

INTERGOVERNMENTAL AGREEMENT NO. _____

C³ Program

This Intergovernmental Agreement (this "IGA") is between the City of Portland ("City") and Centennial School District ("District"); the City and District may collectively be referred to herein as the "Parties" and individually as a "Party". This Agreement shall be a one year agreement beginning January 1, 2011 ("effective date"), and may be renewed annually as agreed upon by both Parties. The expiration date of the IGA is hereby extended to December 30, 2012 through Amendment. The amount for this Agreement shall not exceed twenty-five thousand, four hundred twenty-five and no/100 dollars (\$25,425.00).

RECITALS:

1. Summer Youth Connect is a four-year series of interventions (via Ninth Grade Counts, Career + College Connections, and SummerWorks programs) for targeted high school students during the summer months. Each year, students receive progressively more intensive academic support and career and college experiences as they move toward graduation and into higher education, training, and jobs.
2. The graduation rate for the six urban, Multnomah County school districts is 57%. Using the research from Connected by 25, we can identify students with an elevated risk of dropping out of school and support them through key transitions to increase their likelihood of graduating.
3. According to the Connected by 25 research students who do not have sufficient credit by the end of 9th grade are 4 times more likely not to graduate high school on time. 41% of local students do not have the necessary six core credits at the end of 9th grade to be on track to graduation.
4. About two-thirds of the ninth grade achievement gap between lower and high income youth can be explained by unequal access to summer learning opportunities. School districts have not traditionally provided summer programs for students between 9th and 10th grades.
5. Career + College Connections (C3), sponsored by the Mayor's Office, acts as a bridge between the "career sampler" of Ninth Grade Counts and the internship of SummerWorks by providing career exploration and work readiness activities to help inform education and career planning.
6. Based on a successful pilot program at Reynolds High School in Summer 2011, the City requested proposals from the remaining five, urban, Multnomah County school and four (4) responsive proposals were received.
7. Sufficient funding for these Intergovernmental Agreements resides in the Education Program Funds in the Mayor Office's Budget as approved in the FY 11/12 budget cycle.

NOW THEREFORE, in consideration of the mutual covenants and undertakings contained in this IGA, including the foregoing recitals, the Parties hereby agree as follows:

I. DEFINED TERMS:

A. Words that are capitalized, and which are not the first word of a sentence, are defined terms. A defined term has the meaning given it when it is first defined in this IGA. References to the District's potential sub contractors include contracting with the persons or entities with which the District does business (each, a "subcontractor").

II. PROGRAM DESCRIPTIONS:

- A. The District shall implement the following Program on behalf of the City:
1. Insure sufficient numbers of students from the targeted population (described below) are made aware of, enroll, and complete the Career + College Connections Program (C³ Program).
 2. Establish a C³ Program that increases student's career and college readiness.
 3. Manage the C³ Program delivery and resources to meet deliverable schedule.
 4. Target and service 45 students from the Centennial School District for the C³ Program.

- B. C³ Program Target Population/Eligibility Criteria
1. **Multnomah County:** Reside in and attend a public school (including alternatives and charters) in one of the following districts: Centennial, David Douglas, Gresham-Barlow, Parkrose, Portland Public or Reynolds.
 2. **Rising 10th Graders:** Defined as students transitioning from 9th to 10th grade. For the purposes of this RFP, if a student has previously been retained in 9th grade or attends a school setting that does not utilize traditional grade levels, students between the ages of 14-16 would be considered eligible for participation in this program.
 3. **Academic-Priority Status:** Refers to students who have an elevated risk of disconnecting from school based on one or more of the following: failing two or more 8th grade benchmarks, failing an 8th grade core course, and/or being absent 15 or more days during the 8th grade year. Six school districts in Multnomah County have agreed to flag these students in the county-wide electronic student information system (eSIS). Students who are not flagged as "academic-priority" in eSIS but otherwise meet the other eligibility criteria MAY BE ELIGIBLE to participate upon further documentation of risk factors in a format acceptable to the City. It is incumbent upon District to verify eligibility with the City BEFORE serving any students not flagged as "academic-priority". (See further explanation below.)
 4. **Ninth-Grade-Counts Participation (preferred):** Students who did not participate in Ninth Grade Counts but otherwise meet the other eligibility criteria may participate in the program.
- C. Program Components: District shall design and execute a program of career- and college-readiness activities. District shall ensure that the C³ Program schedule allows students who need credit recovery to participate in these credit recovery activities. The C³ Program must include, but is not limited to the following activities:
1. Self-assessment
 2. Job-preparation skills
 3. Post-secondary planning
 4. Development of an individual career plan
 5. Off-site experiential component (e.g. volunteer experiences, service learning project, career/college site visits)

III. WORK PERFORMED BY THE DISTRICT:

- A. The Program requires considerable staff time, expertise and compilation of information to successfully implement. The District has the necessary staff, expertise and information systems in place to administer the Program on behalf of the City of Portland. The Parties agree to enter into this IGA whereby each Party will undertake certain actions as described herein to ensure the successful implementation of the Program.
- B. Recruitment and Selection: District shall conduct outreach in coordination with the resident school districts to students who meet the eligibility criteria in the following manner:
1. Outreach plans should account for the fact that students of color and students of poverty are disproportionately represented among the academic-priority population. The City will work with each school district to secure a list of academic-priority students that have previously participated in Ninth Grade Counts programming and provide that list to District. The District shall also utilize existing relationships to identify eligible students.
 2. District shall develop marketing materials to describe program services and enlist student participation. Per Deliverables schedule, these materials shall be submitted to City for approval prior to beginning student outreach.
 3. District shall assist C³ Program applicants in completing a City provided C³ Program application.
 4. District shall verify C³ Program eligibility based on criteria listed above and shall notify C³ Program applicants as to whether or not they are accepted into the program.
- C. Data Tracking, Evaluation and Reporting:
1. District shall track individual C³ Program participant data in a format to be supplied by City. Relevant data elements include student demographics, activities, attendance, case notes, and outcome data. District shall include this information in the final narrative report.

- 2. District shall track the disbursement of monthly TriMet Youth transit passes to C³ Program participants in a format to be supplied by City.
- 3. District shall administer pre- and post-survey assessments to C³ Program participants as provided by the City. District may administer these surveys via online or via paper format.
- 4. District shall compile testimonials, photos, and videos that can be used by City in program advocacy and marketing. District shall obtain a media release for any student featured in a testimonial, photo, or video.
- 5. Submit invoices, reports and other deliverables as provided herein.

IV. WORK PERFORMED BY THE CITY:

- A. The City will perform the following tasks as part of this Agreement:
 - 1. Work with each school district to secure a list of academic-priority students that have previously participated in Ninth Grade Counts programming and provide this list to District
 - 2. Provide C³ Program participant application forms
 - 3. Purchase monthly TriMet Youth transit passes for all C³ Program participants
 - 4. Provide pre- and post-assessment survey for the C³ Program
 - 5. Provide certain formatted templates for District's deliverable submittals

V. PERFORMANCE MEASURES:

A. District shall develop a C³ Program that will meet or exceed the following goals for performance measures. To the extent that services are not directly provided by the District, the District must ensure compliance of any sub-contractors to the intent and outcomes below.

Performance Measure	Goal
Percentage of eligible, enrolled students who have 80% or better attendance rate in the C ³ Program.* * Students are considered "Enrolled" if they attended more than two days of programming.	80%
Percentage of eligible, enrolled students who complete the C3 Program to include completing an Individual Career Plan.	80%
Percentage of participants reporting positive level of satisfaction* * Average % answering "Agree" or "Strongly Agree" to Question #11 a,b,e,f,n	85%
Percentage of participants reporting positive level of effectiveness* * Average % answering "Agree" or "Strongly Agree" to Question #11 c,d,g,h,m	85%

VI. DELIVERABLES:

A. Deliverables shall be considered those tangible resulting work products which are to be delivered by the District to the City's Project Manager ("City's PM") such as reports, draft documents, data, interim findings, drawings, schematics, training, meeting presentations, final drawings and reports for review comments, and/or approval by the due date specified. Deliverables and schedule for this project shall include:

- 1. Curriculum Plan: District shall submit a Curriculum Plan to City's PM for review, comments, and approval. The Curriculum Plan must identify the scope, sequence, and projected time students will spend in various activities/learning objectives. It shall provide a brief description of each learning objective and activity; include a proposed calendar/schedule, and a general overview of how the project will unfold over the summer.
(Due: March 1st)
- 2. Recruitment Materials: District shall submit all Recruitment Materials to City's PM for review, comments, and approval prior to distribution to students and families. Recruitment Materials include any direct mail piece or flyer representing the C³ Program. All marketing materials must include the C³ Program logo as provided by City.
(Due: April 1st)
- 3. Schedule of Activities. District shall submit a finalized Schedule of Activities specifying the time, date and place of C³ Program activities. District shall notify the City PM of any changes to the Schedule after submission to City.
(Due: May 15th)

