



Exhibit A
Portland Public Schools
Student, Instructional, and Family Engagement Services Contracts:
Scope of Work and Performance Requirements
2023-24 School Year
IRCO

1. Synopsis of Contractor's Work:

IRCO will serve 199 students, at 12 sites

Strategy 1 - Jason Lee, Kelly, Sitton, Scott

Strategy 2 - Roosevelt, McDaniel, Cleveland, Franklin

Strategy 3 - George, Harrison Park, Lane, Roseway Heights

Strategy 5 - George, Harrison Park, Lane, Roseway Heights

Strategy 1: Culturally Specific Family Engagement

IRCO's Culturally Specific Family Engagement Project provides culturally and linguistically specific family engagement supports to African Immigrant and Refugee, Slavic, Asian, and Pacific Islander youth and families.

Contractor will engage a total of 54 parents/caregivers in individualized support (minimum contact 2x per month per family), 14 families in in-home tutoring (2x/month per family), 79 parents/caregivers annually in group activities (that occur an average of 1x per month, per school, with 6-12 families per event) and 45 youth in family group activities (that occur an average of at least once per quarter with 8-28 youth per event). Larger scale events with 70-135 participants will occur 1-x per year.

Strategy 2: Wrap Around Services

After-school groups will focus on academic support (tutoring), wellness/wellbeing activities (sports, cultural dance/arts, music), leadership development (participation in leadership activities and councils). Advocates will continue to connect with students during the summer through intensive summer programming, including 9th Grade Counts, and/or referral to credit recovery programs at the aforementioned high schools. Families will remain engaged to continue to support their students' success.

IRCO's wrap around supports provides intensive academic and social and emotional, relationship based case management and in-school and out-of-school time programming to African Immigrant and Refugee, Pacific Islander and Slavic Youth.

Contractor will engage a total of 73 youth in case management/wrap around supports (contact 1 x per week or 4 hours per month for 12 months), after-school group activities (minimum 2x per week per school for 27-35 weeks with average of 9-13 students per group). 75 parents/caregivers served annually. Minimum 1 contact per month for 12 months).

Strategy 3: Mentoring and Leadership Development

IRCO Youth Mentoring Project will hire bilingual/bicultural staff and volunteer mentors to provide positive relationship development and support to students who identify as African Immigrant and Refugee and/or Pacific Islander and Slavic to reduce disproportionate discipline rates and increase attendance and a sense of belonging at school for students of color. Individual community based mentoring where youth will be matched with a positive adult role model who shares cultural and/or linguistic background, as well as group mentoring activities will take place that support academic achievement and overall wellbeing. Examples include: Saturday



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homework help, after-school tutoring, book and STEM clubs. Leadership and future orientation activities will be integrated into programming through individual and group activities.

Contractor will engage a total of 60 youth in mentoring services (minimum contact 1 x per week or 4 hours per month). 46 parents/caregivers enrolled (minimum contact 1x per month). All 60 youth will participate in group mentoring activities held an average of 2x per month, per school, with an average of 5-14 students per group.

Strategy 5: Positive Cultural Identity Development and Advocacy

IRCO youth programming provides participating youth with exposure and opportunity to engage in activities that empower them to embrace a confident and positive cultural identity while preserving and sharing cultural heritages and traditions amongst their peers for African Immigrant and Refugee, Pacific Islander and Slavic students. Examples of activities include: Pacific Islander cultural showcase, cultural dance, native language literacy, rugby and sports teams, sewing and arts/crafts, social and emotional groups that focus on positive cultural identity/ies. Parents may be included as interested/appropriate.

Contractor will engage a total of 21 youth to participate in group activities held an average of 2x per month, per school, with an average of 4-11 students per group.

A. Contract amount changes:

- 2022-23 Contract amount per strategy:
 - Strategy 1 - \$249,600.00
 - Strategy 2 - \$385,000.00
 - Strategy 3 - \$303,500.00
 - Strategy 5 - \$111,900.00
- 2023-24 Contract amount per strategy:
 - Strategy 1 - \$225,000.00
 - Strategy 2 - \$330,000.00
 - Strategy 3 - \$280,000.00
 - Strategy 5 - \$80,000.00

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 22, 2023 through June 30, 2024.

