

A G R E E M E N T ADMINISTRATION

THIS AGREEMENT entered into this 16 day of June, 1973, by and between the CITY OF PORTLAND, a municipal corporation of the State of Oregon hereinafter referred to as "City," and the PORTLAND PUBLIC SCHOOL DISTRICT #1, hereinafter referred to as the "Agency,"

W I T N E S S E T H:

WHEREAS the City has entered into a contract with the United States of America to conduct a Comprehensive City Demonstration Program for a certain area (herein referred to as the Model Neighborhood) pursuant to Title I of the Demonstration Cities Metropolitan Development Act of 1966; and

WHEREAS the Model City Agency of the City has determined that a need exists in the Model City Area for educational services for preschool children, and

WHEREAS the Agency has expressed the willingness and demonstrated the capability to provide said preschool educational services and has agreed to assume responsibility for a portion of the cost thereof;

NOW, THEREFORE, the parties hereto do mutually agree as follows:

I. SCOPE OF SERVICES

The Agency shall in a satisfactory and proper manner perform the duties and provide the services described in Exhibit "A," attached hereto and by this reference made a part hereof, so as to achieve the purposes and reach the beneficiaries specified in Exhibit "A."

II. DURATION OF AGREEMENT

This agreement is for the period from June 16, 1973 to and including June 30, 1974.

III. COMPENSATION AND METHOD OF PAYMENT

The Agency shall be reimbursed by the City for its costs of performance hereunder, not to exceed the sum of \$26,074.

A. Such amounts as may become due to the Agency by the City because of this contract shall be paid on a monthly basis upon receipt by the City of the following:

1. A written requisition for payment from the Agency, and
2. Timely receipt of a properly executed report

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MODEL CITIES

package, herewith attached as Exhibit "B" from the Agency.

- B. The requisition for payment shall be accompanied by a report to the City, in form satisfactory to the City, and shall specify the total work accomplished hereunder in the time period for which payment is requested. It shall state that such work has been completed in conformance with this agreement, and that the Agency is entitled to receive compensation therefor, and each cost shall refer to a specific budget item.
- C. Upon receipt by the City of such a requisition, the Agency shall be entitled to 100% of the total eligible cost, as determined by the City, for the work accomplished hereunder.
- D. In performance of this agreement, the Agency agrees not to make any expenditures unless such expenditures are provided for in Exhibit "A" (budget).
- E. Subject to efficient delivery of all services under this contract, the Agency can, whenever necessary amend the operating budget in Exhibit "A;" provided that the full cost does not exceed the amount stated in this contract, and provided that prior approval of the amended budget by the City has been secured.
- F. Prior to disbursement of funds to the Agency or employees, the City shall receive a statement from the Agency's chief fiscal officer or its insurer, insuring that all persons handling funds received or disbursed under this contract are covered by a fidelity bond in the amount of \$5,000.
- G. It is expressly understood and agreed that in no event will the total compensation and reimbursement, if any, to be paid hereunder exceed the maximum sum of \$26,074 for all of the services required.

IV. TERMINATION

This contract may be cancelled at the election of the City for any willful failure or refusal on the part of the Agency to perform faithfully the contract according to its terms.

- A. In such event, all finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs and reports prepared by the Agency under this contract shall, at the option of the City, become its property; and the Agency shall be entitled to receive reimbursement for

costs incurred in performance of all work satisfactorily completed hereunder.

- B. This contract may be cancelled at the option of the Agency for any willful failure or refusal on the part of the City to perform faithfully the contract according to its terms.
- C. This contract may be cancelled at the election of the City if the grant to the City under Title I of the Demonstration Cities and Metropolitan Development Act of 1966 is, for any reason, suspended or terminated.