4. C³ Program Applicant Roster: District shall submit a list of C3 Program applicants in a format to be supplied by City.
(Due: June 1st)
5. C³ Program Participant Roster: Excel spreadsheet of participant's data in a format provided by City and must include the following data:

Name	eSIS #
DOB	High School enrolled
Program attendance	Race/Ethnicity
Completion status	(optional)
Home address	Gender

 (Due: August 31st)
6. Final Report: Narrative report in a format provided by City, which will include the following:
 - Summary of actions
 - Lessons learned
 - Summary of results
 - Examples of youth produced work and testimonials
 - Recommendations for future program development
 (Due: September 30th)
7. Regular attendance of C³ Program Manager at the C³ Program coordination meetings. The City's PM will advise of these dates, along with their time and location.
(Due: as scheduled)

VII. DISTRICT AND SUBCONTRACTOR PERSONNEL:

A. District shall designate a C³ Program Manager who will participate in program coordination meetings with City and be the main point of contact for City PM. The District shall assign the following personnel to do the work in the capacities designated:

NAME	ROLE ON PROJECT
Kevin Ricker, Principal	Project Manager
Zach Ramberg, Vice-Principal	
Jeff Stanek, School to Work Coordinator	
Teacher 1, Licensed Teacher	
Teacher 2, Licensed Teacher	
Karen Hubbard, Classified Clerical Support	
Rick Larson, Director, Business & Operations, CSD	Fiscal/Grant Manager

B. The District shall assign the following subcontractors to perform work in the capacities designated:

NAME	ROLE ON PROJECT
NONE	

VIII. DURATION, CHANGES AND TERMINATION:

A. This IGA shall be effective from the Effective Date to December 30, 2012 ("Expiration Date"). The Expiration Date may be extended by amending this IGA by mutual agreement of the Parties.

B. The CITY may request changes in the scope of the services or terms and conditions hereunder. Such changes, including any increase or decrease in the amount of District's award, shall be incorporated in written amendments to this IGA before they become effective.

C. Either Party may terminate this IGA upon giving thirty (30) days written notice. In the event of termination the District shall be entitled to payment for work performed prior to the notice of termination.

IX. COMPENSATION:

A. The City will pay District up to the not to exceed amount of \$25,425.00. The "not to exceed amount" is the maximum amount of compensation due the District for all the work required by the Agreement. The District is solely responsible for any errors in estimating the costs necessary to perform the work under this Agreement. The District shall be paid based on the number of eligible students served at the Per Student Rate of \$565.00. The City will not pay for participants in C3 programming who do not meet eligibility criteria.

B. Progress Payments: District shall submit four separate progress payment invoices to the City's Project Manager as follows:

Payment 1: 30% advance based on the number of students to be served and at the Per Student Rate. District shall submit this invoice after the submittal of the Curriculum Plan (Due by March 1st).

Payment 2: 30% payment based on number of eligible students Enrolled in the approved C³ Program and at the Per Student Rate. District shall submit this invoice after Day 3 of programming along with a current roster of C³ Program participants. **Definition:** Students are considered "Enrolled" if they attend more than TWO (2) days of programming.

Payment 3: 30% payment based on number of eligible students Enrolled in the approved C³ Program and at the Per Student Rate. District shall submit this invoice after the submittal of the C³ Program Participant Roster and C³ Program participants' attendance for the entire program (Due by August 31st). **Definition:** Students are considered "Enrolled" if they attend more than TWO (2) days of programming.

Payment 4: 10% payment based on number of eligible students Enrolled in the approved C³ Program and at the Per Student Rate. District shall submit this invoice after the submittal of the Final Report (Due by September 30th).

The invoice shall contain the City's Contract Number and set out all items for payment including, but not limited to: the progress payment number for which the payment is requested, and the applicable deliverable(s) required. Prior to initial billing, the District shall develop a billing format for approval by the City.

The City shall pay all amounts to which no dispute exists within 30 days of receipt of the invoice. Payment of any invoice, however, does not preclude the City from later determining that an error in payment was made and from withholding the disputed sum from the next progress payment until the dispute is resolved.

The District shall make full payment to its subcontractors within 10 business days following receipt of any payment made by the City to District.

C. PAYMENT TERMS: Net 30 Days after receipt of approved invoice.

X. ESCALATION/DE-ESCALATION:

A. Adjustment of Rate Due to Inflation may be adjusted up or down. The annual adjustment of per student rate will be considered upon written request from the District. Approval of a request for rate increases is solely within the City's discretion and under no circumstances is the City obligated to approve such a request. Rate increases are subject to the following limitations:

- No increases will be granted during the first year of the Agreement;
- No more than one increase shall be granted per Agreement year;
- Rate increases may not exceed the then-current average inflation rate for the Portland Metropolitan Area (as determined from the US Department of Labor statistics);
- Rate increases shall not be retroactive.

Other than the impact of inflation as described above, rates may not be increased.

XI. STANDARD TERMS:

A. Publicity: The Oregon Public Records Law, ORS 192.410 et seq. strictly governs the City's treatment of requests for public records pertinent to this Agreement.

The District shall not use in its external advertising, marketing programs, or other promotional efforts, any data, pictures or other representatives of the City, except with prior specific written authorization from the City.

District agrees to hold in confidence any and all information of the City's it receives while performing any of the contemplated function of the Agreement and shall not disclose any such information to third parties.

B. Access To Records: District shall provide the City, or its duly authorized representatives, prompt access to any and all books, general organizational and administrative information, documents, papers, and records of District that are related to this IGA or District's performance of services, for the purpose of making audit examination, copies, excerpts, and transcriptions. All required records must be maintained by District for four years after the CITY makes final payment and all other pending matters are closed.

C. Program and Fiscal Monitoring: The City shall monitor on an as needed basis to assure IGA compliance. Such monitoring may include, but are not limited to, on site visits, telephone interviews, and review of required reports and will cover both programmatic and fiscal aspects of the Grant Agreement. The frequency and level of monitoring will be determined by the Program Manager. Notwithstanding such monitoring or lack thereof, District remains fully responsible for performing the services required by this IGA in accordance with its terms and conditions.

D. Integration: This Agreement contains the entire agreement between the City and District and supersedes all prior written or oral discussions or agreements. There are no oral or written understandings that vary or supplement the conditions of this IGA that are not contained herein.

E. Assignment: This agreement cannot be assigned or transferred by District without the prior written permission of City.

The Parties agree the City and District may conduct this transaction, including any amendments, by electronic means, including the use of electronic signatures.

CITY OF PORTLAND

CENTENNIAL SCHOOL DISTRICT

Name: Sam Adams
Title: Mayor

Name:
Title:

APPROVED AS TO FORM

Linda Neugeb
CITY ATTORNEY

EXHIBIT D: BUDGET WORKBOOK
Career + College Connections: Proposed Budget

Instructions: Use this budget format to prepare a comprehensive proposed program budget that reflects all program expenses for the required services under this proposal. If the proposal includes a collaborative partnership of multiple agencies/service providers with an identified lead agency, prepare one program budget for the full proposal (labeled "Full Proposal" under activity), and separate program budgets for each subcontracted agency and/or activity. Electronic copy of this budget form in Excel format can be found at: <http://www.portlandonline.com/phb>, or by contacting the PHB Solicitation Coordinator.

Any explanation of these costs the Proposer deems necessary should be included in the Narrative under Project Approach and will count toward the page limit.

BUDGET ASSUMPTIONS

Proposed # of Participants
 Summer 2011

45

Enter the maximum number of students the Proposer intends to serve.

Student:Teacher Ratio

15

Calculate the student:teacher ratio based on the number of students to be served above and the classroom personnel identified below.

