



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

1. Synopsis of Contractor's Work:

Step Up will serve 315 total number of students, at 3 locations: McDaniel, Franklin, Roosevelt

Strategy 2: Wrap Around Services

Open School's Step Up Program is an equity and relationship-based program designed to help freshman students successfully transition from middle school to and through high school. Step Up works with freshman, sophomore, junior and senior students to build the skills they need to succeed in high school and beyond. Step Up targets students identified by PPS as not on track to graduate utilizing the PPS Academic Priority designation and middle school administration, counselor and teacher referrals for enrollment. Through Step Up's strength-based model, students are given the opportunity to develop the habits, attitudes, resources, and behaviors that will help them achieve a high level of success both in and out of school. Step Up provides students with year-long personalized academic and social/emotional support beginning with a Summer Leadership Camps before they enter the ninth grade and continuing into their high school experience. In 2023-24, Step Up Leadership Camps will not take place due to funding availability.

Case Management/Wrap Around Supports -

Step Up Counselor at each site will have a base caseload of 20 students throughout the year. The students in the caseload will vary throughout the year, as students need changes. Counselors will serve up to 40 students per year. Counselors facilitate 3 student check-ins (approx. 30 minute in length,) per day during after school programming, 12 per week for a total of 360 minutes to members of their caseload per week.

Contractor will engage a total of 120 youth across all three sites in case management/wrap around supports (minimum contact 2 check-ins per month (4 week period),

After School Academic Support -

Step Up programming occurs after school from approximately 3:30pm-5:30pm, Monday through Thursday. There are 7 Advocates per site. Each Advocate works with members of their cohort of students (15-20 per Advocate group) in a classroom setting. For 100% attendance, students are required to attend 2 sessions per every four offered, totaling 4 hours per 4 days of programming (which is usually 4 hours per week, barring any holidays, or non-program days). Hours of attendance are recorded daily by Advocates and submitted to Admin weekly.

After-school group activities offered (approximately 7 groups x per week (Mon-Thur) per school for 9 weeks per quarter with average of 7-10 students per group).

Parents Served -

Step Up communicates with family members throughout the school year. Advocates perform a minimum of 2 two-way communications (email, text, phone calls) per month. With 105 students per site, Advocates make approximately 210 two-way communications with family members per month during the school year.



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Advocates also make a minimum of 1 home visit per student family per school year. With 315 students across all sites, Step Up performs approximately 315 home visits per year.

At each site, Step Up facilitates 4 Family Nights per school year, 1 per quarter. Each Family Night brings in a minimum of 25 family members per Family Night per site, with a total of 75 family members per quarter across sites. And totaling 300 family members per school year.

300 parents/caregivers served annually during Family Nights. Minimum 2 two-way contacts per month for 10 months).

A. Contract amount changes:

- 2022-23 Contract amount per strategy:
 - Strategy 2 - \$1,800,000.00

- 2023-24 Contract amount per strategy:
 - Strategy 2 - \$1,500,000.00

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



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2. Performance Period/ Dates and Times of Service:

This Contract runs from August 22, 2023 through June 30, 2024.

List days & times:

Step Up programming occurs after school for two hours, from approximately 3:30pm-5:30pm, Monday through Thursday. There are 7 Advocates per site. Each Advocate works with members of their cohort of students (15-20 per Advocate group) in a classroom setting. For 100% attendance, students are required to attend 2 sessions per every four offered, totaling 4 hours per 4 days of programming (which is usually 4 hours per week, barring any holidays, or non-program days). Hours of attendance are recorded daily by Advocates and submitted to Admin weekly.

3. Detailed Description of Goals and Activities:

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| <p>Goal #1: Student academic success of historically underserved students (BIPOC, LGBTQ+, trauma impacted) through relationship and RESJ-based practices</p> |
| <p><u>Activities designed to help achieve this goal:</u></p> |
| <ul style="list-style-type: none"> ● Academic assistance and tutoring – cohort programming time and individual ● Teacher – student advocacy ● Academic tracking – Advocates have access to student Synergy data and use this to track student progress. Advocates also create site-based Step Up Grade Tracker that tracks daily/weekly grades and activities ● Individual and group homework sessions outside of programming time ● Strength-based approach to student achievement |
| <p>Goal #2: Work with students to develop a deep sense of self through Social emotional learning and addressing trauma, race, identity, and expression</p> |
| <p><u>Activities designed to help achieve this goal:</u></p> |
| <ul style="list-style-type: none"> ● Counseling and check-ins by Counselor ● Courageous conversations – by all staff ● Mentoring – performed by Advocate |
| <p>Goal #3: Develop relationship-based partnerships with student families that promote the social emotional and academic success of students.</p> |
| <p><u>Activities designed to help achieve this goal:</u></p> |
| <ul style="list-style-type: none"> ● Home visits ● Family-focused activities ● Communications ● Family Academy |
| <p>Goal #4: Provide staff who demographically represent the students enrolled into Step Up, and are</p> |



