

portland model cities

January 25, 1972

Robert C. Hughley
Director
Portland Public Schools
Pre-School Expansion
220 N. E. Beech Street
Portland, Oregon

Dear Mr. Hughley:

Enclosed, please find the approved Pre-School Expansion Contract Change Order, dated December 17, 1971, and effective December 20, 1971.

If you have any questions regarding this matter, please contact me at the below number.

Sincerely,



Elvin D. Roberts
Administrative Management Coordinator

EDR:cfc

Enclosure

xc: C. Yancey/Social Coordinator
D. French/Information Coordinator
C. Jordan/Director
A. Raubeson/Deputy Director
Official Files

PORTLAND MODEL CITIES - CITY DEMONSTRATION AGENCY

Inter-Office Memorandum

December 17, 1971

TO: Ed Harmoth, M. C. Coordinator
Mayor's Office

FROM: Elvin D. Roberts
Administrative Management Coordinator

SUBJECT: PRE-SCHOOL EXPANSION CONTRACT CHANGE REQUEST

Attached is a Contract Change Request from School District No. 1. This request would reallocate \$2,375 from contracted services to space. The items deduced under contracted services are as follows:

- (a) \$1,000 from lunches: this is possible because of recent legislation which gives the school district more funds under the National School Lunch Program.
- (b) \$1,000 from medical services: this is possible due to the volunteer services of Dr. Margaret Wayson.
- (c) \$375 from snack: this is possible also due to additional funds from the National School Lunch Program.

The additional funds for space are necessary to provide for increased space costs and provide adequate space for ninety (90) children. This change also transfers \$225 from contracted services which were for insurance to the insurance category. These funds were already approved as budgeted.

Initially, the City Demonstration Agency had considerable reservations about this requested change. We now feel we have adequate assurance from the School District that the level of services to the children will be maintained and that this change is necessary and beneficial to the project.

EDR: 

EDR:cfc

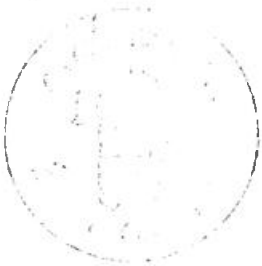
Attachment

cc: C. Jordan/Director
A. Raubeson/Deputy Director
B. Oberhue/Financial Specialist
B. Jones/City Auditor's Office

RECEIVED

JAN 18 1972

MODEL CITIES



PROJECT NO. 12023

DATE 12-17-71

CONTRACT NO. 12023

CHARGE NO. 1 - 2nd Indiv. Year

PROJECT NAME PRE-SCHOOL EXPANSION

PROJECT NO. 10-00

OPERATING AGENCY PORTLAND SCHOOL DISTRICT #1

REQUESTER Dr. Robert Hughley

PROGRAMMATIC IMPACT None

FINANCIAL IMPACT Would transfer \$2,375 from contracted services to space to provide more adequate facilities for 90 children.

- ☒ THIS CHANGE IS NOT SUBSTANTIAL IN NATURE AND MONEY WILL NOT EXCEED TOTAL BUDGETED FOR THIS PROJECT; THE CHANGE WILL BECOME EFFECTIVE IMMEDIATELY.
- ☐ THIS CHANGE WILL REQUIRE AN ORDINANCE AND CITY COUNCIL APPROVAL BEFORE IT CAN BECOME EFFECTIVE.
- ☐ THIS CHANGE WILL REQUIRE CONFIRMATION OR APPROVAL BY HUD BEFORE IT CAN BECOME EFFECTIVE.

SUPPORTING DOCUMENTATION ATTACHED YES ☒ NO ☐

APR

DISAPR

CDA DIRECTOR

DATE

MAYOR

RECEIVED

JAN 18 1972

*MODEL CITIES



CONTRACT NO. 10-00

AGENCY U.S. DEPARTMENT OF JUSTICE, OFFICE OF THE INSPECTOR GENERAL

ADDRESS 400 THE ARCADE

PROJECT NO. 10-00-000000 DATE 9/21/71

10-00
CONTRACT NO. 10-00
CHARTER NO. 10-00-000000
DATE 9/21/71
BY [Signature]
FOR [Signature]

