



Exhibit A
Portland Public Schools
Student, Instructional, and Family Engagement Services Contracts:
Scope of Work and Performance Requirements
2023-24 School Year
BPI (Black Parent Initiative)

1. Synopsis of Contractor's Work:

BPI will serve 70 # of students, at 7 locations:

Strategy 1 - Irvington, Chief Joseph, Sabin, Vernon, Sitton

Strategy 5 - Faubion, Beaumont

Strategy 1: Culturally Specific Family Engagement:

Contractor will engage a total of 8 parents/caregivers in individualized support (minimum contact 2x per month per family), 2 families in in-home tutoring (1x/month per family), 5 families annually in group activities (that occur an average of 1x per month, per school, with 12 families per event) and 8 youth in family group activities (that occur an average of at least once per quarter with 15 youth per event). Larger scale events with 20 participants will occur 2x per year.

BPI will engage parents who care for African American/Black students by providing an empowerment group, provide individual parent support when needed and increase the communication and positive relationship between parents and their children's teacher by increasing the positive interactions between the two as well as create and nurture a shared goal/outcome for the children.

Parent Empowerment Groups will be held monthly, but will be held in cohorts as well; virtual groups, and or in person groups. Individual Parent Support can be done in person, phone call, or via virtual online meeting. Depending on the type of support needed.

They will adapt to how many students were planning on being served as well as the amount of students being served at one time.

Strategy 5: Cultural Identity Development and Advocacy:

Contractor will engage a total of 75 youth to participate in group activities held an average of 1x per month, per school, with an average of 50 students per group.

Through the art of film BPI will lead groups that will foster a sense of belonging, self advocacy, positive culture identity and a number of interpersonal and interpersonal skills aligned with PPS Reimagined Core Values. Students will obtain these skills and characteristics all while creating a documentary and a short film that will allow them to express themselves appropriately.

Within groups students will come up with a social conscious, or social justice themed story and a selected few will have the task of writing it with guidance from a script writer. Once the story is completed, a casting audition will take place during one of the groups. This will allow for students to decide who will play certain roles in their film. When the filming begins via weekends, students will log on to a virtual platform where they will be able to view the filming of the short film live. Between scenes the student group will be consulted and changes will be made accordingly. This will allow for students to have directing power from a distance.

A. Contract amount changes:



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- 2022-23 Contract amount per strategy:
 - Strategy 1 - **\$219,880.00**
 - Strategy 5 - **\$160,500.00**
- 2023-24 Contract amount per strategy:
 - Strategy 1 - **\$180,000.00**
 - Strategy 5 - **\$135,000.00**

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.

Sept. 1, 2023 - Dec. 1, 2023

Jan 8, 2024 - March 15, 2024

April 8, 2024 - May 31, 2024

Monday - Thursday 8am - 7pm

3. Detailed Description of Goals and Activities:

Strategy 1: Culturally Specific Family Engagement -



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Goal #1: Increase parent sense of belonging and connection with school
<u>Activities designed to help achieve this goal:</u>
By facilitating Parent Empowerment Groups, we will utilize empathy interviewing and improvement science to identify issues and implement interventions. Facilitating Parent-Teacher Social Events will also help parents and teachers with getting on the same page regarding students and build a more concrete relationship between parents and teachers. This will alleviate any concern for judgment or misunderstanding and should prompt more in class participation from parents, as well as increase communication between parent and teacher.
Goal #2: Familiarizing parents with and empowering parents to gain the ability to address barriers and become knowledgeable of PPS vision
<u>Activities designed to help achieve this goal:</u>
Parents will receive training in advocacy and parent voice. This will occur during individual interactions/meetings, Parent Empowerment Groups, and Parent-Teacher Social Events.
Goal #3: Reduce racial disparities in 3rd grade literacy
<u>Activities designed to help achieve this goal:</u>
Individual, in-home reading tutoring for 3rd grade students, outside of their academic learning environment to support parent education engagement, support what is being learned in class and to increase students literacy level.