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| trained and skilled at addressing racial equity, social justice, LGBTQ+, trauma-informed, anti-blackness |
| <u>Activities designed to help achieve this goal:</u> |
| <ul style="list-style-type: none"> ● Maintain a programmatic culture that promotes diversity, equity and inclusion ● Staff training ● Ongoing professional development – site and org based ● Other: affinity groups, book studies, conference and workshop participation |
| Goal #5: Work in collaboration with PPS high school administrators, teachers, staff to advance the social emotional and academic success of historically underserved students (BIPOC, LGBTQ+, trauma impacted) |
| <u>Activities designed to help achieve this goal:</u> |
| <ul style="list-style-type: none"> ● Communication with admin, staff, counseling team ● Meetings & committees at the high school building level ● Incident support – participating in meetings regarding student incident ● Counseling communication ● Parent student & school meetings |

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 April 15, 2024 |
| Quarterly progress report for Quarter 4 | April 5 to June 11 June 17, 2024 |
| End Of Year: Final 2023-24 data | June 17, 2023 |



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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: 315 Per School: 105 |
| Number of hours per family | Family Nights - 2hrs per event per quarter at each site. Total 8 hours per site. Total across sites: 24. |
| Number of Families served | Family Nights - 30 family members per event. 120 per site per year. 360 total family members served. |
| Number of hours per student <i>*This is hours of direct service to a student that the student accessed..*</i> | Our goal is that a student attends two 2-hr sessions of after school academic support programming for every four sessions offered. This is considered 100% Step Up attendance. This equates to approximately 30-35 hours per quarter. |
| Staff Demographics | Black - 11 Asian - 2 Black/Latinx - 1 Black/PI - 1 Indigenous - 1 Latinx - 9 Latinx/Indigenous - 1 White - 4 87% Black, Indigenous and people of color Woman - 20 Man - 5 Non Binary - 3 Woman non binary - 2 |
| Staff FTE | 32.5 FTE when fully staffed currently 30 FTE |
| Leveraged funding/staffing | \$578,497 |
| Serve up to: | 315 Students across all three sites. |
| Staff Attendance at PD - | Staff usually are invited to school PD. Staff attend if it does not interfere with after school programming. |
| Student Service Hours - | As for Student service hours of after school programming that are offered to all Step Up students, this number is approximately 66-72 hours per 9-week quarter. For 100 % attendance, students need to attend approximately 30-35 hrs |



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|---|---|
| | per quarter. Each quarter the service hours offered varies slightly in number due to school cancellations of after school programming and Step Up non-programming days. |
| 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 **\$1,500,000.00** (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.



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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: DETAILED BUDGET ATTACHED

Strategy #2 -

| Budget Item | Proposed PPS Investment | Total Other Funds | Total Program Budget |
|--|-------------------------|-------------------|----------------------|
| Staffing - Wages and Benefits, % FTE or Hourly Rate | | | |
| Wages | 858,591 | 352,956 | 1,211,547 |
| Payroll Taxes | 104,075 | 24,080 | 128,155 |
| Benefits | 128,477 | 85,105 | 213,582 |
| Equipment, Supplies, Curriculum & Transportation (Provide detailed listing of each proposed item) | | | |
| Program Expenses | 81,809 | 20,121 | 101,930 |
| Administrative Expenses | 99,956 | 29,044 | 129,000 |
| Facility Expenses | 23,350 | 150 | 23,500 |
| Administration | 203,742 | 67,042 | 270,784 |
| Total | \$1,500,000.00 | 578,497 | 2,078,497 |