CATEGORY CODE	CATEGORY TITLE	APPROVED BUDGET	PROPOSED CHANGE	REVISED BUDGET
10	SALARIES (INCLUDING FRONTS LEAVES)	62,878		62,878
20	CONTRACTED SERVICES, (INCLUDING AUDITING)	12,835	-2,600	10,235
30	TRAVEL, LOCAL	800		800
35	TRAVEL, OUT OF TOWN	600		600
40	CONSUMABLE SUPPLIES	1,783		1,783
50	LEASE (INCLUDING RENOVATION)	1,168	-42,375	3,563
55	UTILITIES (INCLUDING TELEPHONE)	500		500
60	FURNITURE & EQUIPMENT (RENTAL)			
65	FURNITURE & EQUIPMENT (PURCHASE)	500		500
70	INSURANCE	-0-	+225	225
71	MAINTENANCE & EQUIPMENT			
79	MISC. EXPENSES	500		500
TOTALS		81,674	0	81,674

JUSTIFICATION:

RECEIVED

OCT 21 1971

ADMINISTRATION

RECEIVED

OCT 23 1971

ADMINISTRATION

Adette *W. H. H. H.*

PORTLAND PUBLIC SCHOOLS
700 N. E. Oregon Street
Portland, Oregon 97211


September 27, 1971

Mr. G. Watts Yancey
Model Cities Agency
5329 N. E. Union Avenue
Portland, Oregon 97211

Dear Mr. Yancey:

Enclosed is a contract change order requesting the shifting of funds from one line item to another in the Pre-School Expansion Project, No. 10-02. Favorable consideration is requested to permit us to pay increased space cost above our earlier projections.

Sincerely,


Robert C. Hughley
Director

RCH:mmu
Enc.

RECEIVED
SEP 30 1971
MODEL CITIES

RECEIVED
OCT 21 1971
ADMINISTRATION

RECEIVED
NOV 23 1971
ADMINISTRATION

NOV 4/30/71

NOV 23 1971

TO: Dr. Charles Porter
Director

FROM: C. Gary Young
Social Coordinator

DATE: November 22, 1971

RE: Contract Change Request for Pre-school Expansion
(10-02-00)

The contract change request by the Portland Public School for project
(10-02-00) - Pre-School Expansion has been reviewed.

The Social Coordinator recommends approval.

Attached is a letter from the Director of the project, Miss Lee DeFence,
justifying the request.

There will be no change in program thrust or reduction in number of
children serviced.

cc: *Lee DeFence*
CUT _____

Attachment

cc: Official files (2)
Deputy Dir/Kaufman
Adm. Ingt Coord/Roberts
Planning Assist/Ollison
Author/Vancey
11/22/71

RECEIVED

NOV 23 1971

ADMINISTRATION

PORTLAND MODEL CITIES

100 North Commercial Street, Portland, Oregon 97203

FOR YOUR INFORMATION

November 18, 1971

Mr. C. Watts Yancey
Portland Model Cities
5329 N. E. Union Avenue
Portland, Oregon 97211

Dear Mr. Yancey:

In response to your request for information concerning budget changes for the 2nd action year of the Pre-school Expansion Program, we submit the following rationale:

1. A reduction of \$1000.00 in necessary funds for lunches is possible due to recent legislation which enables us to recover a larger portion of the costs through the National School Lunch Program.
2. A reduction of \$1000.00 in medical fees is possible due to the volunteer services of Dr. Margaret Wayson, M.D., who is providing for a major portion of the physical exams for the preschool youngsters.

3. *The increase in rental funds is to provide adequate classroom space at Augustana Lutheran Church.*
The increase in rental funds is to provide adequate classroom space at Augustana Lutheran Church.

Sincerely,



Lee DeLancey, Supervisor

LD:cc

RECEIVED
NOV 23 1971
ADMINISTRATION

RECEIVED
NOV 23 1971
ADMINISTRATION

RECEIVED

NOV 19 1971

MODEL CITIES

*Pre-School
Contract Change
Request #2*

Model Cities

ORDINANCE NO. **134630**

An Ordinance amending Contract No. 12883 between the City and School District No. 1 so as to increase the services required under said contract and reduce the City's monetary obligation thereunder, and declaring an emergency.