List days & times:

Mon-Thurs during school day and afterschool, some weekends and evenings

3. Detailed Description of Goals and Activities:

Strategy 1 -

Goal #1: Increase school attendance
Activities
1. Individualized support (school to home/home school communication, resource referral and navigation)
2. Parent/Family Group Activities
3. In-Home tutoring
Goal #2: Reduce racial disparities in academic performance
Activities
1. Individualized support (school to home/home school communication, resource referral and navigation)
2. Parent/Family Group Activities (culturally and linguistically specific academic activities)
3. In-Home tutoring (homework support, in-home learning)
Goal #3: Increase overall family engagement and connection to school/s
Activities
1. Individualized support (school to home/home school communication, resource referral and navigation)
2. Parent/Family Group Activities (culturally and linguistically specific activities that promote cultural identity, sense of belonging, introductions to school staff, school programs and policies)
3. Large Scale Cultural Events- engage larger school community in immigrant and refugee events and celebrations.



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Strategy 2 -

Goal #1: Increase school attendance
Activities
1. Case Management (regular school day check ins, in-class supports)
2. Family Engagement (school/home and home school communication, resource referral and navigation)
3. Group Activities (homework supports, positive youth to adult relationships and peer to peer relationships)
Goal #2: Reduce racial disparities in academic performance
Activities
1. Case Management (individual goal setting, in-class supports, monitoring students' grades/attendance,/homework assignments, credit attainment/recovery supports, connection to post secondary opportunities and leadership development)
2. Group Activities (after-school homework support, ELD specific tutoring/academic supports, activities that promote overall well being, leadership development/councils)
3. Family Engagement (school to home/home to school communication, essential resource referral and navigation, support with postsecondary exploration)

Strategy 3 -

Goal #1: Increase school attendance
Activities
1. Individual Mentoring (academic supports, goal setting, attendance monitoring, communication with school staff)
2. Group Activities (academic supports, support with sense of belonging in school)
3. Family Engagement (school to home and home to school communication, resource referral and navigation)
Goal #2: Reduce racial disparities in academic performance
Activities
1. Individual Mentoring (academic supports, goal setting)
2. Group Activities (after-school and Saturday homework supports, activities that promote overall wellbeing)
3. Family Engagement (school to home and home to school communication, resource referral and navigation)



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Strategy 5 -

Goal #1: Increase school attendance
Activities
1. Group activities that promote sense positive cultural identity/ies and sense of belonging at school
2. Cultural Events/Activities that support positive school climate
Goal #2: Increase students' overall wellbeing
Activities
1. Group activities that promote positive cultural identity/ies, sense of belonging, leadership in racial equity and connected sense of self
2. Cultural events that support positive school climate

4. Tasks and Reports: [Link to form, Student Roster Template, Narrative Report Template](#)

Activities & Reporting	Time Frame/Due Date
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
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).



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5. Contract Performance Measures:

Number of students served (total and per school)	Total: 199 Per School: JL 18 Sitton 10 Kelly 10 Scott 7 GMS 17 HPMS 33 RHMS 17 LMS 14 RHS 38 MHS 25 FHS 9 CHS 1
Number of hours per family	Estimated 24-48 hours per year
Number of Families served	189 parents/caregivers
Number of hours per student <i>*This is hours of direct service to a student that the student accessed..*</i>	Estimated 48-248 hours per year depending on program
Staff Demographics	African Immigrant/Black 7 staff 41% team Asian 1 staff 6% team Pacific Islander 4 staff 24% team Slavic/Eastern European 4 staff 24% team White 1 staff 6% team Total 17 staff
Staff FTE	10.35
Leveraged funding/staffing	
Staff Attendance at PD -	



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Student Service Hours -	
District will analyze the following measures regarding partner performance and impact on students: <ul style="list-style-type: none"> ● Attendance ● GPA ● Achievement (MAP, Graduation, etc.) ● Sense of Belonging ● Referrals and discipline 	

6. **Payment:** See Contract Section 4(a) through 4(d). The total amount of this contract is **\$915,000.00** (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.