V. GENERAL CONDITIONS

- A. Agency agrees to comply with the provisions of the U. S. Department of Housing and Urban Development Supplementary General Conditions for Contracts with Operating Agencies and Contractors (Exhibit "B").
- B. The term "approval by the City" means written approval by the Commissioner in Charge of the Model City Program.
- C. All personal property purchased as a cost of this project shall be and remain the sole property of the City and shall carry a city identification tag.
- D. None of the work or services covered by this contract shall be subcontracted without the prior written approval of the City. Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this contract.
- E. The Agency shall submit to the City Demonstration Agency one copy of monthly progress reports and one copy of all formal documents produced under this agreement.
- F. All statutory, charter and ordinance provisions that are applicable to public contracts in the City of Portland and the State of Oregon shall be followed.

IN WITNESS WHEREOF, the parties hereto have entered into this

agreement by and through their authorized representatives as of
the date first above written, the City acting pursuant to Ordinance
No. **136693**

CITY OF PORTLAND

By *Gene H. ...*
Mayor

By *Wilfred Schwab*
Commissioner of Public Affairs

PORTLAND PUBLIC SCHOOL DISTRICT #1

By *Charles A. Clemans* 8/27/73
Charles A. Clemans, Director
Intergovernmental Relations (Title)

By _____

(Title)

Approved as to form:

[Signature]
Deputy City Attorney

1. Project title Pre-School Expansion
2. Project category Education
3. Project status New Substantially revised
 Continuing Date first funded First Action Year
4. Project no. 10-02 Previous project no. _____
5. Contract term June 16, 1973 to June 30, 1974
6. Operating Agency (O/A) Portland Public Schools - School District #1
 Address 631 N.E. Clackamas
 Director Dr. Robert Blanchard Telephone 234-3392
 Legal status City Dept. Other public agency
 Private (nonprofit) Private (for profit)
 Other _____
 Authorized signature(s) Lee DeLance
 (Attachment 1) Chuck Clemens

7. Project office (if different from operating agency)
 Address 230 N. E. Beech
 Director Lee DeLance Telephone 288-5361

8. Funding recap

AY	Model Cities Supplemental	Categorical	Other	Total
1	40,688			40,688
2	81,674		11,016	92,690
3	52,149	156,447	19,252	227,848
4	26,074		26,074	52,148
5				

9. Model Cities responsibilities
 Working Committee Education
 Staff Planning Component Social Environment
 Staff Planner Walt Kuust
 Staff Evaluator Andrea Sharp

B. PROJECT DEVELOPMENT

1. Statement of Concern. According to Portland Public School estimates, there are approximately 3,500 three to four year old children from low-income homes eligible for pre-school education in the Portland area. Of this number, the School District currently serves approximately 500 children in its Early Childhood Education program. It is estimated that less than fifty percent of those children presently not served receive service in any type of structured program.

While there are other agencies providing pre-school services in the Model Neighborhood Area, according to the 1971 CDA Survey only 53.8% of the residents of the MNA were aware of any day care or pre-school services available. Although there is insufficient data available to indicate the exact number of MNA children eligible for pre-school, the long waiting lists at present centers indicate that there is a need for expansion of pre-school services. The Pre-School Expansion Program is an extension of the on-going Early Childhood Education (Head Start) program.

2. Purpose and objectives. The major goal of the Early Childhood Education (Pre-School Expansion) Program is to help both the child and his family achieve greater confidence, self-respect and dignity while developing a responsible attitude toward society and the community in which he lives.

It is also the goal of the program in Portland to help all children reach a minimum basic level of readiness skills and social and emotional maturity, while providing a variety of opportunities in which children may experience success.

Specific objectives for the educational component are listed in Attachment 2.

3. Strategy. The objectives of the project will be met by expanding the Early Childhood Education program presently being operated in Portland School District #1 to serve an additional 40 four year old children from low-income families in the MNA.