The City of Portland ordains:

Section 1. The Council finds that as a part of its Model City Program, the City entered into Contract No. 12883 with School District No. 1, Multnomah County, providing for a Preschool Program for the Model Neighborhood; that the City's total obligation under said contract for the Model City Second Action Year (June 16, 1971 to June 15, 1972) is \$81,674; that it is anticipated that there will be a surplus in the amount budgeted for said contract; that 101 Model Neighborhood children are currently enrolled in various outlying school districts (Beaverton, David Douglas, Lake Oswego and Parkrose) as part of the Portland Public Schools Inter Area Cultural Exchange Program; that the cost of transporting said children to the various schools has been borne by School District No. 1 but because of budget problems they are unable to continue paying for such transportation after May 12, 1972; that the children participating in said Inter Area Program are scheduled to continue their schooling until approximately June 9, 1972; that the Model City Citizens Planning Board has recommended that Model City funds be used to pay for the cost of transporting said children through the end of their current school year; that School District No. 1 indicates that it can perform its obligations under Contract No. 12883 (for the period from June 16, 1971 to June 15, 1972) including the transportation of children to outlying school districts for \$77,174; that said contract should be amended to authorize said transportation of children and the City's total obligation under Contract No. 12883 for the Second Action Year (June 16, 1971 to June 15, 1972) should be reduced to \$77,174, thereby releasing \$4,500 for use in other projects; now, therefore, Contract No. 12883 is hereby amended as follows:

(a) The project description attached hereto as Exhibit "A" shall supplement and become a part of Contract No. 12883 and the budget attached hereto as part of Exhibit "A" shall replace the budget currently attached to said contract.

RECEIVED DIRECTORS OFFICE

DATE 5-31-72

FORWARDED TO *Yenney, Sharp*
Paulsen, Roberts
FROM DIRECTORS OFFICE

DATE 6-2-72

Page No. 1

ORDINANCE No.

(b) School District agrees to hold City harmless for any and all claims and demands that may arise or be occasioned to any person or to any property arising from the transportation services provided for in the supplementary project description referred to in (a) above.

(c) The City's total obligation for all services to be provided under Contract No. 12883 (including the project description mentioned in (a) above) for the Second Action Year (June 16, 1971 to June 15, 1972) is hereby reduced from \$81,674 to \$77, 174.

All other terms and provisions of said contract shall remain in full force and effect.

Section 2. This ordinance shall be an effective amendment to Contract No. 12883 upon acceptance of the terms and provisions of this ordinance in writing by School District No. 1, Multnomah County.

Section 3. Inasmuch as this ordinance is necessary for the immediate preservation of the public health, peace and safety of the City of Portland in this: In order that the amendment described in Section 1 hereof may be accomplished without undue delay; therefore, an emergency hereby is declared to exist and this ordinance shall be in force and effect from and after its passage by the Council.

Passed by the Council,

MAY 25 1972


Mayor of the City of Portland

Attest:


Auditor of the City of Portland

PROJECT DESCRIPTION

CDA
PORTLAND, OREGON

PROJECT TITLE School Transportation
 PROJECT NUMBER _____
 PROJECT STATUS ☐ New ☒ Expanded DATE: _____
 OPERATING AGENCY Portland Public Schools
 PLANNING COMPONENT Social Environment
 ADMINISTRATIVE NUMBER 1400
 PROGRAM ACCOUNT _____
 CITIZENS WORKING COMMITTEE Education Working Committee

PROJECT FUNDING	100 % SUPPLEMENTAL	USING SUPPLEMENTAL	USING CATEGORICAL	OTHER	TOTAL
Anticipated		\$3,920.00			\$3,920.00
Allocated					

PROJECT INFORMATION

- Operating Agency Portland Public School (District #1)
- Address 220 N. E. Beech Street
- Telephone 288-5361
- Director Dr. Robert Hughley
- Legal Status Public - Non-Profit
- Authorized Signature _____
Agency Letter - Attachment #1
- Dates of Contract May 15, 1972 To June 16, 1972
- CDA Assigned Staff
 - Planner LeRoy Albert
 - Evaluator David Kish

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Attachments: #1 Agency Letter
 #2 Timetable

PROJECT SUMMARY

OBJECTIVE

This project is designed to furnish transportation for students who are presently in a full 10-month program and require busing accommodations to complete the regular school year at these outlying schools.

