



**Exhibit A**  
**Portland Public Schools**  
**Student, Instructional, and Family Engagement Services Contracts:**  
**Scope of Work and Performance Requirements**  
**2023-24 School Year**  
**Horizon Counseling Services, Youth Empowerment Project (YEP)**

**1. Synopsis of Contractor's Work:**

YEP will serve 100 students total, at 4 locations: Franklin, Roseway Heights, Harrison Park, George

**Strategy 3: Mentoring and Leadership Development**

Mentoring and leadership development will occur at each of the 4 schools assigned to the Youth Empowerment Project. YEP mentors will offer both individual and group student interventions. YEP establishes weekly group meeting times in alignment with the school schedules at each level (K-8 higher grades, middle and high school) in partnership with school administration and staff teams. Weekly groups will take place for students referred to our program by the counseling and staff team as well as parent requests. YEP mentors will work consistently with previous students as well as new YEP students.

Contractor will engage a total of 7 youth in mentoring services (minimum contact 1x per week or 2 hours per month). All 100 youth will participate in group mentoring activities held an average of 3 times per month, per school, with an average of 7 students per group.

**A. Contract amount changes:**

- 2022-23 Contract amount per strategy:
  - Strategy 1 - \$81,216.00
  - Strategy 3 - \$190,085.00
- 2023-24 Contract amount per strategy:
  - Strategy 3 - \$190,000.00

**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



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- 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 22, 2023 through June 30, 2024.

**List days & times**

Services are typically provided between 8a-5p Mondays-Fridays with some enrichment programming (Field trips and workshops, etc) occurring during evening and weekends depending on needs of program participants and individual schools.

**3. Detailed Description of Goals and Activities:**

<b>Goal #1: 75% youth attendance maintained or increase</b>
<b>Activities</b>
<ol style="list-style-type: none"> <li>1. Engage with caregivers to establish relationships- support to mutually sustain and increase student attendance.</li> <li>2. Facilitate and advocate for barrier reductions as they become known through mentoring groups. Communicate with families regarding student attendance.</li> </ol>
<b>Goal #2: 75% youth discipline instances maintained or decrease</b>
<b>Activities</b>
<ol style="list-style-type: none"> <li>1. Convene group and one-on-one mentoring sessions with youth to identify and overcome issues as they arise.</li> <li>2. Construct safe environments in group sessions for youth to share issues as a means to build a peer-to-peer support network for youth. Mentor facilitation of topics regarding maintaining personal safety as students of color, establishing personal goals within your specific cultural context, and 'knowing your rights' legally.</li> </ol>
<b>Goal #3: Increased/ maintained MAP assessment outcomes. Progress/ maintained progress toward PPS reimagined graduate portrait attributes.</b>
<b>Activities</b>
<ol style="list-style-type: none"> <li>1. Convene group and one-on-one mentoring sessions with youth to identify and overcome academic issues as they arise</li> <li>2. Construct safe environments in group sessions for youth to share issues as a means to build a peer-to-peer support network for youth regarding academic struggles.</li> <li>3. YEP staff work in tandem with PPS staff to connect students in need to extra services as issues arise</li> </ol>



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

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

**5. Contract Performance Measures:**

Number of students served	Total:100 Per School:25
Number of hours per student <i>*This is hours of direct service to a student that the student accessed..*</i>	Total Program: 6000 Per Student: 60
Staff Demographics	1 Executive Director - African American 1 Program Evaluator-Bi-racial, African American and White 1 Finance Manager-White 1 Operations Manager-African American 1 Mentor Manager - African American



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	8-10 Mentors-TBA Currently 100% Mentors are African American (Culturally specific providers)
Staff FTE	.5 FTE and rest contractors
Leveraged funding/staffing	7000 in kind
Serve up to:	100
Staff Attendance at PD -	
Student Service Hours -	2000
District will analyze the following measures regarding partner performance and impact on students: <ul style="list-style-type: none"> <li>● Attendance</li> <li>● Achievement (MAP, Graduation, etc.)</li> <li>● Sense of Belonging</li> <li>● Referrals and discipline</li> </ul>	

6. **Payment:** See Contract Section 4(a) through 4(d). The total amount of this contract is **\$190,000.00** (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](mailto:pdahlberg@pps.net)) for account creation.



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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 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
<b>Staffing - Wages and Benefits, % FTE or Hourly Rate</b>			
Finance Manager	7,560	0	7,560
Program Supervisor	25,000		25,000



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Mentors: Group and Individual Mentorship	90,000		90,000
Program Director	15,000	3000	15,000
Research and Evaluation	5700		5700
<b>Equipment, Supplies, Curriculum &amp; Transportation</b> (Provide detailed listing of each proposed item)			
Cell phone	0	2000	0
Activities	10,000		10,000
Food for students	7,000		7,000
Training	0	2000	0
Mileage	440		440
Parent Engagement Activities	2000		2000
Student Celebrations and Recognitions	1500		1500
Clothing	3000		3000
Total strategy 3 costs:	161,500	7000	168,500
<b>Administration</b>	28,500		28,500
<b>Total</b>	<b>\$190,000.00</b>	<b>\$7,000</b>	<b>\$197,000</b>