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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). 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	\$190,205	\$-	\$190,205
Program Manager, 0.1 FTE	\$6,993.00	\$-	\$6,993.00
Program Coordinator, 0.5 FTE	\$32,025.00	\$-	\$32,025.00
Asian Youth and Family Engagement Lead Family Engagement Specialist/Community Coordinator, 1 FTE	\$55,499.00	\$-	\$55,499.00
African Youth and Family Engagement Family Engagement Specialist, 0.2 FTE	\$10,000.00	\$-	\$10,000.00



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Slavic Youth and Family Engagement Family Engagement Specialist, 0.5 FTE	\$25,000.00	\$-	\$25,000.00
Pacific Islander Youth and Family Engagement Family Engagement Specialist, 0.25 FTE	\$12,500.00	\$-	\$12,500.00
Casual/Hourly Pool of youth and family engagement advocates, EKT instructors, office support, 0.05 FTE	\$2,430.00	\$-	\$2,430.00
Benefits for FTE at 32%	\$45,445.00	\$-	\$45,445.00
Benefits for Casual//Hourly at 12.85%	\$312.00	\$-	\$312.00
Equipment, Supplies, Curriculum & Transportation (Provide detailed listing of each proposed item)	\$10,330	\$-	\$10,330
Professional Development	\$500.00	\$-	\$500.00
Program Activities Costs (e.g. instructional supplies, meeting expenses, space rentals)	\$2,698.00	\$-	\$2,698.00
Office Supplies	\$500.00	\$-	\$500.00
Information Technology (\$953 annually per computer for helpdesk, software, and support, plus lease of laptop needed for 3 laptops)	\$2,859.00	\$-	\$2,859.00
Phone \$35/mo. x 12 months x 3 phones	\$1,260.00	\$-	\$1,260.00
Space (30 sq. ft x \$16.14 per sq. ft)	\$484.00	\$-	\$484.00
Insurance (at \$279 x 3.75 staff)	\$1,046.00	\$-	\$1,046.00
Professional Fees Background Checks (at \$94.50)	\$284.00	\$-	\$284.00
Client Assistance	\$500.00	\$-	\$500.00
Printing/Photocopying	\$200.00	\$-	\$200.00
Administration	\$24,465.00	\$-	\$24,465.00
Total	\$225,000.00		\$225,000.00

Strategy #2 -



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Budget Item	Proposed PPS Investment	Total Other Funds	Total Program Budget
Staffing - Wages and Benefits, % FTE or Hourly Rate	\$276,451	\$-	\$276,451
Program Manager, 0.15 FTE	\$10,489.00	\$-	\$10,489.00
Program Coordinator, 1.0 FTE	\$64,050.00	\$-	\$64,050.00
Program Evaluation, Training and Data Support Coordinator, 0.1 FTE	\$6,405.00	\$-	\$6,405.00
African Lead Youth and Family Advocate, 1.0 FTE	\$53,488.00	\$-	\$53,488.00
African Youth and Family Advocate, 0.5 FTE	\$25,000.00	\$-	\$25,000.00
Pacific Islander Youth and Family Advocate, 0.75 FTE	\$37,500.00	\$-	\$37,500.00
Slavic Youth and Family Advocate, 0.25 FTE	\$12,500.00	\$-	\$12,500.00
Casual/Hourly Pool of family engagement specialists, instructors, coaches, office support	\$-	\$-	\$-
Benefits for FTE at 32%	\$67,018	\$-	\$67,018
Benefits for Casual//Hourly at 12.85%	\$0	\$-	\$0
Equipment, Supplies, Curriculum & Transportation (Provide detailed listing of each proposed item)	\$17,667	\$-	\$17,667
Professional Development	\$500.00	\$-	\$500.00
Program Activities Costs (instructional supplies, meeting expenses, space rentals)	\$1,599.00	\$-	\$1,599.00
Office Supplies	\$500.00	\$-	\$500.00
Information Technology (\$953 annually per computer for helpdesk, software, and support, plus lease of laptop needed for 6 laptops)	\$5,718.00	\$-	\$5,718.00
Phone (\$35 month x 12 months x 6 phones)	\$2,520.00	\$-	\$2,520.00
Space (250 sq. ft at \$17.66 per sq. ft)	\$4,415.00	\$-	\$4,415.00
Insurance (at \$279 x 4 staff)	\$1,116.00	\$-	\$1,116.00
Client Assistance	\$1,000.00	\$-	\$1,000.00
Volunteers (match only)			



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Printing/Photocopying	\$300.00	\$-	\$300.00
Administration	\$35,882.00	\$-	\$35,882.00
Total	\$330,000.00		\$330,000.00

