



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

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

REAP will serve 100 of students, at 4 locations: Beach, Lane, Mt Tabor, Kellogg

**Strategy 3 - Mentoring and Leadership Development -**

REAP's mission is to proactively ignite, elevate and engage the next wave of leaders for the future now. REAP is a year-round multicultural leadership program committed to empowering diverse young leaders.

REAP serves student populations that typically fare worse in comparison to statewide averages in terms of academic, health, and other socioeconomic outcomes. REAP targets students in grades 3 through 12 who represent our most disengaged student population; 85% are culturally diverse students and/or immigrant/refugees; 80% are low-income (eligible for federal free or reduced lunch). REAP is a multicultural organization, representing culturally diverse students and families in Portland who come from locations including Africa, South America, China, Haiti, Korea, and Romania.

Contractor will engage a total of 100 youth in mentoring services (minimum contact 4 x per week or 128 hours per month). and parents/caregivers enrolled (minimum contact 1x per month). All 100 youth will participate in group mentoring activities held an average of 8x per month, per school, with an average of 25 students per group.

**A. Contract amount changes:**

- 2022-23 Contract amount per strategy:
  - Strategy 3 - \$300,000.00
  
- 2023-24 Contract amount per strategy:
  - Strategy 3 - \$290,000.00

**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



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- 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 22, 2023 through June 30, 2024.  
 Tuesday-Friday, during school hours and after school

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

<b>Goal #1: Eliminate the opportunity/access gaps for students of color</b>
<b>Activities:</b> Provide mentoring and leadership opportunities to support social emotional learning of students. REAP staff offering the following: 1. Scheduled one-on-one check-ins (/in-person) 2. Weekly student group meetings (/in-person) 3. Provide community leadership activities
<b>Goal #2: Reduced racial disparities in academic performance</b>
<b>Activities:</b> REAP staff will participate in and/or co-facilitate in school offerings throughout the day including but not limited to: classroom push-ins to support students
<b>Goal #3: Increased educational equity</b>
<b>Activities:</b> Provide weekly culturally responsive mentoring and leadership activities and supports

**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	<b>Aug 29 to Nov 2 November 13, 2023</b>
Quarterly progress report for Quarter 2	<b>Nov 3 to Jan 25 February 5, 2024</b>
Quarterly progress report for Quarter 3	<b>Jan 26 to April 4</b>



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	<b>April 15, 2024</b>
Quarterly progress report for Quarter 4	<b>April 5 to June 11 June 17, 2024</b>
End Of Year: Final 2023-24 data	<b>June 17, 2023</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 and per school)	Total: 100 Per School: 25
Number of hours per family	32/MONTHLY
Number of Families served	100
Number of hours per student <i>*This is hours of direct service to a student that the student accessed.*</i>	8/MONTHLY
Staff Demographics	Multicultural
Staff FTE	4.0
Leveraged funding/staffing	NA
Serve up to:	Students: 100
Staff Attendance at PD -	5
Student Service Hours -	32/MONTHLY
District will analyze the following measures regarding partner performance and impact on students:  <ul style="list-style-type: none"> <li>• Attendance</li> </ul>	



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<ul style="list-style-type: none"> <li>● GPA</li> <li>● Achievement (MAP, Graduation, etc.)</li> <li>● Sense of Belonging</li> <li>● Referrals and discipline</li> </ul>	
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6. **Payment:** See Contract Section 4(a) through 4(d). The total amount of this contract is **\$290,000.00** (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.
  
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:**



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- 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 -**

<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>			
Youth Essentials Coordinator (4 FTE 100%)	\$270,000	\$25,000	\$315,000
Youth Direct Services Manager		\$65,000	\$65,000
<b>Equipment, Supplies, Curriculum &amp; Transportation</b>	\$20,000		
<b>Administration</b>	-0-	-0-	-0-
<b>Total</b>	<b>\$290,000.00</b>	\$90,000	\$380,000