The program for Portland Early Childhood Education was developed basically through experimentation and study. As various programs were discovered and tried in the local program, that which seemed workable and useful from each program was retained and that which seemed unworkable or did not produce desired results was discarded. After three years of experimentation, a committee of teachers and aides consulted with parents, other community programs, local, private and public kindergarten staff and recipients, and formulated from this information and experience a tentative guide for the program. After a year of use, a committee of teachers and aides revised this guide, which reflects the goals from which the program evolved. National

Headstart Guidelines were used as a basic tool for guidance as well as needs and desires of the local community as expressed by various members of the parent committees, individual parents, and community members. Administrative personnel served only as consultants in this operation which was basically a function of staff and parent committee members.

The areas to be served were surveyed by members of the community service centers and the representatives of the delegate agency. Sites were purchased which seemed to be located in key areas which could provide the greatest service to the community. These original four sites were located in proximity to existing elementary schools and city parks. The actual buildings were designed by the Superintendent of the Model Schools, and with the recommendation of the neighborhood committees, were installed at their present locations. When the program began to expand, and where facilities and funds for building were not available, local churches were surveyed, and several of their educational facilities were rented on an annual basis.

All facilities which were designed or rented met city and state codes for the housing of pre-school children, including fire and sanitation codes, minimum allowable square footage and lighting power. All buildings have at least an annual review by city and state officials and are maintained to standard code by the delegate agency or lessee. All necessary pre-school licensing requirements are in effect at this time.

The Pre-School Expansion project is based on the proven principles of early childhood education in conjunction with the best of modern day innovations and thinking. No one model has been selected for use in this program, but many models have been studied and parts of them integrated into the program. Particular emphasis is placed on language development, the building of a positive self-image, and the growth of those cognitive skills necessary to learning and maximum individual development. It provides for physical, social, emotional, and intellectual needs that may exist as a consequence of poverty, deprivation or disadvantage.

4. Beneficiaries. The beneficiaries of this project are as follows:
 - a) 40 four year old children from low income families in the MNA who are recipients of the project;
 - b) Families of the children served by the project;
 - c) MNA residents employed in the project;
 - d) Residents of the MNA who will indirectly benefit from the encouragement of positive attitudes on the part of the child and his family towards his neighborhood and community.

Criteria used in the selection of children and families for the program are generally those set forth by the Oregon OCD, CSD, OEO and other federal agencies concerned with the welfare of pre-school children. Children whose families have the largest numbers of members, smallest income, are current, potential or past welfare recipients, or have the greatest need because of various and sundry extenuating circumstances are given the first priority. A maximum of ten percent of the total allowable participants per

class are selected from middle and above income applicants. The selection of the above income families is generally limited to those who have been referred by local pediatricians, social workers, school principals, and other therapists and technicians as families who could most benefit from the program. In addition, those families from the ten percent above income are encouraged to provide additional services to the program wherever possible. Such services are to be limited to volunteer time--performing duties as classroom aides, transporting children to appointments, assisting on field trips, and screening for vision and hearing.

C. PROJECT DESCRIPTION

1. Content. The five major functions and sets of activities to be performed in the Pre-School Expansion Project are outlined below:

Function 1. Provide general administration for the project.

- Activity 1-1. Recruit, hire and train staff as needed.
1-2. Maintain office space, equipment and supplies.
1-3. Maintain inventory, fiscal and any other records that may be subject to audit.
1-4. Report financial and program status as required by CDA.

Function 2. Provide a planned activities program for pre-school children, which will include structured opportunities for children to develop social, cognitive, aesthetic, physical and oral language skills. (See Attachment 3.)

- Activity 2-1. Provide opportunities for the child to learn about himself and others, social relationships, the outer world and how to deal more effectively with reality.
2-2. Provide creative and aesthetic experiences in music and art for the children in the project.
2-3. Encourage the development of motor skills through both large and small muscle activity.
2-4. Encourage the development of language skills.
2-5. Provide opportunities for the child to learn to care for his own bodily needs.
2-6. Encourage the development of habits that will help to ensure favorable adjustment to later life in school and in the outside world.