Indirect/Administrative
 Percentage

--

Enter the percentage you intend to bill this project for Indirect/Administrative expenses

OPERATING EXPENSES

Projected Costs

- Marketing materials
- Curriculum materials/supplies
- Equipment & facility costs
- Transportation
- Participation incentives
- Professional services
- Misc. service/supply expenses

\$	400
\$	3,780
\$	-
\$	1,000
\$	4,320
\$	450

\$ 9,950

PERSONNEL

Name	Title	Hourly Rate	Projected Hours	Projected Cost
Jeff Stanek	School to Work coordinator	\$53.06	90.0	\$ 4,775
Teacher 1	Licensed Teacher	\$53.06	90.0	\$ 4,775
Teacher 2	Licensed Teacher	\$53.06	90.0	\$ 4,775
Karen Hubbard	Classified Clerical Support	\$28.72	40.0	\$ 1,149
				\$ -

\$ 15,475

ADD LINE ABOVE AS NEEDED

Subtotal \$ 25,425

INDIRECT/ADMINISTRATIVE

\$ -

Total Project Costs = \$ 25,425

Cost per Participant = \$ 565

LEVERAGE RESOURCES

Partner	Description	Est. Value
Centennial School District	Facility Rental	\$ 1,696
Centennial School District	Credit Recovery Fee Waiver	\$ 4,100
Centennial School District	Administrator time/support	\$ 3,900

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C³ Program

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RECITALS:

1. Summer Youth Connect is a four-year series of interventions (via Ninth Grade Counts, Career + College Connections, and SummerWorks programs) for targeted high school students during the summer months. Each year, students receive progressively more intensive academic support and career and college experiences as they move toward graduation and into higher education, training, and jobs.
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3. According to the Connected by 25 research students who do not have sufficient credit by the end of 9th grade are 4 times more likely not to graduate high school on time. 41% of local students do not have the necessary six core credits at the end of 9th grade to be on track to graduation.
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5. Career + College Connections (C3), sponsored by the Mayor's Office, acts as a bridge between the "career sampler" of Ninth Grade Counts and the internship of SummerWorks by providing career exploration and work readiness activities to help inform education and career planning.
6. Based on a successful pilot program at Reynolds High School in Summer 2011, the City requested proposals from the remaining five, urban, Multnomah County school and four (4) responsive proposals were received.
7. Sufficient funding for these Intergovernmental Agreements resides in the Education Program Funds in the Mayor Office's Budget as approved in the FY 11/12 budget cycle.

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 2. Establish a C³ Program that increases student's career and college readiness.
 3. Manage the C³ Program delivery and resources to meet deliverable schedule.
 4. Target and service 45 students from the David Douglas School District for the C³ Program.

- B. C³ Program Target Population/Eligibility Criteria
1. **Multnomah County:** Reside in and attend a public school (including alternatives and charters) in one of the following districts: Centennial, David Douglas, Gresham-Barlow, Parkrose, Portland Public or Reynolds.
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C. Program Components: District shall design and execute a program of career- and college-readiness activities. District shall ensure that the C³ Program schedule allows students who need credit recovery to participate in these credit recovery activities. The C³ Program must include, but is not limited to the following activities:

1. Self-assessment
2. Job-preparation skills
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4. Development of an individual career plan
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B. Recruitment and Selection: District shall conduct outreach in coordination with the resident school districts to students who meet the eligibility criteria in the following manner:

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C. Data Tracking, Evaluation and Reporting:

1. District shall track individual C³ Program participant data in a format to be supplied by City. Relevant data elements include student demographics, activities, attendance, case notes, and outcome data. District shall include this information in the final narrative report.
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participants in a format to be supplied by City.

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5. Submit invoices, reports and other deliverables as provided herein.

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3. Purchase monthly TriMet Youth transit passes for all C³ Program participants
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Percentage of participants reporting positive level of satisfaction* * Average % answering "Agree" or "Strongly Agree" to Question #11 a,b,e,f,n	85%
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VI. DELIVERABLES:

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(Due: March 1st)
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(Due: May 15th)

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(Due: June 1st)

5. C³ Program Participant Roster: Excel spreadsheet of participant's data in a format provided by City and must include the following data:

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Completion status	Gender
Home address	

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6. Final Report: Narrative report in a format provided by City, which will include the following:
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(Due: September 30th)

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(Due: as scheduled)

VII. DISTRICT AND SUBCONTRACTOR PERSONNEL:

A. District shall designate a C³ Program Manager who will participate in program coordination meetings with City and be the main point of contact for City PM. The District shall assign the following personnel to do the work in the capacities designated:

NAME	ROLE ON PROJECT
John Bier – Principal	
Mark Haner, Assistant Principal and Summer School Program Coordinator	
CJ Mead, DDHS SUN Program Director	
Greg Carradine, Attendance Coordinator and past-Summer School Principal	
Denise Pierson, School Improvement Coordinator	
Miki Johnson, Division Chair, Counseling Department	
Maureen Utz	Project Manager
Carolyn Gray	Fiscal/Grant Manager:

B. The District shall assign the following subcontractors to perform work in the capacities designated:

NAME	ROLE ON PROJECT
NONE	

VIII. DURATION, CHANGES AND TERMINATION:

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B. Progress Payments: District shall submit four separate progress payment invoices to the City's Project Manager as follows:

Payment 1: 30% advance based on the number of students to be served and at the Per Student Rate. District shall submit this invoice after the submittal of the Curriculum Plan (Due by March 1st).

Payment 2: 30% payment based on number of eligible students Enrolled in the approved C³ Program and at the Per Student Rate. District shall submit this invoice after Day 3 of programming along with a current roster of C³ Program participants. Definition: Students are considered "Enrolled" if they attend more than TWO (2) days of programming.

Payment 3: 30% payment based on number of eligible students Enrolled in the approved C³ Program and at the Per Student Rate. District shall submit this invoice after the submittal of the C³ Program Participant Roster and C³ Program participants' attendance for the entire program (Due by August 31st). Definition: Students are considered "Enrolled" if they attend more than TWO (2) days of programming.

Payment 4: 10% payment based on number of eligible students Enrolled in the approved C³ Program and at the Per Student Rate. District shall submit this invoice after the submittal of the Final Report (Due by September 30th).

The invoice shall contain the City's Contract Number and set out all items for payment including, but not limited to: the progress payment number for which the payment is requested, and the applicable deliverable(s) required. Prior to initial billing, the District shall develop a billing format for approval by the City.

The City shall pay all amounts to which no dispute exists within 30 days of receipt of the invoice. Payment of any invoice, however, does not preclude the City from later determining that an error in payment was made and from withholding the disputed sum from the next progress payment until the dispute is resolved.

The District shall make full payment to its subcontractors within 10 business days following receipt of any payment made by the City to District.

C. PAYMENT TERMS: Net 30 Days after receipt of approved invoice.

X. ESCALATION/DE-ESCALATION:

A. Adjustment of Rate Due to Inflation may be adjusted up or down. The annual adjustment of per student rate will be considered upon written request from the District. Approval of a request for rate increases is solely within the City's discretion and under no circumstances is the City obligated to approve such a request. Rate increases are subject to the following limitations:

- No increases will be granted during the first year of the Agreement;
- No more than one increase shall be granted per Agreement year;
- Rate increases may not exceed the then-current average inflation rate for the Portland Metropolitan Area (as determined from the US Department of Labor statistics);
- Rate increases shall not be retroactive.

Other than the impact of inflation as described above, rates may not be increased.

XI. STANDARD TERMS:

A. Publicity: The Oregon Public Records Law, ORS 192.410 et seq. strictly governs the City's treatment of requests for public records pertinent to this Agreement.

The District shall not use in its external advertising, marketing programs, or other promotional efforts, any data, pictures or other representatives of the City, except with prior specific written authorization from the City. District agrees to hold in confidence any and all information of the City's it receives while performing any of the contemplated function of the Agreement and shall not disclose any such information to third parties.

B. Access To Records: District shall provide the CITY, or its duly authorized representatives, prompt access to any and all books, general organizational and administrative information, documents, papers, and records of District that are related to this IGA or District's performance of services, for the purpose of making audit examination, copies, excerpts, and transcriptions. All required records must be maintained by District for four years after the CITY makes final payment and all other pending matters are closed.

C. Program and Fiscal Monitoring: The CITY shall monitor on an as needed basis to assure IGA compliance. Such monitoring may include, but are not limited to, on site visits, telephone interviews, and review of required reports and will cover both programmatic and fiscal aspects of the Grant Agreement. The frequency and level of monitoring will be determined by the Program Manager. Notwithstanding such monitoring or lack thereof, District remains fully responsible for performing the services required by this IGA in accordance with its terms and conditions.

D. Integration: This Agreement contains the entire agreement between the CITY and District and supersedes all prior written or oral discussions or agreements. There are no oral or written understandings that vary or supplement the conditions of this IGA that are not contained herein.

E. Assignment: This agreement cannot be assigned or transferred by District without the prior written permission of CITY.

The parties agree the City and District may conduct this transaction, including any amendments, by electronic means, including the use of electronic signatures.