The transportation will be provided for a twenty (20) day period from May 15, 1972 through June 9, 1972.

SCHOOL TRANSPORTATION

I. PURPOSE AND BENEFICIARIES

Purpose

The purpose is to provide transportation to those students, from the Model Neighborhood school, who are registered in a pupil cultural exchange program between the Portland Public Schools and outlying suburban schools, to allow them to complete the full school year of instruction afforded in those schools, and which will not close at the early closure date of the City of Portland Public Schools. The period covered will be from May 15, 1972 through June 9, 1972.

Beneficiaries

Those children, 101 in number, who are residents of the Model Neighborhood, and are enrolled in this cultural exchange program. By being afforded this extended busing provision, they will not have to miss one month of instruction, from these schools which are not closing early as in the city of Portland.

II. CONTENT AND OPERATION

The functional element of this project is:

Function 1--Provision of transportation

This one function is adequate for securing successful execution of this project. This function will be executed by the Portland Public Schools. The school will provide bus equipment, driver, student supervision, and insurance liability coverage for the children.

The key activities within this project are:

Activity 1-1 Provide buses for transportation

Activity 1-2 Provide bus drivers for transportation

Activity 1-3 Provide for student supervision during transportation

III. TIMETABLE

This project will have a duration of one month. It will extend from May 15, 1972 through June 9, 1972. Scheduled activity is indicated on time frame attached. (Attachment #2)

IV. FUNDING

Project cost will be \$3,920.00. Total funding will be from HUD supplemental funds.

V. PROJECT ADMINISTRATION

This project will be administered by the Portland Public Schools (Area District #1 Office).

VI. COORDINATION

This project is coordinated with the following agencies:

Beaverton Public Schools
David Douglas Public Schools
Lake Oswego Public Schools
Parkrose Public Schools

The above listed elementary schools will provide the space, facilities, and instructional teachers for the project. The Portland Public Schools, through this grant, will provide the transportation and student supervision while in transit.

VII. MONITORING AND EVALUATION

This project will be subject to the monitoring and evaluation requirements as are specified in the Portland CDA overall Evaluation Plan. The monitoring and evaluation will be on a monthly basis. The reports will be recorded on special reporting forms supplied by the CDA Evaluation Unit.

Financial reimbursement, for the execution of the project, will be based upon the timely receipt of these reports. These reports will be due into the CDA, from the Operating Agency, by the fifth working day of the month. Failure to comply with requirement will result in the agency not receiving reimbursement until the following month.

The following is a list of the process-output measures, by functional elements upon which the monitoring and evaluation of the project will be based:

FUNCTION 1 TRANSPORTATION UNIT

Activity 1-1 _____ total number of children transported

Activity 1-2 _____ average daily number transported

Activity 1-3 _____ total number of days transported

Activity 1-4 _____ number of buses utilized in the transportation

Activity 1-5 _____ number of driver personnel utilized.

Activity 1-6 _____ number of student supervisors provided during transportation

Activity 1-7 _____ amount of insurance (per student) provided during transportation

Activity 1-8 _____ average cost (per child) for transportation

VIII. CITIZEN PARTICIPATION

The Citizen Participation (CP) function in the Portland City Demonstration Program include:

Function 1--Keeping citizens informed of factors affecting their lives

Function 2--Enabling them to organize and function as an effective representative decision-making body

Function 3--Use of citizens in decision-making

Function 4--Enabling citizens to obtain employment and be part of the work force.

The Education Working Committee approved this project on _____, 197__.

The Citizens Planning Board approved this project on _____, 197__.

IX. RESIDENT EMPLOYMENT

All positions which become available through this project will be advertised in the Model Neighborhood Area. Preference, in employment, will be given to Model Neighborhood residents.

CDA Letter #11, relative to Residential Employment, will be included as a part of this project's contract for implementation.

X. BUDGET

The budget is itemized by line items on the following pages.