Function 3. Provide for comprehensive physical health needs as well as for the safety and well-being of all participating children.

- Activity 3-1. Provide for general daily health inspections.
3-2. Locate resources for physical examinations and medical follow-up if needed for families unable to afford this service.
3-3. Schedule and operate immunization clinics where need is indicated.
3-4. Provide hearing, vision and dental screening for all children.
3-5. Provide for isolation of sick children (temporary holding until further disposition).
3-6. Provide classroom and/or parental instruction in

preventive and emergency health care, including proper toothbrushing technique, toileting, hand washing, general cleanliness, communicable diseases, etc.

- 3-7. Facilitate inspections by fire department, city sanitation department, and other necessary local and state codifiers, licensers and/or inspectors.
- 3-8. Maintain all necessary records and obtain all necessary permission slips required to provide adequate health services for each child.
- 3-9. Require and record T.B. and food handling certificate for all staff.

Function 4. Provide for the well-being of children and their families through supportive social services.

Activity 4-1. Advise parents about available community resources and assist them in utilizing community social, welfare and health agencies where necessary or requested.

4-2. Make direct referrals to nursing psychological, speech and hearing services of the Portland Public Schools, University of Oregon Medical School, Multi-service Center, as well as other need-indicated agencies.

4-3. Prepare and present case studies for discussion, evaluation, and recommendations at staff meetings and arrange staff consultations to include teacher, nurse, parent, social work aides, classroom aides, and others directly involved in the needs of the child and/or family.

4-4. Arrange for special transportation for parents functions.

4-5. Keep all necessary records of needs and referrals.

Function 5. Provide education for parents and children in proper nutrition, meal preparation and related nutritional education and experiences.

Activity 5-1. Provide breakfast, lunch and snacks daily for children in the project.

5-2. Provide nutritional education for parents through weekly parent training classes.

5-3. Provide nutritional education for children through regular classroom instruction.

- 2. Operation. The project center will operate 8 a.m. to 4 p.m., Monday through Friday. Children attend pre-school for four hours daily, with the rest of the day being spent in home visitations and staff planning.

In the classroom each child is evaluated in terms of his own ability through teacher observation, performance demonstration and recording of progress through check lists. Children's performances, in turn, are used to evaluate program effectiveness. Each major component is discussed with the supervisor or component coordinator and involved staff a minimum of once a month and more often when deemed necessary.

Staffing will include an Administrative Coordinator, 2 Teachers, 2 Classroom Aides, 1 Social Worker Aide and provision for Substitute Teacher. Staffing patterns are in reasonable accord with staffing patterns outlined in the Headstart Manual of Policies and Instruction as are all other early childhood programs operated by the Portland School District.

In-service and on-the-job training will be provided for all staff members on determination of need and desire. Educational and professional counseling and assessment will be available to all members through the Career Development Committee.

All staff members will meet at least once weekly to acquire training in various classroom skills and/or to consult with the program administrators on the various components of the program to insure compliance with all guidelines.

See Attachment 4 for Organization Chart and Attachment 5 for Job Descriptions.

3. Timetable. Scheduled activity chart is Attachment 6.

4. Funding.

Estimated total budget	\$52,148
Model Cities share	26,074
Other share	26,074

Source of other funds is School District #1. During the Fourth Action Year, efforts will be made to secure commitments for future funding from School District #1 and the State of Oregon. See Attachment 7 for In-kind Contributions.

5. Administration. The Portland Public Schools will provide for the administrative support services through the Early Childhood Education specialists employed in the district and other necessary district personnel.

The Portland School District will provide, through its administration of the ECE Program, for required program services, intake (including eligibility for services), financing (including fees, expenditures, budgeting, record keeping and reporting), community relations, direct and indirect reporting and recording of information required by state and federal agencies, and continuous evaluation, improvement and development of the program to insure quality of service to direct recipients and the community it serves. See Attachment 7 In-kind Contribution.