CITY OF PORTLAND

DAVID DOUGLAS SCHOOL DISTRICT

Name: Sam Adams
Title: Mayor

Name:
Title:

APPROVED AS TO FORM

Linda Mengel
CITY ATTORNEY

EXHIBIT D: BUDGET WORKBOOK
Career + College Connections: Proposed Budget

Instructions: Use this budget format to prepare a comprehensive proposed program budget that reflects all program expenses for the required services under this proposal. If the proposal includes a collaborative partnership of multiple agencies/service providers with an identified lead agency, prepare one program budget for the full proposal (labeled "Full Proposal" under activity), and separate program budgets for each subcontracted agency and/or activity. Electronic copy of this budget form in Excel format can be found at: <http://www.portlandonline.com/phb>, or by contacting the PHB Solicitation Coordinator.

Any explanation of these costs the Proposer deems necessary should be included in the Narrative under Project Approach and will count toward the page limit.

BUDGET ASSUMPTIONS

Proposed # of Participants
 Summer 2011

Student:Teacher Ratio

Indirect/Administrative
 Percentage

45	Enter the maximum number of students the Proposer intends to serve.
13:1	Calculate the student:teacher ratio based on the number of students to be served above and the classroom personnel identified below.
2.41%	Enter the percentage you intend to bill this project for Indirect/Adminstrative expenses

OPERATING EXPENSES	Projected Costs
Marketing materials	\$ 200
Curriculum materials/supplies	\$ 300
Equipment & facility costs	\$ -
Transportation	\$ 960
Participation incentives	\$ 400
Professional services	\$ -
Misc. service/supply expenses	\$ 300
	\$ 2,160

PERSONNEL	Projected Hours	Projected Cost
TBD Writing ELA Teacher	120.0	\$ 6,708
TBD Reading ELA Teachers	120.0	\$ 6,708
TBD Math for College	120.0	\$ 6,708
TBD Counselor	120.0	\$ 6,708
TBD Support - college/staff	120.0	\$ 2,692
		\$ 29,524

ADD LINE ABOVE AS NEEDED

Subtotal	\$ 31,684
INDIRECT/ADMINISTRATIVE	\$ 764
Total Project Costs =	\$ 32,447
Cost per Participant =	\$ 721

LEVERAGE RESOURCES

Partner	Description	Est. Value
David Douglas SC	Match or leverage funding via SLC grant or general funds	\$ 7,025
SUN Program	Parent component of C3 program - classes In financial aid and college suppo	In-Kind
Summer Credit Retrieval	District funding of retrieval classes for C3 students	In Kind
<small>O:\EDUCATION 2.08\Council Actions\C3 District IGAs\David Douglas SD C3 2012 Budget.xls -- FULL PROPOSAL</small>		
In-Kind Services	Summer program facilities, dovetailing of CI and other programs, bus services, etc., provided by district or other grants	In Kind

INTERGOVERNMENTAL AGREEMENT NO. _____

C³ Program

This Intergovernmental Agreement (this "IGA") is between the City of Portland ("City") and Gresham-Barlow School District ("District"); the City and District may collectively be referred to herein as the "Parties" and individually as a "Party". This Agreement shall be a one year agreement beginning January 1, 2011 ("effective date"), and may be renewed annually as agreed upon by both Parties. The expiration date of the IGA is hereby extended to December 30, 2012 through Amendment. The amount for this Agreement shall not exceed thirty-six thousand, six hundred ninety-three and no/100 dollars (\$36,693.00).

RECITALS:

1. Summer Youth Connect is a four-year series of interventions (via Ninth Grade Counts, Career + College Connections, and SummerWorks programs) for targeted high school students during the summer months. Each year, students receive progressively more intensive academic support and career and college experiences as they move toward graduation and into higher education, training, and jobs.
2. The graduation rate for the six urban, Multnomah County school districts is 57%. Using the research from Connected by 25, we can identify students with an elevated risk of dropping out of school and support them through key transitions to increase their likelihood of graduating.
3. According to the Connected by 25 research students who do not have sufficient credit by the end of 9th grade are 4 times more likely not to graduate high school on time. 41% of local students do not have the necessary six core credits at the end of 9th grade to be on track to graduation.
4. About two-thirds of the ninth grade achievement gap between lower and high income youth can be explained by unequal access to summer learning opportunities. School districts have not traditionally provided summer programs for students between 9th and 10th grades.
5. Career + College Connections (C3), sponsored by the Mayor's Office, acts as a bridge between the "career sampler" of Ninth Grade Counts and the internship of SummerWorks by providing career exploration and work readiness activities to help inform education and career planning.
6. Based on a successful pilot program at Reynolds High School in Summer 2011, the City requested proposals from the remaining five, urban, Multnomah County school and four (4) responsive proposals were received.
7. Sufficient funding for these Intergovernmental Agreements resides in the Education Program Funds in the Mayor Office's Budget as approved in the FY 11/12 budget cycle.

NOW THEREFORE, in consideration of the mutual covenants and undertakings contained in this IGA, including the foregoing recitals, the Parties hereby agree as follows:

I. DEFINED TERMS:

A. Words that are capitalized, and which are not the first word of a sentence, are defined terms. A defined term has the meaning given it when it is first defined in this IGA. References to the District's potential sub contractors include contracting with the persons or entities with which the District does business (each, a "subcontractor").

II. PROGRAM DESCRIPTIONS:

- A. The District shall implement the following Program on behalf of the City:
1. Insure sufficient numbers of students from the targeted population (described below) are made aware of, enroll, and complete the Career + College Connections Program (C³ Program).
 2. Establish a C³ Program that increases student's career and college readiness.
 3. Manage the C³ Program delivery and resources to meet deliverable schedule.
 4. Target and service 68 students from the Gresham-Barlow School District for the C³ Program.

- B. **C³ Program Target Population/Eligibility Criteria**
1. **Multnomah County:** Reside in and attend a public school (including alternatives and charters) in one of the following districts: Centennial, David Douglas, Gresham-Barlow, Parkrose, Portland Public or Reynolds.
 2. **Rising 10th Graders:** Defined as students transitioning from 9th to 10th grade. For the purposes of this RFP, if a student has previously been retained in 9th grade or attends a school setting that does not utilize traditional grade levels, students between the ages of 14-16 would be considered eligible for participation in this program.
 3. **Academic-Priority Status:** Refers to students who have an elevated risk of disconnecting from school based on one or more of the following: failing two or more 8th grade benchmarks, failing an 8th grade core course, and/or being absent 15 or more days during the 8th grade year. Six school districts in Multnomah County have agreed to flag these students in the county-wide electronic student information system (eSIS). Students who are not flagged as "academic-priority" in eSIS but otherwise meet the other eligibility criteria MAY BE ELIGIBLE to participate upon further documentation of risk factors in a format acceptable to the City. It is incumbent upon District to verify eligibility with the City BEFORE serving any students not flagged as "academic-priority". (See further explanation below.)
 4. **Ninth-Grade-Counts Participation (preferred):** Students who did not participate in Ninth Grade Counts but otherwise meet the other eligibility criteria may participate in the program.

C. **Program Components:** District shall design and execute a program of career- and college-readiness activities. District shall ensure that the C³ Program schedule allows students who need credit recovery to participate in these credit recovery activities. The C³ Program must include, but is not limited to the following activities:

1. Self-assessment
2. Job-preparation skills
3. Post-secondary planning
4. Development of an individual career plan
5. Off-site experiential component (e.g. volunteer experiences, service learning project, career/college site visits)

III. WORK PERFORMED BY THE DISTRICT:

A. The Program requires considerable staff time, expertise and compilation of information to successfully implement. The District has the necessary staff, expertise and information systems in place to administer the Program on behalf of the City of Portland. The Parties agree to enter into this IGA whereby each Party will undertake certain actions as described herein to ensure the successful implementation of the Program.

B. **Recruitment and Selection:** District shall conduct outreach in coordination with the resident school districts to students who meet the eligibility criteria in the following manner:

1. Outreach plans should account for the fact that students of color and students of poverty are disproportionately represented among the academic-priority population. The City will work with each school district to secure a list of academic-priority students that have previously participated in Ninth Grade Counts programming and provide that list to District. The District shall also utilize existing relationships to identify eligible students.
2. District shall develop marketing materials to describe program services and enlist student participation. Per Deliverables schedule, these materials shall be submitted to City for approval prior to beginning student outreach.
3. District shall assist C³ Program applicants in completing a City provided C³ Program application.
4. District shall verify C³ Program eligibility based on criteria listed above and shall notify C³ Program applicants as to whether or not they are accepted into the program.

