



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

**1. Synopsis of Contractor’s Work:**

SEI will serve up to 492 students at 4 locations:

Strategy 1 - Boise and, King

Strategy 2 - Jefferson, Tubman

**Strategy 1: Culturally Specific Family Engagement**

All of SEI’s services to schools, students, and their families are guided by the SEI Relationship Model, which has been developed and validated over our 40 years of work in the local community; is grounded in Afrocentric values, culture, and experience; and is designed to foster positive human interactions, communication, and collaborative partnerships based on integrity and respect.

The SEI Relationship Model is congruent with the evidence-based principles of trauma/healing-informed care (TIC), and a full day of TIC training (which we have adapted/enhanced to ensure culturally specific relevance), is mandatory for all our full-time staff, who are also encouraged to attend regularly offered TIC “refresher” sessions. Contractor will engage a total of 75 parents/caregivers in individualized support (minimum contact 1x per month per family), 75 families annually in group activities (that occur an average of 1x per quarter, per school, with 10 families per event) and 4 youth and family group activities (that occur an average of at least once per quarter with 100 youth per event). Larger scale events with 75 participants will occur 2x per year.

**Strategy 2: Wrap Around Services**

Self Enhancement, Inc. (SEI) will provide comprehensive wrap-around support services at two of Portland Public Schools’ identified priority sites: Jefferson High School (JHS) and Harriet Tubman Middle School through the SEI Whole School Model (WSM).

The five key components of the SEI model comprise continued regular check-in’s with students and their families on:

- (1) Individual Success Plans (ISPs), outlining SMART goals and action steps which address;
- (2) academic objectives;
- (3) life skills and social-emotional wellness;
- (4) food security; and
- (5) home safety (e.g., support systems, channels for emergency communication, resource and referral mechanisms).

Contractor will engage a total of 350-492 youth in case management/wrap-around support (contact at minimum 2x per week for 11 months), after-school group activities (minimum 2x per week per school for 32 weeks with average of 80 students per group). 150 parents/caregivers served annually. Minimum 1 contact per month for 12 months).

**A. Contract amount changes:**

- 2022-23 Contract amount per strategy:
  - Strategy 1 - \$150,000.00
  - Strategy 2 - \$1,999,000.00



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- Strategy 3 - \$65,855.00
- Strategy 4 - \$112,540.00
- Strategy 5 - \$71,605.00
  
- 2023-24 Contract amount per strategy:
  - Strategy 1 - \$150,000.00
  - Strategy 2 - \$1,900,000.00

**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 July 1, 2023 through June 30, 2024.

**Monday - Thursday**

**October 2023 - May 2024**

**3:30 - 6:30pm**

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

<b>Strategy 1</b>
<b>Goal #1:</b> Provide outreach to African American/Black families/caregivers at priority schools (Boise-Eliot in-school caseloads and King parents only).



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<b>Activities</b>
<ul style="list-style-type: none"><li>● Provide information to increase parent/family awareness and understanding of PK5 performance benchmarks and how to support school readiness, attendance, elementary reading/math achievement, and other outcomes (e.g., healthy development and social-emotional wellness)</li><li>● Contact (via home visits and/or remote visits, as safety protocols indicate) parents/families to identify barriers and assets affecting student success in school (e.g., lack of employment, substance abuse, mental illness, social issues, educational deficits, socioeconomic obstacles, needed parenting skills); increase awareness of and access to available services and benefits, as appropriate (e.g., Title X); support parents/families in an advocacy goal.</li></ul>
<b>Goal #2:</b> Facilitate parent classes/workshops, support groups, and SUN Community School activities to enhance parental engagement and knowledge/skills.
<b>Activities</b>
<ul style="list-style-type: none"><li>● Encourage school participation (e.g., in back-to-school nights, Title I meetings, volunteerism, SUN culturally specific/responsive family activities and special events.</li><li>● Host virtual and/or “live” monthly parent engagement gatherings as part of SUN Community School activities, and across schools at the SEI Center (as appropriate under Covid-19 protocols), to include parenting classes and support groups, and seasonal/holiday festivities (e.g., October Harvest Fest</li><li>● Thanksgiving Food Baskets, December holiday gift baskets and activities)</li></ul>
<b>Strategy 2</b>
<b>Goal 1:</b> Provide students at Jefferson High School and Harriet Tubman Middle School with comprehensive in-school support, advocacy, and case management to assist in meeting improvement benchmarks for attendance, on-track to next grade, graduation/credit attainment, post-secondary readiness, PPS graduate portrait attributes.
<b>Activities</b>
<ul style="list-style-type: none"><li>● Provide visitations</li><li>● Access to Synergy for academic monitoring and credit tracking</li><li>● Setting Individual Success Plan (ISP) goals for all core classes to achieve a C or better</li><li>● Provide access to credit recovery via evening school or summer scholars. The moment a student fails a core class, they are signed up to recover that credit to avoid ending the year credit deficient</li><li>● Teach and practice the SEI Standards, to share our governing values and hold all students accountable</li><li>● Offer gender-specific groups giving students safe places to share their voice, frustrations, and future aspirations; enhance positive cultural identity; develop leadership skills (e.g., problem solving, communication, conflict resolution, time management, goal-setting) and encourage involvement in meaningful advocacy/service among peers and in the community</li></ul>