6. Resident Employment.	MNA	Non-MNA	Subtotal
Professional	3	1	4
Paraprofessional	3	0	3
Total	6	1	7

All levels of the project are open to MNA residents. Notice of job openings will be circulated in the MNA for one week prior to city-wide circulation. Preference in hiring will be given to MNA residents. (A current roster of employees is on file with CDA.)

Methods of recruiting and selecting personnel will insure equal opportunity for all interested persons to apply for employment; however, preference will be given to low income parents of children in the program -- all other criteria being equal.

7. Citizens Participation. Provision will be made for a Parent Policy Committee composed of a minimum of fifty percent of the parents of participating children and a maximum of fifty percent of community and other interested persons, the members of which shall be elected by the parents. (See Attachment 8 for a list of Members on the Parent Policy Committee.) Opportunities will be provided, where possible, for parents to participate in actual daily operation of the day care center, either through employment, volunteer services or observation. Through various committees and direct participation, parents will have opportunities to assist with or assume total responsibilities in the following ways:

- a. Volunteer in the classroom
- b. Assist with health clinics
- c. Serve on personnel screening boards
- d. Organize parent activities
- e. Attend center and/or program wide meetings and assist in their organization
- f. Serve on evaluation teams
- g. Initiate program suggestions
- h. Inform other parents and the community about the various aspects of the program
- i. Encourage good daily attendance and arrange for prompt arrival and departure of own child
- j. Attend training and activity classes offered for parents

Parent involvement is an integral part of the preschool program and various aspects will be in operation daily. Minimum scheduled parent involvement activities will be: 1 parent policy committee meeting per month, 3 center parent meetings per year, and 1 parent activity or training session per week.

The Education Working Committee will participate in future project development through a planning and review process. The operation of the project will be subject to the approval of the CPB Evaluation Committee.

8. Coordination. Through the Social Services and Health components, all existing community agencies are continually approached for coordination and provision of needed services.

Welfare, Neighborhood Action Centers, Public Schools, Multi-Service Center, University of Oregon Medical School and Portland Community College have all been included in various planning sessions to provide the best possible coordination of local agencies and to make them aware of the program and its goals.

Coordination of program planning will be promoted to avoid duplication of services, to promote continuity in care and service to each child, to share personnel and resources to gain maximum efficiency of operation, and to avoid duplicated use of federal and local funds.

9. Evaluation and Monitoring. This project will be subject to the monitoring and evaluation requirement as are specified in the CDA 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 will be based upon the timely receipt of these reports. These reports will be due in to the CDA from the operating agency by the fifth working day of the month.

Self-evaluation in the ECE Program is basically an ongoing process generally limited to discussion and assessment of needs, as well as basic satisfaction or dissatisfaction with the program, in weekly staff meetings and monthly parent committee meetings. Parents have been asked at various times to review the program and write their comments, both positive and negative, to the director and parent committee chairman. Both methods have been generally satisfactory, but the need has been felt to devise a workable system of program evaluation which can be written and better disseminated to all involved and/or interested persons.

The following is a list of process output measures upon which the CDA monitoring and evaluation of the project will be based:

- _____ Total number of children enrolled
- _____ Number of Model Neighborhood children enrolled
- _____ Total number of "care days" provided
(one "care day" = one child x one day, or 8 hour period)
- _____ Total number of snacks and meals served each day
- _____ Average number of snacks and meals served each day
- _____ Number of children receiving physical exams
- _____ Number of children requiring "follow-up" medical care
- _____ Number of measles immunizations
- _____ Number of small pox immunizations
- _____ Number of polio immunizations
- _____ Number of DPT immunizations
- _____ Number of Tine Tests (TB)