| | | |
|---|---|--------------------------------|
| | Open School | |
| | STEP UP ADMIN | |
| | FY-2023-2024 Budget-REVISED | |
| | ITEM | Proposed PPS Investment |
| | Tutoring + Mentoring Services | 1,500,000 |
| | Contributions - Temporarily Restricted | - |
| | Income Total | 1,500,000 |
| WAGE + BENEFIT EXPENSES | Salaried Wages | 666,495 |
| | Hourly Wages | 201,975 |
| | Payroll Taxes | 75,920 |
| | Health Insurance | 74,349 |
| | Disability/Life Insurance | 2,628 |
| | Retirement Benefits | 18,920 |
| | Wifi / Telephone Stipend | 16,014 |
| | Wages + Benefits Expenses Subtotal | 1,056,300 |
| | Advocacy Programs | 3,000 |
| | Consumable Education Supplies | |
| | Curriculum Materials | 2,000 |
| | Client Services | |
| | Education Field Trips | |
| | Incentives | 12,000 |
| | Program Food | 12,000 |
| | Program Staff Meetings/Expenses | 6,000 |
| | Program Events/Graduation | 12,000 |
| | Summer Camp | |
| | Retreats | 50,000 |
| | Family Academy | 8,700 |
| Program Expenses Subtotal | 105,700 | |
| ADMINISTRATIVE EXPENSES | Staff Development | 18,000 |
| | Travel + Lodging | 2,000 |
| | Meals + Entertainment | 500 |
| | Mileage and Parking | 8,000 |
| | Office Supplies | 7,500 |
| | PPE Supplies | |
| | Postage | 1,000 |
| | Printing + Design Services | 1,000 |
| | All Staff Meetings + Retreats | 6,000 |
| | Equipment: Computers + Software | 6,000 |
| | Equipment + Furniture <\$1k | 4,000 |
| | Equipment Maintenance | - |
| | Dues + Subscriptions | 4,000 |
| | Advertising + Job Listings | |
| | Payroll + Benefits Management Fees | |
| Administrative Expenses Subtotal | 58,000 | |
| | Depreciation + Amortization | 1,000 |
| | Space Rental | 29,000 |
| | Facility + Utility Expenses Subtotal | 30,000 |

| | | |
|------------|--|----------------|
| | | |
| SUB TOTALS | Payroll Expense Subtotal | 1,056,300 |
| | Non Payroll Expense Subtotal | 193,700 |
| | Expense Total | 1,250,000 |
| | <i>Net Income before Organization wide - Admin</i> | <i>250,000</i> |
| | | |
| | Organization wide - Admin | 250,000 |
| | Organization wide - Admin Subtotal | 250,000 |
| | | |
| SUB TOTALS | Expense Total | 1,500,000 |
| | Expense Total Including Org Wide Admin | 1,500,000 |
| | <i>Net Income</i> | |

| | |
|--------------------|--------------|
| | |
| | |
| | |
| Other Funds | Total |
| 578,497 | 2,078,497 |
| | - |
| 578,497 | 2,078,497 |
| | |
| 181,729 | 848,224 |
| 191,167 | 393,142 |
| 24,080 | 100,000 |
| 71,290 | 145,639 |
| 2,377 | 5,004 |
| 6,102 | 25,022 |
| 5,336 | 21,350 |
| 482,081 | 1,538,381 |
| | |
| | |
| | 3,000 |
| | - |
| | 2,000 |
| | - |
| | - |
| | 12,000 |
| | 12,000 |
| | 6,000 |
| | 12,000 |
| | - |
| | 50,000 |
| | 8,700 |
| - | 105,700 |
| | |
| - | 18,000 |
| | 2,000 |
| | 500 |
| | 8,000 |
| | 7,500 |
| | - |
| | 1,000 |
| | 1,000 |
| | 6,000 |
| | 6,000 |
| | 4,000 |
| | - |
| | 4,000 |
| | - |
| | - |
| - | 58,000 |
| | |
| | 1,000 |
| | 29,000 |
| - | 30,000 |

| | |
|---------|-----------|
| | |
| 482,081 | 1,538,381 |
| | 193,700 |
| 482,081 | 1,732,081 |
| 96,416 | 346,416 |
| | |
| 96,416 | 346,416 |
| 96,416 | 270,784 |
| | |
| 578,497 | 2,078,497 |
| 578,497 | 2,078,497 |
| | |