C. **Data Tracking, Evaluation and Reporting:**

1. District shall track individual C³ Program participant data in a format to be supplied by City. Relevant data elements include student demographics, activities, attendance, case notes, and outcome data. District shall include this information in the final narrative report.
2. District shall track the disbursement of monthly TriMet Youth transit passes to C³ Program

participants in a format to be supplied by City.

3. District shall administer pre- and post-survey assessments to C³ Program participants as provided by the City. District may administer these surveys via online or via paper format.
4. District shall compile testimonials, photos, and videos that can be used by City in program advocacy and marketing. District shall obtain a media release for any student featured in a testimonial, photo, or video.
5. Submit invoices, reports and other deliverables as provided herein.

IV. WORK PERFORMED BY THE CITY:

A. The City will perform the following tasks as part of this Agreement:

1. Work with each school district to secure a list of academic-priority students that have previously participated in Ninth Grade Counts programming and provide this list to District
2. Provide C³ Program participant application forms
3. Purchase monthly TriMet Youth transit passes for all C³ Program participants
4. Provide pre- and post-assessment survey for the C³ Program
5. Provide certain formatted templates for District's deliverable submittals

V. PERFORMANCE MEASURES:

A. District shall develop a C³ Program that will meet or exceed the following goals for performance measures. To the extent that services are not directly provided by the District, the District must ensure compliance of any sub-contractors to the intent and outcomes below.

Performance Measure	Goal
Percentage of eligible, enrolled students who have 80% or better attendance rate in the C ³ Program.* * Students are considered "Enrolled" if they attended more than two days of programming.	80%
Percentage of eligible, enrolled students who complete the C3 Program to include completing an Individual Career Plan.	80%
Percentage of participants reporting positive level of satisfaction* * Average % answering "Agree" or "Strongly Agree" to Question #11 a,b,e,f,n	85%
Percentage of participants reporting positive level of effectiveness* * Average % answering "Agree" or "Strongly Agree" to Question #11 c,d,g,h,m	85%

VI. DELIVERABLES:

A. Deliverables shall be considered those tangible resulting work products which are to be delivered by the District to the City's Project Manager ("City's PM") such as reports, draft documents, data, interim findings, drawings, schematics, training, meeting presentations, final drawings and reports for review comments, and/or approval by the due date specified. Deliverables and schedule for this project shall include:

1. Curriculum Plan: District shall submit a Curriculum Plan to City's PM for review, comments, and approval. The Curriculum Plan must identify the scope, sequence, and projected time students will spend in various activities/learning objectives. It shall provide a brief description of each learning objective and activity; include a proposed calendar/schedule, and a general overview of how the project will unfold over the summer.
(Due: March 1st)
2. Recruitment Materials: District shall submit all Recruitment Materials to City's PM for review, comments, and approval prior to distribution to students and families. Recruitment Materials include any direct mail piece or flyer representing the C³ Program. All marketing materials must include the C³ Program logo as provided by City.
(Due: April 1st)
3. Schedule of Activities. District shall submit a finalized Schedule of Activities specifying the time, date and place of C³ Program activities. District shall notify the City PM of any changes to the Schedule after submission to City.
(Due: May 15th)

4. C³ Program Applicant Roster: District shall submit a list of C3 Program applicants in a format to be supplied by City.
(Due: June 1st)
5. C³ Program Participant Roster: Excel spreadsheet of participant's data in a format provided by City and must include the following data:

Name	eSIS #
DOB	High School enrolled
Program attendance	Race/Ethnicity
Completion status	(optional)
Home address	Gender

 (Due: August 31st)
6. Final Report: Narrative report in a format provided by City, which will include the following:
 - Summary of actions
 - Lessons learned
 - Summary of results
 - Examples of youth produced work and testimonials
 - Recommendations for future program development
 (Due: September 30th)
7. Regular attendance of C³ Program Manager at the C³ Program coordination meetings. The City's PM will advise of these dates, along with their time and location.
(Due: as scheduled)

VII. DISTRICT AND SUBCONTRACTOR PERSONNEL:

A. District shall designate a C³ Program Manager who will participate in program coordination meetings with City and be the main point of contact for City PM. The District shall assign the following personnel to do the work in the capacities designated:

NAME	ROLE ON PROJECT
Ayesha Freeman, Assistant Principal of Gresham High School and Project Director of 21 st Century Community Learning Center	Project Manager
April Olson, GBSD Associate Director of Federal Programs	Fiscal/Grant Manager
Gina Sanstrum, GBSD Finance Supervisor	Fiscal Manager

B. The District shall assign the following subcontractors to perform work in the capacities designated:

NAME	ROLE ON PROJECT
Linda Kue, Gresham High School SUN School Coordinator	
Kathleen Paradis, GHS STEP UP Coordinator	
TBA, C3 Coordinator	

VIII. DURATION, CHANGES AND TERMINATION:

A. This IGA shall be effective from the Effective Date to December 30, 2012 ("Expiration Date"). The Expiration Date may be extended by amending this IGA by mutual agreement of the Parties.

B. The CITY may request changes in the scope of the services or terms and conditions hereunder. Such changes, including any increase or decrease in the amount of District's award, shall be incorporated in written amendments to this IGA before they become effective.

C. Either Party may terminate this IGA upon giving thirty (30) days written notice. In the event of termination the District shall be entitled to payment for work performed prior to the notice of termination.

IX. COMPENSATION:

A. The City will pay District up to the not to exceed amount of \$36,693.00. The "not to exceed amount" is the maximum amount of compensation due the District for all the work required by the Agreement. The District is solely responsible for any errors in estimating the costs necessary to perform the work under this Agreement. The District shall be paid based on the number of eligible students served at the Per Student Rate of \$544.00. The City will not pay for participants in C3 programming who do not meet eligibility criteria.

B. Progress Payments: District shall submit four separate progress payment invoices to the City's Project Manager as follows:

Payment 1: 30% advance based on the number of students to be served and at the Per Student Rate. District shall submit this invoice after the submittal of the Curriculum Plan (Due by March 1st).

Payment 2: 30% payment based on number of eligible students Enrolled in the approved C³ Program and at the Per Student Rate. District shall submit this invoice after Day 3 of programming along with a current roster of C³ Program participants. Definition: Students are considered "Enrolled" if they attend more than TWO (2) days of programming.

Payment 3: 30% payment based on number of eligible students Enrolled in the approved C³ Program and at the Per Student Rate. District shall submit this invoice after the submittal of the C³ Program Participant Roster and C³ Program participants' attendance for the entire program (Due by August 31st). Definition: Students are considered "Enrolled" if they attend more than TWO (2) days of programming.

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The invoice shall contain the City's Contract Number and set out all items for payment including, but not limited to: the progress payment number for which the payment is requested, and the applicable deliverable(s) required. Prior to initial billing, the District shall develop a billing format for approval by the City.

The City shall pay all amounts to which no dispute exists within 30 days of receipt of the invoice. Payment of any invoice, however, does not preclude the City from later determining that an error in payment was made and from withholding the disputed sum from the next progress payment until the dispute is resolved.

The District shall make full payment to its subcontractors within 10 business days following receipt of any payment made by the City to District.

C. PAYMENT TERMS: Net 30 Days after receipt of approved invoice.

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A. Adjustment of Rate Due to Inflation may be adjusted up or down. The annual adjustment of per student rate will be considered upon written request from the District. Approval of a request for rate increases is solely within the City's discretion and under no circumstances is the City obligated to approve such a request. Rate increases are subject to the following limitations:

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Other than the impact of inflation as described above, rates may not be increased.

XI. STANDARD TERMS:

A. Publicity: The Oregon Public Records Law, ORS 192.410 et seq. strictly governs the City's treatment of requests for public records pertinent to this Agreement.

The District shall not use in its external advertising, marketing programs, or other promotional efforts, any data, pictures or other representatives of the City, except with prior specific written authorization from the City. District agrees to hold in confidence any and all information of the City's it receives while performing any of the contemplated function of the Agreement and shall not disclose any such information to third parties.

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E. Assignment: This agreement cannot be assigned or transferred by District without the prior written permission of City.

The parties agree the City and District may conduct this transaction, including any amendments, by electronic means, including the use of electronic signatures.