- _____ Number of children receiving dental exams
- _____ Number of children receiving "follow-up" care
- _____ Number of children receiving follow-up care whose parents were unable to afford cost
- _____ Number of children receiving audiometer screenings
- _____ Number of children referred to further hearing care
- _____ Number of children screened for defective speech patterns
- _____ Number of children referred to other agencies for vision treatment
- _____ Number of referrals to Multnomah County Welfare Department
- _____ Number referred to Family Counseling
- _____ Number referred to Women's Protective Division
- _____ Number referred to Multnomah County Guidance Center
- _____ Number referred to other service agencies
- _____ Number of children given psychological testing during month
- _____ Number of children referred to other agencies for further psychological assistance
- _____ Number of Model Neighborhood residents enrolled in staff in-service training and career development
- _____ Number of Model Neighborhood residents attending on site training
- _____ Number of Model Neighborhood residents attending college campus courses
- _____ Number of MNA residents attending workshops
- _____ Number of MNA residents taking correspondence courses
- _____ Number of parents in attendance at parent council meetings
- _____ Number of parent Council meetings held during month
- _____ Number of volunteers working in center during month
- _____ Number of volunteer manhours devoted to center operation

10. Continued Planning. The evaluation process will be one planning mechanism. Input from staff and parents will be utilized in future project development. The Education Working Committee and the Parents Policy Committee will also have input into the planning process.

D. PROJECT SUMMARY

The project will provide a planned activities program for 40 preschool children from low-income MNA families, with structured opportunities for the children to develop oral and learning skills, and will provide a comprehensive approach to the health, social and nutritional needs of the children and their families served.

E. ATTACHMENTS

- 1 - Signature letter
- 2 - Objectives for Education Component
- 3 - Sample schedule of daily activities
- 4 - Organization chart
- 5 - Job descriptions
- 6 - Timetable
- 7 - In-kind Contribution
- 8 - List of Parent Policy Committee members

F. BUDGET. Forms CDA-091A, 092A and 093A follow Attachment 8 to this proposal.

1. Previous Application. This project was funded in the Third Action Year as part of the Comprehensive Child Care project; both First and Second Action Years, it was funded by Model Cities as a separate project.
2. Maintenance of Effort. This project is an expansion of School District #1's Early Childhood Education program to beneficiaries not previously served, and does not in any sense duplicate or substitute for local effort.



BUDGET SUMMARY

DATE April 6, 1973

PROJECT NO. 10-02

PROJECT TITLE Pre-School Expansion

CATEGORY CODE	CATEGORY TITLE	TOTAL BUDGET	MODEL CITIES SHARE
10	SALARIES (INCLUDING FRINCE BENEFITS)	42,425	26,074
20	CONTRACTED SERVICES (INCLUDING AUDITING)	2,230	
30	TRAVEL, LOCAL	790	
35	TRAVEL, OUT OF TOWN	2,000	
40	CONSUMABLE SUPPLIES	3,353	
50	SPACE (INCLUDING RENOVATION)		
55	UTILITIES (INCLUDING TELEPHONE)		
60	FURNITURE & EQUIPMENT (RENTAL)		
65	FURNITURE & EQUIPMENT (PURCHASE)		
70	INSURANCE	100	
71	MAINTENANCE OF EQUIPMENT		
79	MISC. EXPENSES	1,250	
TOTALS		52,148	26,074

O/A APPROVAL *Lee De Luca* director
SIGNATURE & TITLE

4-16-73
DATE

CDA APPROVAL *Ed D. Dot*
SIGNATURE & TITLE

5-8-73
DATE

BUDGET JUSTIFICATION
(CATEGORIES 20 THROUGH 79)

