



Exhibit A
Portland Public Schools
Student, Instructional, and Family Engagement Services Contracts:
Scope of Work and Performance Requirements
2023-24 School Year
Portland Opportunities Industrialization Center, Inc. (POIC)

1. Synopsis of Contractor's Work:

POIC will serve 120 students, at 8 locations:

Strategy 2 - Rosemary Anderson, Jefferson

Strategy 3 - Kellogg, Lent, Bridger, Harrison Park, Rosemary Anderson, Vernon, Creative Science

Strategy 2: Wrap Around Services

POIC+RAHS will provide culturally specific and culturally responsive wraparound services to students who have transitioned from a Portland Public Schools (PPS) location to Rosemary Anderson. POIC+RAHS will offer students a variety of supports to promote student academic, emotional, and social success. This includes case management, academic tutoring and support, college prep, family engagement, workforce trainings, access to apprenticeships and internships, emergency support, credit recovery service referrals, student groups, progress monitoring, and more.

Contractor will engage a total of 60 youth in case management/wrap around supports (contact 2 x per week or 4 hours per month for 9 months), after-school group activities (minimum 1 x per week per school for 27 weeks with average of 15 students per group). 30 parents/caregivers served annually. Minimum 1 contact per month for 12 months).

Strategy 3: Mentoring and Leadership Development

POIC+RAHS will deliver a Peer Mentoring Program through which POIC+RAHS students provide group mentoring support for elementary and middle school students enrolled at Portland Public Schools.

POIC+RAHS Student Leadership students have led the Peer Mentoring Program for the last three years, during which the program has engaged over 60 elementary and middle school students on discussions about bullying and prevention; mental health awareness and support for peers; goal setting; self-care; volunteerism; race relations and police interactions; and violence prevention and personal safety. Topics are client driven, and workshops are designed with participant voice in mind to assure buy-in and relevance to participants' real world needs and barriers (Core Value: Students at the Center). Topics are focused on helping participants achieve realistic goals that can be continually built upon to achieve long-term success.

Contractor will engage a total of 60 youth in mentoring services (minimum contact 1 x per week or 4 hours per month). 50 parents/caregivers enrolled (minimum contact 1x per month). All 60 youth will participate in group mentoring activities held an average of 3 x per month, per school, with an average of 6 students per group.

A. Contract amount changes:

- 2022-23 Contract amount per strategy:
 - Strategy 2 - \$125,000.00
 - Strategy 3 - \$125,000.00



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- 2023-24 Contract amount per strategy:
 - Strategy 2 - \$100,000.00
 - Strategy 3 - \$100,000.00

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
- 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.

Monday, Tuesday, Wednesday and Thursday (11:00am -1:30 pm)

3. Detailed Description of Goals and Activities:

Strategy 2: Wrap Around Services

Goal #1: Increase school attendance
Activities
Provide weekly contact with students, engage students in Life Skills Workshops, work with students to identify barriers interrupting attendance and assist with removal, provide external referrals to mental health and other resources as needed.
Goal #2: Increase access to post graduation programs (college, apprenticeships, trades)
Activities
Provide access to work/college readiness programs
Goal #3: Decrease number of disciplinary actions required



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Activities Provide life skills training and ongoing case management support
Goal #4: Increase sense of belonging among students
Activities
Conduct Pre and Post Surveys to obtain student impression

Strategy 3: Mentoring and Leadership Development

Goal #1: Increase school attendance
Activities
Provide weekly contact with students, engage students in mentorship, work with students and family to identify barriers interrupting attendance and assist with removal, provide external referrals to resources as needed.
Goal #2: Decrease number of disciplinary actions required
Activities
Ongoing case management support and mentorship
Goal #3: Increase sense of belonging among students
Activities
Conduct Pre and Post Surveys to obtain student impression
Goal #4: Increase number of 8th graders on track
Activities
Tutoring support

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 Reports Due	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



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	April 15, 2024
Quarterly progress report for Quarter 4	April 5 to June 11 June 17, 2024
Final report – cumulative summary	6/17/2024

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 (120)	Total: 120 Per School:6-10
Number of hours per family	Quarterly Family Information nights, Monthly calls and End a
Number of Families served	30 to 60
Number of hours per student <i>*This is hours of direct service to a student that the student accessed..*</i>	4 to 8
Staff Demographics	100% African American
Staff FTE	.9
Leveraged funding/staffing	2.2
Serve up to:	_120_ Students
Staff Attendance at PD -	100%
Student Service Hours -	8 hours per quarter per student (720)
District will analyze the following measures regarding partner performance and impact on students: <ul style="list-style-type: none"> ● Attendance 	



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<ul style="list-style-type: none"> ● GPA ● Achievement (MAP, Graduation, etc.) ● Sense of Belonging ● Referrals and discipline 	
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6. Payment: See Contract Section 4(a) through 4(d). The total amount of this contract is **\$200,000.00** (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). 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



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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 #2 -

Budget Item	Proposed PPS Investment	Total Other Funds	Total Program Budget
Staffing - Wages and Benefits, % FTE or Hourly Rate	\$58,018	\$197,169	\$316,287
Director of Youth & Family Services % FTE - .10 Salary - \$96,298 Taxes & Benefits - \$24,000	\$9,629 \$2,889	\$86,669 \$26,000	\$125,187
Program Coordinator % FTE - .50 Salary - \$50,000 Taxes & Benefits - \$13,500	\$25,000 \$7,500	\$25,000 \$7,500	\$65,000
Program Assistant % FTE - .20 Salary - \$50,000 Taxes & Benefits - \$9,000		0	0
Equipment, Supplies, Curriculum & Transportation (Provide detailed listing of each proposed item)			
Emergency Support	\$10,000	0	0



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Client Engagement Incentives	\$6,000	0	0
Office Supplies and Program Materials	\$5,000	0	0
Small Equipment and Furniture, Mileage	\$4,082		0
Rent	\$6900	0\$16500	\$23400
Administration	10,000	0	0
Total	\$100,000.00		

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Program Assistant % FTE - .20 Salary - \$50,000 Taxes & Benefits - \$9,000		0	0
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