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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	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:**

**Strategy 1 -**

Number of students served (total and per school)	Total: 70 Per School: Boise	Total: 0 Per School: King
Number of hours per family	5 hours monthly	
Number of Families served	75	
Number of hours per student	Boise - 4 hours per week King - no caseload for direct student services	



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<i>*This is hours of direct service to a student that the student accessed..*</i>	
Staff Demographics	Majority African American
Staff FTE	1.5
Leveraged funding/staffing	
Serve up to:	75 Students
Staff Attendance at PD -	2 of 4
District will analyze the following measures regarding partner performance and impact on students: <ul style="list-style-type: none"> <li>● Attendance</li> <li>● GPA</li> <li>● Achievement (MAP, Graduation, etc.)</li> <li>● Referrals and discipline</li> </ul>	Attendance: 85% of students will maintain a school attendance rate of 90% or higher  Achievement: African American Students are meeting benchmark <ul style="list-style-type: none"> <li>● Reading - increase of 5.5 percentage points per year with the goal of being at benchmark by 3rd grade</li> <li>● Mathematics - increase of 4.4 percentage points per year with the goal of being at benchmark by 5th grade</li> </ul> Referrals and discipline: 75% of students show a decrease in in-school disciplinary referrals

**Strategy 2 -**

Number of students served (total and per school)	Total: 300 Per School: Jefferson	Total: 150 Per School: Tubman
Number of Families served	150	
Number of hours per student <i>*This is hours of direct service to a student that the student accessed..*</i>	5 hours per week	
Staff Demographics	Majority African American	
Staff FTE	16.25	
Leveraged funding/staffing		



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Serve up to:	492 Students
Staff Attendance at PD -	2 of 4
District will analyze the following measures regarding partner performance and impact on students: <ul style="list-style-type: none"> <li>● Attendance</li> <li>● GPA</li> <li>● Achievement (MAP, Graduation, etc.)</li> <li>● Referrals and discipline</li> </ul>	Attendance: 85% of students will maintain a school attendance rate of 90% or higher  GPA: C or better in core classes  Achievement: 9th grade on track to graduate with 6 credits obtained per year  Referrals and discipline: 75% of students show a decrease in in-school disciplinary referrals

6. **Payment:** See Contract Section 4(a) through 4(d). The total amount of this contract is **\$2,050,000.00** (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. Strategy 2 to be funded on 1/11 basis for the contract term. **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.
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



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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 #1 -**

Budget Item	Proposed PPS Investment	Total Other Funds	Total Program Budget
<b>Staffing - Wages and Benefits, % FTE or Hourly Rate</b>	\$ 106,302		
Parent Coordinator 1.5FTE (\$54,267/FTE average salary plus \$23,019 in fringe benefits, based on rate of 27.6%)	106,302		
<b>Equipment, Supplies, Curriculum &amp; Transportation</b> (Provide detailed listing of each proposed item)	24,133		



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Family and student activities and events	3,594		
Participant awards & incentives	2,950		
Supplies	2,500		
Cell phone costs (\$50/month for 1 employees)	600		
Professional development	3,000		
Insurance	1,149		
IT contracted services	2,532		
Data and evaluation	508		
Family incentives, emergency assistance, family support and assistance	6,100		
Transportation and Mileage	1,200		
<b>Administration @ 15%</b>	19,565		
<b>Total</b>	<b>\$150,000.00</b>		

**Strategy #2 -**

<b>Budget Item</b>	<b>Proposed PPS Investment</b>	<b>Total Other Funds</b>	<b>Total Program Budget</b>
<b>Staffing - Wages and Benefits, % FTE or Hourly Rate</b>	\$ 1,268,019		
Coordinators - 11 FTE (Salary of \$52,499 /Average FTE plus fringe benefits at 35%)	777,239		
Parent Coordinators - 1.5 FTE (Salary of \$51,667/Average FTE plus fringe benefits at 34%)	103,641		
In-School Supervisor - 1 FTE (Salary of \$69,016 plus fringe benefits at 30%)	89,703		
Manager - 1 FTE (Salary of \$80,580 plus fringe benefits of 23%)	98,853		
Extended Day Services Director - 0.5 FTE (Salary of \$ 96,390/FTE plus fringe benefits of 31%)	62,991		
Student and Parent Services Director - 1 FTE (Salary of \$91,800/FTE plus fringe benefits of 21%)	111,413		
Extended Day Services Manager - 0.25 FTE (Salary of \$74,460/FTE plus fringe benefits of 29%)	24,179		
<b>Equipment, Supplies, Curriculum &amp; Transportation</b> (Provide detailed listing of each proposed item)	384,155		





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Student activities and events	140,561		
Participant awards and incentives	79,000		
Supplies	9,000		
Computer lease and support	900		
Transportation and mileage	64,597		
Insurance	7,469		
Student and family emergency support	15,600		
Telephone	10,800		
Contracted services for classes and student activities	5,000		
IT contracted services	17,292		
Data and evaluation	33,936		
<b>Administration @ 15%</b>	247,826		
<b>Total</b>	<b>\$1,900,000.00</b>		