include Portland Children's Levy (both mentoring and afterschool) \$110, 000, Multnomah County SUN Youth Advocacy \$90,000, US Department of Education pass through finding through SEI with the Promise Neighborhood Initiative \$65,000, Multnomah County Successful Families \$60,000.
Serve up to:	110_ Students
Staff Attendance at PD -	4
Student Service Hours -	1,980 hours



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<p>District will analyze the following measures regarding partner performance and impact on students:</p> <ul style="list-style-type: none"> ● Attendance ● GPA ● Achievement (MAP, Graduation, etc.) ● Sense of Belonging ● Referrals and discipline 	<ul style="list-style-type: none"> ● Attendance ● GPA ● Achievement (MAP, Graduation, etc.) ● Sense of Belonging (Utilizing the Relational Worldview Model and the NAYA Outcomes Planning Protocol) ● Referrals and discipline ● Staff/Participant Contact Hours
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6. **Payment:** See Contract Section 4(a) through 4(d). The total amount of this contract is **\$330,000.00** (not including in-kind contributions). Invoices for actual costs incurred will be submitted monthly. Invoices need to be billed against each budgeted line item, per strategy, per school. **Please note:** A protected custom invoice template will be shared with you. Each month, please update your billing in this invoice template (do not make copy) and also submit your independently created invoice for the payment request. If the Direct Service fund is used, please report the total spent for the student/family using the same invoice template. Here is an [example](#). Progress reports will be submitted commensurate with the contract.
7. **Contractor Mandatory Training:** Contractors and staff who work directly with students must complete all required training; both RESJ PD & PPS courses, within 14 days of contract start date and/or staff hire.
8. **Student Information Security Protocols:** Any email, googledoc, spreadsheet, etc. containing student information must be stored and conveyed within PPS' in order to keep our students, data, and operations safe. Protocol for student information shared via Google Sheets or Docs is that it should be accessed only via those created from, and stored within, a PPS G-drive. This requires a PPS account. Select person[s] who will access PPS' spreadsheets containing attendance & invoicing databases and submit their names and personal/work email addresses to Pam Dahlberg (pdahlberg@pps.net) for account creation.
9. **Nonperformance:** As used in this Contract, "failure to perform" means failure, for whatever reason, to deliver goods and/or perform work as specified and scheduled in this Contract. If Contractor fails to perform under this Contract, then District, after giving seven days' written notice and opportunity to cure to Contractor, has the right to terminate this Contract.

Nonperformance includes, but is not limited to: site visits, Quarterly Meeting attendance, mandatory training compliance, student enrollment, and student information security.

PPS agrees to:

- Provide all contractor staff working directly with students with an individual PPS email account that will give contractor staff access to our trainings via our profession development site, PEPPER (see Exhibit C).



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Contractors must submit both the names and emails of all relevant contractor (student-facing) staff to the contract manager as well as submit required IT Request Forms for each staff account activation within 7 days of either Contract initiation or staff hire. Once accounts are activated the contractor staff will have 7 days to complete the mandatory trainings.

Contractor shall:

- Communicate the scope of program and student interaction to parent/guardian prior to enrollment of student(s) in the program.
- Ensure your staff wears a Contractor badge, clearly displayed, at any and all virtual meetings and at all times while on school premises.
- Provide the contract manager with badge verification and expiration date for all contractor staff within 14 days of contract initiation or staff hire.
- Ensure that you, your agents and employees who may or will have direct, unsupervised contact with students will take all of the identified training before beginning work under this Contract and monitor training progress of your agents and employees to ensure training completion before work begins.
- Provide Portland Public Schools a staff list, kept current at all times.

9. Budget:

Strategy #1 -

Budget Item	Proposed PPS Investment	Total Other Funds	Total Program Budget
Staffing - Wages and Benefits, % FTE or Hourly Rate			
Salary/Wages	62,150		
Taxes	7,458		
Health Benefits	8,978		
Retirement	1,865		
1.34 FTE for 5 staff			
Equipment, Supplies, Curriculum & Transportation (Provide detailed listing of each proposed item)			
Employee Training and Development	2,000		
Program and Office Supplies	3,038		
Program Food	3,000		
Technology and Printing	3,231		
Culturally Specific Honoraria	700		
Local Travel	2,952		
Client Assistance	11,400		



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Database Licenses	372		
Administration Admin & Occupancy	23,556		
Total	\$130,000.00	128,000	258,000

Strategy #2 -

Budget Item	Proposed PPS Investment	Total Other Funds	Total Program Budget
Staffing - Wages and Benefits, % FTE or Hourly Rate			
Salary/Wages	59,443		
Taxes	7,133		
Health Benefits	8,442		
Retirement	1,783		
1.26 FTE for 5 staff			
Equipment, Supplies, Curriculum & Transportation (Provide detailed listing of each proposed item)			
Employee Training and Development	1,400		
Program and Office Supplies	4,536		
Program Food	2,500		
Technology and Printing	3,038		
Culturally Specific Honoraria	700		
Local Travel	2,470		
Client Assistance	10,697		
Database Licenses	350		
Administration Admin & Occupancy	22,508		
Total	\$125,000.00	124,000	249,000

Strategy #5 -



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Budget Item	Proposed PPS Investment	Total Other Funds	Total Program Budget
Staffing - Wages and Benefits, % FTE or Hourly Rate			
Salary/Wages	36,363		
Taxes	4,367		
Health Benefits	4,690		
Retirement	1,091		
0.7 FTE for 3 staff			
Equipment, Supplies, Curriculum & Transportation (Provide detailed listing of each proposed item)			
Employee Training and Development	1,000		
Program and Office Supplies	2,260		
Program Food	1,125		
Technology and Printing	1,688		
Culturally Specific Honoraria	700		
Local Travel	1,135		
Client Assistance	2,211		
Database Licenses	194		
Administration Admin & Occupancy	13,176		
Total	\$75,000.00	73,000	148,000