CONTRACT CHANGE REQUEST

— FOR CDA USE ONLY —

AGENCY Portland Public Schools
Preschool Expansion
ADDRESS Mrs. Lee Delance
PREPARED BY _____ DATE 5/9/72

IDENT NO. 10-02
CONTRACT NO. 12883
CHANGE NO. 2 2nd A/Y
CHANGE TYPE
BUDGETARY ☒
PROGRAMMATIC ☒
Revised 5/15

CATEGORY CODE	CATEGORY TITLE	APPROVED BUDGET	PROPOSED CHANGE \pm	REVISED BUDGET	EXPENSES THROUGH April
10	SALARIES (INCLUDING FRINGE BENEFITS)	62,878	- 5,177	57,701	42,098.92
20	CONTRACTED SERVICES, (INCLUDING AUDITING)	10,235	- 400	9,835	3,495.63
30	TRAVEL, LOCAL	800	+ 200	1,000	850.67
35	TRAVEL, OUT OF TOWN	600		600	600.00
40	CONSUMABLE SUPPLIES	1,783	+ 527	2,310	1,739.46
50	SPACE (INCLUDING RENOVATION)	3,563		3,563	3,000.00
55	UTILITIES (INCLUDING TELEPHONE)	500		500	19.00
60	FURNITURE & EQUIPMENT (RENTAL)				
65	FURNITURE & EQUIPMENT (PURCHASE)	500	+ 200	700	545.55
70	INSURANCE	225	+ 50	275	150.00
71	MAINTENANCE & EQUIPMENT				
79	MISC. EXPENSES	590	+ 100	690	105.15
TOTALS		81,674	- 4,500	77,174	52,604.38

JUSTIFICATION: See Attached

Lee Delance
SIGNATURE

PORTLAND MODEL CITIES - CITY DEMONSTRATION AGENCY

Interoffice Memorandum

DATE: May 9, 1972

TO: Ed Warmoth, Model Cities Coordinator

FROM: Bill Oberhue, Budget Analyst

SUBJECT: Contract Change - Preschool Expansion 10-02
No. 2 - 2nd Action Year

RECEIVED

MAY 10 1972

ADMINISTRATION

I am enclosing a contract change request for the above project reallocating funds as listed below. This is needed as the Portland Public Schools are closing May 12, and 101 children are presently being bussed to outlying districts whose school year ends June 9. The Portland Public Schools do not have funds to continue this busing after May 12, and these services are being rented from the other districts. The effective date of this change should be May 12.

Funds from	Salaries		4886
Funds to	(10) Salaries	350	
	(20) Benefits	46	396
	(20) Contracted Services		4490
			4886

BO

Bill Oberhue

cc: C. Jordan/Director
A. Raubeson/Deputy Director
B. Jones/City Auditor's Ofc.
E. Roberts/Admin. Mgmt. Coord.
L. Berry/Financial Specialist
C. Yancey/Social Coordinator
Official Files (2) ✓
5/9/72/BO/pl



CONTRACT CHANGE ORDER

DATE 5/4/72

CONTRACT NO. 12883 CHANGE NO. 2 - 2nd Action Year
PROJECT NAME Preschool Expansion
PROJECT NO. 10-02
OPERATING AGENCY Portland Public Schools
School District #1
REQUESTER Robert C. Hughley, Director

PROGRAMMATIC IMPACT to allow continued busing of 101 students after May
12 closure of Portland Public Schools.

FINANCIAL IMPACT reallocate \$4490 from salaries to contracted
services for transportation costs of extending
service.

- ☒ THIS CHANGE IS NOT SUBSTANTIAL IN NATURE AND MONEY WILL NOT EXCEED TOTAL BUDGETED FOR THIS PROJECT; THE CHANGE WILL BECOME EFFECTIVE IMMEDIATELY.
- ☐ THIS CHANGE WILL REQUIRE AN ORDINANCE AND CITY COUNCIL APPROVAL BEFORE IT CAN BECOME EFFECTIVE.
- ☐ THIS CHANGE WILL REQUIRE CONFIRMATION OR APPROVAL BY HUD BEFORE IT CAN BECOME EFFECTIVE.