Strategy #3 -

Budget Item	Proposed PPS Investment	Total Other Funds	Total Program Budget
Staffing - Wages and Benefits, % FTE or Hourly Rate	\$229,723	\$-	\$229,723
Program Manager, 0.25 FTE	\$17,482.00	\$-	\$17,482.00
Program Coordinator, 0.5 FTE	\$57,645.00	\$-	\$57,645.00
Program Evaluation, Training and Data Support Coordinator, 0.1 FTE	\$6,405.00	\$-	\$6,405.00
African Youth and Family Advocate , 1.2 FTE	\$60,000.00	\$-	\$60,000.00
Pacific Islander Youth and Family Advocate, 0.4 FTE	\$20,000.00	\$-	\$20,000.00
Slavic Youth and Family Advocate, 0.25 FTE	\$12,500.00	\$-	\$12,500.00
Casual/Hourly Pool of youth and family advocates,instructors, coaches, family engagement specialists, arts/dance instructors, office support, 0 FTE	\$-	\$-	\$-
Benefits for FTE at 32%	\$55,690.00		\$55,690.00
Benefits for Casual//Hourly at 12.85%	\$-	\$-	\$-
Equipment, Supplies, Curriculum & Transportation (Provide detailed listing of each proposed item)	\$19,832	\$-	\$19,832
Professional Development	\$500.00	\$-	\$500.00
Program Activities Costs (instructional supplies, meeting expenses, space rentals)	\$3,484.00	\$-	\$3,484.00
Office Supplies	\$500.00	\$-	\$500.00



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Information Technology (\$953 annually per computer for helpdesk, software, and support, plus lease of laptop needed for 6 laptops)	\$5,718.00	\$-	\$5,718.00
Phone (\$35 month x 12 months x 6 phones)	\$2,520.00	\$-	\$2,520.00
Space (250 sq. ft at \$17.66 per sq. ft)	\$4,415.00	\$-	\$4,415.00
Insurance (at \$279 x 4 staff)	\$1,395.00	\$-	\$1,395.00
Client Assistance	\$1,000.00	\$-	\$1,000.00
Volunteers (match only)	\$-	\$-	\$-
Printing/Photocopying	\$300.00	\$-	\$300.00
Administration	\$30,446.00	\$-	\$30,446.00
Total	\$280,000.00		\$280,000.00

Strategy #5 -

Budget Item	Proposed PPS Investment	Total Other Funds	Total Program Budget
Staffing - Wages and Benefits, % FTE or Hourly Rate	\$66,891	\$-	\$66,891
Program Manager 0.1 FTE	\$6,993.00	\$-	\$6,993.00
Program Coordinator 0.1 FTE	\$6,405.00	\$-	\$6,405.00
Program Evaluation, Training and Data Support Coordinator 0.1 FTE	\$6,405.00	\$-	\$6,405.00
Pacific Islander Youth and Family Lead Instructor 0.25 FTE	\$13,372.00	\$-	\$13,372.00
African Youth and Family Advocate 0.3 FTE	\$15,000.00	\$-	\$15,000.00
Slavic Youth and Family Advocate 0.05 FTE	\$2,500.00	\$-	\$2,500.00
Casual/Hourly Pool of youth and family advocates, instructors, coaches, family engagement specialists, arts/dance instructors, office support 0 FTE	\$-	\$-	\$-



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Benefits for FTE at 32%	\$16,216.00		\$16,216.00
Benefits for Casual//Hourly at 12.85%	\$-	\$-	\$-
Equipment, Supplies, Curriculum & Transportation (Provide detailed listing of each proposed item)	\$4,410	\$-	\$4,410
Program Activities Costs (instructional supplies, meeting expenses, space rentals)	\$1,862.00	\$-	\$1,862.00
Office Supplies	\$500.00	\$-	\$500.00
Information Technology (\$953 annually per computer for helpdesk, software, and support, plus lease of laptop needed for 1 laptop)	\$953.00	\$-	\$953.00
Phone (\$35 month x 12 months x 1 phones)	\$420.00	\$-	\$420.00
Insurance (at \$279 x 1 staff)	\$279.00	\$-	\$279.00
Professional Fees Background Checks (at \$94.50)	\$189.00	\$-	\$189.00
Volunteers (match only)		\$-	
Printing/Photocopying	\$207.00	\$-	\$207.00
Administration	\$8,699.00	\$-	\$8,699.00
Total	\$80,000.00		\$80,000.00