Strategy 5: Cultural Identity Development and Advocacy

Goal #1: Increase attendance
<u>Activities designed to help achieve this goal:</u>
Participating in the creation of film(s) is contingent on students' attendance to class. Students will have the opportunity to earn awards for consistent attendance.
Goal #2: Decrease behaviors resulting in disciplinary action
<u>Activities designed to help achieve this goal:</u>
Groups teach conflict resolution, communication skills, and seeking or explaining to gain or give further understanding.
Goal #3: Attainment of PPS reimagined Graduate Portrait attributes
<u>Activities designed to help achieve this goal:</u>



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The groups will teach students to be powerful and effective communicators, critical thinkers and inquisitive, while gaining confidence through learning the art of interviewing and interviewing. The films that they will create will be thought provoking and will be social conscious or have a direct focus on social justice. The documentaries and the films they create will be used to educate, spark critical thinking and nurture a positive cultural identity in other students and adults.

Goal #4: Increase opportunities for students to explore and embrace their cultural identity

Activities designed to help achieve this goal:

Through group conversations and interviewing students will have the opportunity to explore and embrace their cultural identity in a positive light.

Goal #5: Improve sense of belonging in school environment

Activities designed to help achieve this goal:

During group discussions we will use empathy interviewing and improvement science to identify and address how to improve current school environment conditions.

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



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Final report – cumulative summary	6/17/2024
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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: 100 Chief Joseph 8 Irvington 8 Vernon 8 Sabin 8 Sitton 8 Beaumont 25 Faubion 50
Number of hours per family	7 hrs
Number of Families served	40
Number of hours per student <i>*This is hours of direct service to a student that the student accessed..*</i>	13
Staff Demographics	
Staff FTE	
Leveraged funding/staffing	
Serve up to:	100 Students
Staff Attendance at PD -	
Student Service Hours -	
District will analyze the following measures regarding partner performance and impact on students:	



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<ul style="list-style-type: none"> ● Attendance ● 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 **\$315,000.00** (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).



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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			
.75 FTE Parent Engagement Manager	\$67,244		
.2 FTE Program Director	\$25,078		
.2 FTE Evaluations Specialist	\$13,819		
1 FTE Education Impact Coordinators	\$46,750		
	\$152,891		
Equipment, Supplies, Curriculum & Transportation (Provide detailed listing of each proposed item)			
Groups/Bookfair	\$9,109		



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Administration (10%)	\$18,000		
Total	\$180,000.00		

Strategy #5 -

Budget Item	Proposed PPS Investment	Total Other Funds	Total Program Budget
Staffing - Wages and Benefits, % FTE or Hourly Rate			
Director of photography - \$32 p/h Camera Op - \$28 p/h Boom Op - \$28 p/h Grip - \$15 p/h Gaffer - \$15 p/h Photographer/Videographer for "Making of Documentary" - \$28 p/h Total hourly per week: \$1,822.00 Total Hourly Per Month: \$7,288.00 Total Per 8 Month Period: \$58,304.00	\$58,304		
Location Manager (one-time cost)	\$2,000		
Shoot Coordinator (one-time cost)	\$2,000		
Director budget (one-time cost)	\$3,000		
Production Designer (one-time cost)	\$3,000		
Actor Budget, (multiple actors – one-time cost each)	\$2,000		
Screen writer Fee, (one-time cost)	\$2,000		
Editor for Documentary, (one-time cost)	\$2,000		
Editor for short films (Kid's Feature), (one-time cost)	\$2,000		
Editor for the "Making of Documentary," (one-time cost)	\$2,000		
Mix & Mastering for Audio (All Projects), (one-time cost)	\$3,000		
Post Graphic Design / VFX Title Artist, (one-time cost)	\$1,000		
Guest Speakers Rate (one-time cost)(cost funded by BPI general operating budget)	\$1,000		
Staffing Wages and Benefits Subtotal	\$24,000		



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Equipment, Supplies, Curriculum & Transportation (Provide detailed listing of each proposed item)			
Equipment / Equipment Rentals (GoPros, stands, audio recording equipment for no-contact recording, gimbal (for movement fluidity)	\$3,000		
Triple Echo Studio	\$13,000		
Production Design Budget	\$1,000		
Wardrobe Budget	\$300		
Travel Accommodations for Kids (Bus / OtherTransportation)	\$500		
Misc Expenses	\$1,446		
Equipment, Supplies, Curriculum & Transportation Subtotal	\$31,000		
Administration	\$20,250		
Total	\$135,000.00		