DATE April 13, 1973

PROJECT NO. 10-02

PROJECT TITLE Pre-School Expansion

CATEGORY CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
20	<p>Food Preparation Costs</p> <p>Standard district charges - \$20 per month x 9.5 months</p> <p>Health Care for 40 Children</p> <p>Dental and physical exams and follow-up treatment average \$51 per child - 40 children x \$51</p>	<p>190</p> <p>2,040</p>	2,230
30	<p>Field Trips</p> <p>1 per month per class @ \$35 each (18 trips x \$35)</p> <p>Staff visitations to children's homes - 1,600 miles per year @ 10¢ per mile</p>	<p>630</p> <p>160</p>	790
35	<p>Conference fees and costs for staff and/or parents 8 conferences @ \$250 each (average)</p> <p>*Possible conferences to be attended:</p> <ul style="list-style-type: none"> National Association of Education for Young Children (Administrator) Quarterly State Parent Meetings (2 parents) Quarterly Career Development (1 professional/1 paraprofessional) Child Welfare League (1 professional) Social Work Seminars (3 paraprofessionals) Speech Seminar (1 professional) <p>*Location of conferences not known at this time; valuation based on previous year's conference and costs</p>	2,000	2,000



BUDGET JUSTIFICATION

(CATEGORIES 20 THROUGH 79)

DATE April 13, 1973

PROJECT NO. 10-02

PROJECT TITLE Pre-School Expansion

CATEGORY CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
40	<p>Food</p> <p>Lunches for adults working with children - 6 x 50¢ per meal x 190 days (not USDA reimbursable)</p> <p>Children's snacks (not USDA reimbursable) 10¢ per snack x 40 children x 190 days</p> <p>Supplies - Educational</p> <p>Paste, paper, paint, brushes, scotch tape, puzzles, table toys, etc. \$5 per month per child x 40 children x 9.5 months</p> <p>Supplies - Office</p> <p>Postage, stencils, mimeo paper, stationery, Envelopes, etc. - based on past year's costs \$10.25 per month x 12 months</p>	<p>570</p> <p>760</p> <p>1,900</p> <p>123</p>	<p>3,353</p>
70	<p>Children's accident insurance - Blanket coverage through Oregon School Activities Association - \$2.50 per child x 40 children</p>	<p>100</p>	<p>100</p>
79	<p>Parent Fund - Child care, transportation, etc. for parent functions - (estimate historical) 60 parents (approximately) x \$5 per parent per year</p> <p>Consultants - Training for staff and/or parents - approximately 10 @ average of \$50 per each session (estimate based on past year's costs)</p>	<p>300</p> <p>500</p>	<p>(cont.)</p>



BUDGET JUSTIFICATION
(CATEGORIES 20 THROUGH 79)

DATE April 13, 1973

PROJECT NO. 10-02

PROJECT TITLE Pre-School Expansion

CATEGORY CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
79	(Misc. Expenses Cont.) Entrance Fees and Other Related Charges For children's field trips (zoo, train rides, Jr. museum etc.) - 40 children x \$6.25 per child per year Telephone 1 x \$20 per month x 10 months (Actual cost)	250 200	 1,250

2-34 B

10-02

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ORDINANCE No. 136693

An Ordinance authorizing an agreement by and between the City of Portland and the Portland Public School District No. 1 to provide educational services to preschool children of the Model City Neighborhood for the Third Action Year Extension at a cost to the City of \$26,074, authorizing warrants pursuant thereto, and declaring an emergency.

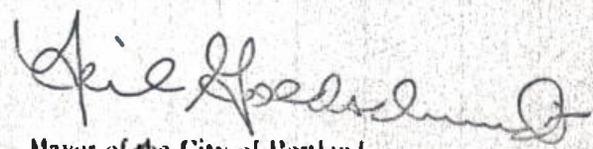
The City of Portland ordains:

Section 1. The Council finds that pursuant to Ordinance No. 129365, the City entered into a contract with the Department of Housing and Urban Development whereby funds were made available to the city to conduct a Model City Program; that a pre-school education project has been carried out by the Portland Public School District as a part of the Model City Program throughout the First and Second Action Years; that the Director of the Model City Agency has recommended that the Portland Public School District be authorized to continue providing said services throughout the balance of the Model City Program (June 16, 1973 through June 30, 1974); that an appropriate form of agreement for the balance of the Model City Program, attached to the original only hereof as Exhibit "1," and by this reference made a part hereof, provides for reimbursement to the School District for their total cost not to exceed \$26,074; that said amount of \$26,074 is available within the Model City Fund; now, therefore, the Mayor and the Commissioner of Public Affairs hereby are authorized to execute on behalf of the City an agreement with the Portland Public School District No. 1, similar in form to Exhibit "1," attached to the original only hereof, and the Mayor and Auditor hereby are authorized to draw and deliver warrants pursuant thereto.