CITY OF PORTLAND

GRESHAM-BARLOW SCHOOL DISTRICT

Name: Sam Adams
Title: Mayor

Name:
Title:

APPROVED AS TO FORM

Linda Mengler
CITY ATTORNEY

EXHIBIT D: BUDGET WORKBOOK
Career + College + Connections:
Proposed Budget

BUDGET ASSUMPTIONS

Proposed # of Participants
 Summer 2011
 Student Teacher Ratio
 Indirect/Administrative Percentage

68	Enter the maximum number of students the Proposer intends to serve.
20:1	Calculate the student:teacher ratio based on the
4.21%	Enter the percentage you intend to bill this

OPERATING EXPENSES

Marketing Materials
 Curriculum Materials/Supplies
 Equipment & Facility Costs
 Transportation
 Participation Incentives (\$50 payment for Credit Recovery)
 Professional Services (incl 15% Adm Cost for MFS)
 Misc Service/Supply Expenses(GHS Curr.Dev \$1440)

\$1,000
\$1,500
\$0
\$1,000
\$3,400
\$3,439
\$1,940

Projected Costs
\$12,279

PERSONNEL

Name	Title	Hourly Rate	Projected Hours	Projected Cost	Projected Fringe Cost
Need to hire	C3 Coordinator	\$18.50	252.0	\$5,070.00	\$650
Need to hire	Certified Teacher	\$20.00	120.0	\$2,400	\$288
Need to hire	Certified Teacher	\$20.00	120.0	\$2,400	\$288
Need to hire	Certified Teacher	\$20.00	120.0	\$2,400	\$288
Need to hire	Certified Teacher	\$20.00	120.0	\$2,400	\$288
Need to hire	Teacher Assistant	\$12.00	120.0	\$1,440	\$175
Need to hire	Teacher Assistant	\$12.00	120.0	\$1,440	\$175
Need to hire	Teacher Assistant	\$12.00	120.0	\$1,440	\$175
Need to hire	Teacher Assistant	\$12.00	120.0	\$1,440	\$175

ADD LINE ABOVE AS NEEDED

\$20,430.00 2502

Subtotal

\$35,211

INDIRECT/ADMINISTRATIVE

\$1,482

Total Project Costs =

\$36,693

Cost per Participant =

\$540

LEVERAGE RESOURCES

Partner	Description	Est. Value
Metropolitan Family Service	Gresham SUN to provide program support; assist with outreach and	\$3,000
Open Meadow	Step Up will assist with C3 recruitment and retention, family outreach	\$1,000
GBSD	Project Director time for coordinating, computer hardware, office and	\$7,500

INTERGOVERNMENTAL AGREEMENT NO. _____

C³ Program

This Intergovernmental Agreement (this "IGA") is between the City of Portland ("CITY") and Parkrose School District ("District"); the City and District may collectively be referred to herein as the "Parties" and individually as a "Party". This Agreement shall be a one year agreement beginning January 1, 2011 ("effective date"), and may be renewed annually as agreed upon by both Parties. The expiration date of the IGA is hereby extended to December 30, 2012 through Amendment. The amount for this Agreement shall not exceed twelve thousand, four hundred thirty and no/100 dollars (\$12,430.00).

RECITALS:

1. Summer Youth Connect is a four-year series of interventions (via Ninth Grade Counts, Career + College Connections, and SummerWorks programs) for targeted high school students during the summer months. Each year, students receive progressively more intensive academic support and career and college experiences as they move toward graduation and into higher education, training, and jobs.
2. The graduation rate for the six urban, Multnomah County school districts is 57%. Using the research from Connected by 25, we can identify students with an elevated risk of dropping out of school and support them through key transitions to increase their likelihood of graduating.
3. According to the Connected by 25 research students who do not have sufficient credit by the end of 9th grade are 4 times more likely not to graduate high school on time. 41% of local students do not have the necessary six core credits at the end of 9th grade to be on track to graduation.
4. About two-thirds of the ninth grade achievement gap between lower and high income youth can be explained by unequal access to summer learning opportunities. School districts have not traditionally provided summer programs for students between 9th and 10th grades.
5. Career + College Connections (C3), sponsored by the Mayor's Office, acts as a bridge between the "career sampler" of Ninth Grade Counts and the internship of SummerWorks by providing career exploration and work readiness activities to help inform education and career planning.
6. Based on a successful pilot program at Reynolds High School in Summer 2011, the City requested proposals from the remaining five, urban, Multnomah County school and four (4) responsive proposals were received.
7. Sufficient funding for these Intergovernmental Agreements resides in the Education Program Funds in the Mayor Office's Budget as approved in the FY 11/12 budget cycle.

NOW THEREFORE, in consideration of the mutual covenants and undertakings contained in this IGA, including the foregoing recitals, the Parties hereby agree as follows:

I. **DEFINED TERMS:**

- A. Words that are capitalized, and which are not the first word of a sentence, are defined terms. A defined term has the meaning given it when it is first defined in this IGA. References to the District's potential sub contractors include contracting with the persons or entities with which the District does business (each, a "subcontractor").

II. **PROGRAM DESCRIPTIONS:**

- A. The District shall implement the following Program on behalf of the City:
 1. Insure sufficient numbers of students from the targeted population (described below) are made aware of, enroll, and complete the Career + College Connections Program (C³ Program).
 2. Establish a C³ Program that increases student's career and college readiness.
 3. Manage the C³ Program delivery and resources to meet deliverable schedule.
 4. Target and service 22 students from the Parkrose School District for the C³ Program.

- B. C³ Program Target Population/Eligibility Criteria
1. **Multnomah County:** Reside in and attend a public school (including alternatives and charters) in one of the following districts: Centennial, David Douglas, Gresham-Barlow, Parkrose, Portland Public or Reynolds.
 2. **Rising 10th Graders:** Defined as students transitioning from 9th to 10th grade. For the purposes of this RFP, if a student has previously been retained in 9th grade or attends a school setting that does not utilize traditional grade levels, students between the ages of 14-16 would be considered eligible for participation in this program.
 3. **Academic-Priority Status:** Refers to students who have an elevated risk of disconnecting from school based on one or more of the following: failing two or more 8th grade benchmarks, failing an 8th grade core course, and/or being absent 15 or more days during the 8th grade year. Six school districts in Multnomah County have agreed to flag these students in the county-wide electronic student information system (eSIS). Students who are not flagged as "academic-priority" in eSIS but otherwise meet the other eligibility criteria **MAY BE ELIGIBLE** to participate upon further documentation of risk factors in a format acceptable to the City. It is incumbent upon District to verify eligibility with the City **BEFORE** serving any students not flagged as "academic-priority". (See further explanation below.)
 4. **Ninth-Grade-Counts Participation (preferred):** Students who did not participate in Ninth Grade Counts but otherwise meet the other eligibility criteria may participate in the program.

C. Program Components: District shall design and execute a program of career- and college-readiness activities. District shall ensure that the C³ Program schedule allows students who need credit recovery to participate in these credit recovery activities. The C³ Program must include, but is not limited to the following activities:

1. Self-assessment
2. Job-preparation skills
3. Post-secondary planning
4. Development of an individual career plan
5. Off-site experiential component (e.g. volunteer experiences, service learning project, career/college site visits)

III. WORK PERFORMED BY THE DISTRICT:

A. The Program requires considerable staff time, expertise and compilation of information to successfully implement. The District has the necessary staff, expertise and information systems in place to administer the Program on behalf of the City of Portland. The Parties agree to enter into this IGA whereby each Party will undertake certain actions as described herein to ensure the successful implementation of the Program.

B. Recruitment and Selection: District shall conduct outreach in coordination with the resident school districts to students who meet the eligibility criteria in the following manner:

1. Outreach plans should account for the fact that students of color and students of poverty are disproportionately represented among the academic-priority population. The City will work with each school district to secure a list of academic-priority students that have previously participated in Ninth Grade Counts programming and provide that list to District. The District shall also utilize existing relationships to identify eligible students.

2. District shall develop marketing materials to describe program services and enlist student participation. Per Deliverables schedule, these materials shall be submitted to City for approval prior to beginning student outreach.

3. District shall assist C³ Program applicants in completing a City provided C³ Program application.

4. District shall verify C³ Program eligibility based on criteria listed above and shall notify C³ Program applicants as to whether or not they are accepted into the program.

C. Data Tracking, Evaluation and Reporting:

1. District shall track individual C³ Program participant data in a format to be supplied by City. Relevant data elements include student demographics, activities, attendance, case notes, and outcome data. District shall include this information in the final narrative report.

2. District shall track the disbursement of monthly TriMet Youth transit passes to C³ Program participants in a format to be supplied by City.
3. District shall administer pre- and post-survey assessments to C³ Program participants as provided by the City. District may administer these surveys via online or via paper format.
4. District shall compile testimonials, photos, and videos that can be used by City in program advocacy and marketing. District shall obtain a media release for any student featured in a testimonial, photo, or video.
5. Submit invoices, reports and other deliverables as provided herein.

