



Exhibit A
Portland Public Schools
Student, Instructional, and Family Engagement Services Contracts:
Scope of Work and Performance Requirements
2023-24 School Year
THE I AM ACADEMY CORP.

1. Synopsis of Contractor's Work:

TIAA will serve 60 students, at 2 locations: Roosevelt and Franklin

Strategy 3: Mentoring and Leadership Development

The effectiveness of TIAA programming is the result of its long-held relationships within Portland's historic communities of color. Such entrenched, generational relationships have served to minimize countless barriers to communication and foster authentic bonding opportunities through commonly shared knowledge of their community, their families, and their peers.

TIAA will provide weekly in-person motivational engagement to students through a collection of culturally specific Axioms, Quotes, Interviews, Documentaries, News Segments, Magazine articles, and numerous culturally specific websites, TIAA will greet each participant with daily encouragement, and inspiration as a source of daily motivation to press forward through these challenging times: "Make Each Day Count".

Contractor will engage a total of 60 youth in mentoring services (minimum contact 32 hours per month). All 60 youth will participate in group mentoring activities held an average of 4-5 per month, per school, with an average of 25-30 students per group.

A. Contract amount changes:

- 2022-23 Contract amount per strategy:
 - Strategy 3 - \$398,000.00
- 2023-24 Contract amount per strategy:
 - Strategy 3 - \$200,000.00

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 28, 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



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- o Student Safety and Sense of Belonging and corresponding policies
- o RESJ Plan and Framework
- o RESJ Professional Learning
- o PPS Budget and Investment Strategies
- o 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.

List days & times: Tuesday/Thursday (9:00 AM - 2:00 PM)

3. Detailed Description of Goals and Activities:

Goal #1: Increase School Attendance
<u>Activities designed to help achieve this goal:</u>
<ul style="list-style-type: none"> • Weekly monitoring of participants' engagement. • Weekly Parental updates of TIAA participants progress • Weekly feedback from TIAA participants instructors and support staff • Incentive participant attendance and points earned from The I Am Academy 'Accountability Plan'.
Goal #2: Participants successfully secure all credits in 2023 - 2024 academic year
<u>Activities designed to help achieve this goal:</u>
<ul style="list-style-type: none"> • Daily motivational and inspiration messages • Community Events Notification / Alerts
Goal #3: Relationship Skills Building
<u>Activities designed to help achieve this goal:</u>
<ul style="list-style-type: none"> • Weekly instructional curriculum: Relationship Building 101 • Anatomy of relationships • Values & Integrity in Relationship • Art of Networking • The Art of Self-Marketing
Goal #4: Cultural Expansion
<u>Activities designed to help achieve this goal:</u>
Weekly exposure to cultural achievers through interviews, biographies, videos, and direct engagement of the various national and local leaders of social change.



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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	tba
Quarterly progress report for Quarter 2	tba
Quarterly progress report for Quarter 3	tba
Final report – cumulative summary	6/30/2024

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 (total and per school)	Total: 60 Per School: 25-30
Number of hours per family	N/A
Number of Families served	N/A
Number of hours per student <i>*This is hours of direct service to a student that the student accessed..*</i>	4,000
Staff Demographics	African American
Staff FTE	5
Leveraged funding/staffing	0
Serve up to:	60 Students



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Staff Attendance at PD -	2
Student Service Hours -	1920 (mo)
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 **\$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 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.



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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 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 #3 -

Budget Item	Proposed PPS Investment	Total Other Funds	Total Program Budget
Staffing - Wages and Benefits	160,000		160,000
Equipment Supplies Transportation	22,000		22,000
Administration	18,000		18,000
Total	\$200,000.00		\$200,000.00



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Total			
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