SUPPORTING DOCUMENTATION ATTACHED YES ☒
NO ☐

APP. ☒

DISAPP. ☐

Clark Jorda
CDA DIRECTOR

DATE 5/9/72

COMMISSIONER IN CHARGE



CONTRACT CHANGE REQUEST

—FOR CDA USE ONLY—

AGENCY Portland Public Schools
Preschool Expansion
ADDRESS _____
PREPARED BY Robert C. Hughley DATE 5/9/72

IDENT NO. 10-02
CONTRACT NO. 12883
CHANGE NO. 2 - 2nd A/Y
CHANGE TYPE
BUDGETARY ☒
PROGRAMMATIC ☒

CATEGORY CODE	CATEGORY TITLE	APPROVED BUDGET	PROPOSED CHANGE \pm	REVISED BUDGET
10	SALARIES (INCLUDING FRINGE BENEFITS)	62,878	- 4,490	58,388
20	CONTRACTED SERVICES, (INCLUDING AUDITING)	10,235	+ 4,490	14,725
30	TRAVEL, LOCAL	800		800
35	TRAVEL, OUT OF TOWN	600		600
40	CONSUMABLE SUPPLIES	1,783		1,783
50	SPACE (INCLUDING RENOVATION)	3,563		3,563
55	UTILITIES (INCLUDING TELEPHONE)	500		500
60	FURNITURE & EQUIPMENT (RENTAL)			
65	FURNITURE & EQUIPMENT (PURCHASE)	500		500
70	INSURANCE	225		225
71	MAINTENANCE & EQUIPMENT			
79	MISC. EXPENSES	590		590
TOTALS		81,674	0	81,674

JUSTIFICATION: To reallocate \$4,490 from salaries to be used for transportation costs for use in keeping program in operation through June 9 as a result of early Portland Public School closure on May 12.

Total Program Costs \$4886
Less Salary Portion 396
Actual Budget Transfer \$4490
(Bus Rental)

RECEIVED

MAY - 9 1972

MODEL CITIES

Lee H. Lance
SIGNATURE

PORTLAND PUBLIC SCHOOLS

220 Northeast Eeech Street / Portland, Oregon 97212

INTER AREA PROGRAMS

February 16, 1972

Mr. Charles Jordan, Director
Model Cities Agency
5329 N. E. Union Avenue
Portland, Oregon 97211

Dear Mr. Jordan:

You are aware that Portland Public Schools will be closed on May 12, 1972, twenty days short of a normal school year length. This closure is necessitated by the defeat of the District's proposed special operating levy for the fiscal year 1971-72 at elections in May, June, and September, 1971.

One hundred one (101) children who are residents of the Model Neighborhood are enrolled in Beaverton, David Douglas, Lake Oswego, and Parkrose schools. These schools will be operating during their normal sessions, ending about June 9. Transportation costs for these children to their schools have been borne by Portland Public Schools. Due to failure of the elections, there are no funds available to provide transportation for 101 children during the period May 15 through June 9.

This letter requests funding to provide transportation for these children during this period in the amount of \$4,886, distributed as follows:

Student supervision	\$350
Personnel benefits	46
Bus rental	
Beaverton	1217
David Douglas	642
Lake Oswego (2 buses)	1654
Parkrose	<u>977</u>
TOTAL	<u>\$4886</u>

I would appreciate whatever consideration your office can give in the support of the attendance of these children in school for the period during which their suburban schools will be open and operating.

Sincerely,

Robert C. Hughley

Robert C. Hughley
Director

RECEIVED

FEB 17 1972

MODEL CITIES

RCH:mn

PORTLAND MODEL CITIES - CITY DEMONSTRATION AGENCY

Interoffice Memorandum

DATE: May 9, 1972

TO: Ed Harmoth, Model Cities Coordinator

FROM: Elvin D. Roberts, Administrative Management Coordinator

SUBJECT: Reallocation of Preschool Expansion Funds

The CPB recently voted to provide funds for the transportation of children who are currently being bussed to school districts outside the City of Portland. The amount of this allocation is \$4,000 and is to come from a contract currently being administered by School District #1 (Preschool Expansion).

An amendment to the Preschool Expansion Contract will be necessary. Transportation of school children outside the School District is not a part of the original project description.

The Board also voted to decrease the Preschool Expansion contract by \$4,500. This decision is a result of additional funds needed by the 4-C Council in order to provide care for those children who are being displaced as a result of the early closing of the school system.

On the latter issue, concurrence is required from the School District before this deduction may be made.

Could you see to it that the necessary ordinances are prepared? New budgets and project descriptions to follow.

ER _____

cc: C. Jordan/Director
A. Raubeson/Deputy Director
C. Yancey/Social Coordinator
B. Oberhue/Budget Analyst ✓
Official Files (2)
5-9-72/EDR/pl