IV. WORK PERFORMED BY THE CITY:

- A. The City will perform the following tasks as part of this Agreement:
1. Work with each school district to secure a list of academic-priority students that have previously participated in Ninth Grade Counts programming and provide this list to District
 2. Provide C³ Program participant application forms
 3. Purchase monthly TriMet Youth transit passes for all C³ Program participants
 4. Provide pre- and post-assessment survey for the C³ Program
 5. Provide certain formatted templates for District's deliverable submittals

V. PERFORMANCE MEASURES:

A. District shall develop a C³ Program that will meet or exceed the following goals for performance measures. To the extent that services are not directly provided by the District, the District must ensure compliance of any sub-contractors to the intent and outcomes below.

Performance Measure	Goal
Percentage of eligible, enrolled students who have 80% or better attendance rate in the C ³ Program.* * Students are considered "Enrolled" if they attended more than two days of programming.	80%
Percentage of eligible, enrolled students who complete the C3 Program to include completing an Individual Career Plan.	80%
Percentage of participants reporting positive level of satisfaction* * Average % answering "Agree" or "Strongly Agree" to Question #11 a,b,e,f,n	85%
Percentage of participants reporting positive level of effectiveness* * Average % answering "Agree" or "Strongly Agree" to Question #11 c,d,g,h,m	85%

VI. DELIVERABLES:

A. Deliverables shall be considered those tangible resulting work products which are to be delivered by the District to the City's Project Manager ("City's PM") such as reports, draft documents, data, interim findings, drawings, schematics, training, meeting presentations, final drawings and reports for review comments, and/or approval by the due date specified. Deliverables and schedule for this project shall include:

1. Curriculum Plan: District shall submit a Curriculum Plan to City's PM for review, comments, and approval. The Curriculum Plan must identify the scope, sequence, and projected time students will spend in various activities/learning objectives. It shall provide a brief description of each learning objective and activity; include a proposed calendar/schedule, and a general overview of how the project will unfold over the summer.
(Due: March 1st)
2. Recruitment Materials: District shall submit all Recruitment Materials to City's PM for review, comments, and approval prior to distribution to students and families. Recruitment Materials include any direct mail piece or flyer representing the C³ Program. All marketing materials must include the C³ Program logo as provided by City.
(Due: April 1st)
3. Schedule of Activities. District shall submit a finalized Schedule of Activities specifying the time, date and place of C³ Program activities. District shall notify the City PM of any changes to the Schedule after submission to City.
(Due: May 15th)

4. C³ Program Applicant Roster: District shall submit a list of C3 Program applicants in a format to be supplied by City.
(Due: June 1st)

5. C³ Program Participant Roster: Excel spreadsheet of participant's data in a format provided by City and must include the following data:

Name	eSIS #
DOB	High School enrolled
Program attendance	Race/Ethnicity
Completion status	(optional)
Home address	Gender

 (Due: August 31st)

6. Final Report: Narrative report in a format provided by City, which will include the following:
 - Summary of actions
 - Lessons learned
 - Summary of results
 - Examples of youth produced work and testimonials
 - Recommendations for future program development
 (Due: September 30th)

7. Regular attendance of C³ Program Manager at the C³ Program coordination meetings. The City's PM will advise of these dates, along with their time and location.
(Due: as scheduled)

VII. DISTRICT AND SUBCONTRACTOR PERSONNEL:

A. District shall designate a C³ Program Manager who will participate in program coordination meetings with City and be the main point of contact for City PM. The District shall assign the following personnel to do the work in the capacities designated:

NAME	ROLE ON PROJECT
Jared Freeman, Assistant Principal	Project Manager
David Richardson, Assistant Principal	
Mary Larsen	Fiscal/Grant Manager
Roscoe Pershall, Credit Recovery Teacher	
Kerrynn Henderson, Science Teacher	

B. The District shall assign the following subcontractors to perform work in the capacities designated:

NAME	ROLE ON PROJECT
NONE	

VIII. DURATION, CHANGES AND TERMINATION:

- A. This IGA shall be effective from the Effective Date to December 30, 2012 ("Expiration Date"). The Expiration Date may be extended by amending this IGA by mutual agreement of the Parties.

- B. The CITY may request changes in the scope of the services or terms and conditions hereunder. Such changes, including any increase or decrease in the amount of District's award, shall be incorporated in written amendments to this IGA before they become effective.

- C. Either Party may terminate this IGA upon giving thirty (30) days written notice. In the event of termination the District shall be entitled to payment for work performed prior to the notice of termination.

IX. COMPENSATION:

A. The City will pay District up to the not to exceed amount of \$12,430.00. The "not to exceed amount" is the maximum amount of compensation due the District for all the work required by the Agreement. The District is solely responsible for any errors in estimating the costs necessary to perform the work under this Agreement. The District shall be paid based on the number of eligible students served at the Per Student Rate of \$565.00. The City will not pay for participants in C3 programming who do not meet eligibility criteria.

B. Progress Payments: District shall submit four separate progress payment invoices to the City's Project Manager as follows:

Payment 1: 30% advance based on the number of students to be served and at the Per Student Rate. District shall submit this invoice after the submittal of the Curriculum Plan (Due by March 1st).

Payment 2: 30% payment based on number of eligible students Enrolled in the approved C³ Program and at the Per Student Rate. District shall submit this invoice after Day 3 of programming along with a current roster of C³ Program participants. Definition: Students are considered "Enrolled" if they attend more than TWO (2) days of programming.

Payment 3: 30% payment based on number of eligible students Enrolled in the approved C³ Program and at the Per Student Rate. District shall submit this invoice after the submittal of the C³ Program Participant Roster and C³ Program participants' attendance for the entire program (Due by August 31st). Definition: Students are considered "Enrolled" if they attend more than TWO (2) days of programming.

Payment 4: 10% payment based on number of eligible students Enrolled in the approved C³ Program and at the Per Student Rate. District shall submit this invoice after the submittal of the Final Report (Due by September 30th).

The invoice shall contain the City's Contract Number and set out all items for payment including, but not limited to: the progress payment number for which the payment is requested, and the applicable deliverable(s) required. Prior to initial billing, the District shall develop a billing format for approval by the City.

The City shall pay all amounts to which no dispute exists within 30 days of receipt of the invoice. Payment of any invoice, however, does not preclude the City from later determining that an error in payment was made and from withholding the disputed sum from the next progress payment until the dispute is resolved.

The District shall make full payment to its subcontractors within 10 business days following receipt of any payment made by the City to District.

C. PAYMENT TERMS: Net 30 Days after receipt of approved invoice.

X. ESCALATION/DE-ESCALATION:

A. Adjustment of Rate Due to Inflation may be adjusted up or down. The annual adjustment of per student rate will be considered upon written request from the District. Approval of a request for rate increases is solely within the City's discretion and under no circumstances is the City obligated to approve such a request. Rate increases are subject to the following limitations:

- No increases will be granted during the first year of the Agreement;
- No more than one increase shall be granted per Agreement year;
- Rate increases may not exceed the then-current average inflation rate for the Portland Metropolitan Area (as determined from the US Department of Labor statistics);
- Rate increases shall not be retroactive.

Other than the impact of inflation as described above, rates may not be increased.

XI. STANDARD TERMS:

A. Publicity: The Oregon Public Records Law, ORS 192.410 et seq. strictly governs the City's treatment of requests for public records pertinent to this Agreement.

The District shall not use in its external advertising, marketing programs, or other promotional efforts, any data, pictures or other representatives of the City, except with prior specific written authorization from the City. District agrees to hold in confidence any and all information of the City's it receives while performing any of the contemplated function of the Agreement and shall not disclose any such information to third parties.

B. Access To Records: District shall provide the CITY, or its duly authorized representatives, prompt access to any and all books, general organizational and administrative information, documents, papers, and records of District that are related to this IGA or District's performance of services, for the purpose of making audit examination, copies, excerpts, and transcriptions. All required records must be maintained by District for four years after the CITY makes final payment and all other pending matters are closed.

C. Program and Fiscal Monitoring: The CITY shall monitor on an as needed basis to assure IGA compliance. Such monitoring may include, but are not limited to, on site visits, telephone interviews, and review of required reports and will cover both programmatic and fiscal aspects of the Grant Agreement. The frequency and level of monitoring will be determined by the Program Manager. Notwithstanding such monitoring or lack thereof, District remains fully responsible for performing the services required by this IGA in accordance with its terms and conditions.

D. Integration: This Agreement contains the entire agreement between the CITY and District and supersedes all prior written or oral discussions or agreements. There are no oral or written understandings that vary or supplement the conditions of this IGA that are not contained herein.

E. Assignment: This agreement cannot be assigned or transferred by District without the prior written permission of CITY.

The Parties agree the City and District may conduct this transaction, including any amendments, by electronic means, including the use of electronic signatures.

CITY OF PORTLAND

PARKROSE SCHOOL DISTRICT

Name: Sam Adams
Title: Mayor

Name:
Title:

APPROVED AS TO FORM

Imela Menges
CITY ATTORNEY

Parkrose School District
Career + College Connections (C3)
PROPOSAL

The Parkrose School District has been a partner with the City of Portland and Mayor Sam Adams over the past 4 years. Mayor Adams's education goals matched closely with the the district goals in increasing graduation rates. It is crucial that the work from the partnerships between school districts and the City of Portland continue to provide students with the academic support needed. The Parkrose School District submits this proposal to host a C3 program during the summer of 2012.

Parkrose High School is a diverse and impoverished community. Students represent 36 different languages, while 58 percent of the student body qualifies for free or reduced lunch. The school also has a 40 percent mobility rate. Approximately one-third of students entering the 9th grade do not complete high school with their graduating class. Last year, 20 percent of 9th grade students were credit deficient in core classes.

Our history of success with grants and partnerships positions the Parkrose School district well in the design and implementation of a summer transition program for the ninth to tenth grade students. In addition, our administrators and teachers know and have relationships with the students and families that will be served.

PROJECT TEAM

Jared Freeman, Assistant Principal, Parkrose High School

Jared Freeman is in his second year as the Assistant Principal at Parkrose High School. During both years, he has served as the Parkrose High School representative to Ninth Grade Counts and helped implement programs that smooth the summer transition for our incoming Freshman students. Prior to his role as an administrator, he taught mathematics at Beaverton High School and in the Tolleson Union High School District just west of Phoenix, AZ.

David Richardson, Assistant Principal, Parkrose High School

David Richardson is in his second year as an Assistant Principal at Parkrose High School. Last year, he worked closely to ensure a successful Parkrose Summer Stampede program. Before switching to his current role, David was a math teacher at Scappoose High School.

Roscoe Pershall, Credit Recovery Teacher, Parkrose High School

Roscoe Pershall teaches mathematics at Parkrose High School. He has been involved in summer school programs for several years and is trained in overseeing the PLATO Credit Recovery software that is utilized for our students looking to make up credits.

Kerryn Henderson, Science Teacher, Parkrose High School

Kerryn Henderson is in her second year as a science teacher at Parkrose High School. She has been AVID Pathway trained and worked extensively on incorporating AVID reading and writing strategies into her classroom. At the end of the year last year, she was involved in providing professional development on incorporating writing strategies into everyday classroom practice.

PROPOSER'S CAPABILITIES

Parkrose High School has shown continuous growth in academic achievement over the past years. According to state assessments, reading improved from 60% of students passing (2007-2008) to 77% (2010-2011) and in mathematics, from 43% (2007-2008) to 66% (2010-2011). Last year, Parkrose HS had the highest graduation rate in East Multnomah County even though it was below the state average. The foundation of our increase in student achievement has been our approach to academic interventions for students. The academic teams use data from the state assessments as well as teacher developed formative assessments to target concepts and skills for student learning.

Currently, Parkrose HS partners with Elevate Oregon, MESA (Mathematics, Engineering, Science Achievement) and the SUN (Schools Uniting Neighborhoods) programs to bring additional support for students. In addition, The AVID (Advancement Via Individual Determination) targets student in the middle as well as bringing a comprehensive instructional approach for student learning.

Parkrose has offered summer programs for many years including Ninth Grade Counts, C3, Parkrose Stampede, Credit Recovery, and English Language Development. The Parkrose Stampede has been very successful, increasing the number of ninth grade students participating from 75 in 2009 to 180 in 2010.

PROJECT APPROACH AND UNDERSTANDING

Students for C3 will be recruited from our targeted list of high academic needs students. These students are currently flagged and monitored through our student information system.

This proposal aims to serve a subset of 22 students from our list in the priority of highest need and availability to attend. It is our hope to develop a sense of community and relationships amongst the students and staff involved in this project.

The Parkrose C3 Program components will include: Academic: Writing, Credit Recovery, Career and College Readiness, Differentiated Activities, Cultural Diversity & Guest Speakers, Job Preparation Skills, Off-site Experiences, Student Incentives, and Parent Involvement. Students will earn .5 elective credit for C3 program completion as well as the opportunity to earn credits through credit recovery for core classes.

Academic & Credit Recovery

During this C3 program, the student's academic focus will focus on increasing writing skills in an organized, well-reasoned, supported, and focused communication. Teachers will use current relevant informational text documents targeted to each student's reading level as background research for writing samples. AVID writing and Write Tools strategies will be taught to students to increase knowledge and skill in writing in the expository and persuasive mode. Students will be able to take credit recovery classes as needed free of charge.

Career and College Readiness Activities

Parkrose has been using the Oregon Career Information System (OCIS) for many years to help students in planning for the future. Students in C3 will have facilitated and dedicated time to self assess themselves for personal and career interests. By completing this program, students will have a comprehensive individual plan that will lay a foundation for goal setting for their future and success after graduation. Additionally students will have weekly guest speakers from local business and other organizations in local metro area. Initial conversations have started with KATU news corporation, Northwest Federal Credit Union, Vibra Speciality Hospital of Portland, and Northwest College of Construction.

Differentiated Activities

In academics, students will be assessed for reading levels by a licensed reading specialist so that instruction and materials can be targeted at appropriate levels. In career and college readiness activities, students will be given choices from a menu of options. Instructional strategies will include integrated instructional technology and AVID. Activities for academics and career/college exploration will include strategies for a range of learning styles.

Cultural Diversity

The Parkrose School District is committed to increasing cultural awareness and culturally responsive teaching strategies of our staff. Special consideration will be given to inviting guest speakers who reflect our diverse population. Our community partners include El Programa Hispano, Black Parent Initiative, and Northwest Family Services.

Job Prep Skills

By the end of the C3 program students will complete the following: Visit at least three businesses for the purposes of job hunting; complete three job applications; participate in a mock interview; complete the requirements for a food handlers card and first aid certification.

Off-Site Experiences

Students will have an opportunity to visit 4 off-site career or college experiences. Initial planning includes the Port of Portland, the Danner Corporation, Portland State University, and Mt. Hood Community College.

Student Incentives

The credit recovery fee will be waived for C3 students who complete the program. In addition, ideas for incentives include: students will have the opportunity to earn a 2012-2013 ASB card, gift cards for perfect attendance and a Willamette Jetboat Scenic Excursion.

Parent Involvement

Parkrose High School involves parents in many ways. Some of our more successful family nights are the twice yearly AVID parent nights. Parents of the C3 students will be surveyed for their recommendations for involvement, student incentives and college-career exploration ideas.

EXHIBIT D: BUDGET WORKBOOK
Career + College Connections: Proposed Budget

185134

BUDGET ASSUMPTIONS

Proposed # of Participants
 Summer 2011

22

Enter the maximum number of students the Proposer intends to serve.

Student:Teacher Ratio

1:11

Calculate the student:teacher ratio based on the number of students to be served above and the classroom personnel identified below.

Indirect/Administrative
 Percentage

0.00%

Enter the percentage you intend to bill this project for Indirect/Administrative expenses (e.g. overhead)

OPERATING EXPENSES

Projected Costs
\$2,836

- Marketing materials
- Curriculum materials/supplies
- Equipment & facility costs
- Transportation
- Participation incentives
- Professional services
- Misc. service/supply expenses

\$25
\$381
\$600
\$950
\$880

PERSONNEL

\$9,588

Name	Title	Hourly Rate	Projected Hours	Projected Cost
Kerryn Henderson	Teacher	\$58.00	80.0	\$4,640
Curriculum Development	Teacher	\$40.00	15.0	\$600
Educational Assistant	Classified Assistant	\$20.00	80.0	\$1,600
Roscoe Pershall	Credit Recovery Teacher	\$75.00	32.0	\$2,400
James Dugan	Reading Specialist	\$58.00	6.0	\$348

ADD LINE ABOVE AS NEEDED

Subtotal **\$12,424**

INDIRECT/ADMINISTRATIVE

\$0

Total Project Costs = **\$12,424**

Cost per Participant = **\$565**

LEVERAGE RESOURCES

Partner	Description	Est. Value
Parkrose SD	Facilities Use	\$1,200
Parkrose SD	22 - Credit Recovery Fees	\$2,750
Parkrose SD	22 - ASB Cards	\$660