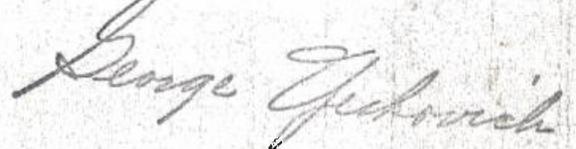
Section 2. Inasmuch as this ordinance is necessary for the immediate preservation of the public health, peace and safety of the City of Portland in this: In order that pre-school education services for Model Neighborhood children may continue without undue delay; therefore, an emergency hereby is declared to exist and this ordinance shall be in force and effect from and after its passage by the Council.

Passed by the Council, JUN 13 1973

Commissioner Schwab
June 5, 1973
MAL/fg


Mayor of the City of Portland

Attest:


Auditor of the City of Portland

PORTLAND MODEL CITIES - CITY DEMONSTRATION AGENCY

Interoffice Memorandum

April 30, 1973

TO: Andrew Raubeson
Acting-Director

FROM: Elvin Roberts
Adm. Management Coordinator

SUBJECT: CONTRACT CHANGE REQUEST - PRE-SCHOOL EXPANSION
SECOND ACTION YEAR

This office has recently received the final billing from the school district for the Second Action Year. Along with this report came a request for a contract change.

The request is basically a balancing of the budget as a result of over expenditures in certain line items.

Recommendation is made that the request be disallowed. It is the feeling of this office that all of the operating agencies have had sufficient time to prepare their final second action year report and also should have submitted a contract change request prior to now.

EDR:cfc _____

Official Files ✓
Fiscal Files

ATTACHMENT



CONTRACT CHANGE ORDER

DATE April 4, 1973

CONTRACT NO. 12883 CHANGE NO. 3 2nd A/Y

PROJECT NAME Preschool Expansion

PROJECT NO. 132618

OPERATING AGENCY Portland School District No. 1
631 N.E. Clackamas, Portland, Oregon 97232

REQUESTER Preschool Expansion c/o Lee DeLance

PROGRAMMATIC IMPACT Second A/Y Completed

FINANCIAL IMPACT Budgetary transfers requested to align actual expenses for
for 2nd A/Y with program budget per each expense line item.

- 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 (final claim schedule)
NO

APR. _____ DISAPP. _____ DATE _____
CDA DIRECTOR

COMMISSIONER IN CHARGE

RECEIVED
APR 10 1973
ADMINISTRATION

RECEIVED
APR 9 1973
ADMINISTRATION

APR 9 1973
MODEL CITIES



CONTRACT CHANGE REQUEST

— FOR COA USE ONLY —

IDENT NO. 10-02
 CONTRACT NO. 12883
 CHANGE NO. 3 - 2nd AY
 CHANGE TYPE
 BUDGETARY
 PROGRAMMATIC

AGENCY Portland School District No. 1
 ADDRESS 631 N.E. Clackamas, Portland, Oregon
 PREPARED BY Don Davis DATE 4/4/73

CATEGORY CODE	CATEGORY TITLE	APPROVED BUDGET	PROPOSED CHANGE ±	REVISED BUDGET
10	SALARIES (INCLUDING FRINGE BENEFITS)	\$57,701.00		\$57,701.00
20	CONTRACTED SERVICES, (INCLUDING AUDITING)	\$9,835.00	-1,200.00	8,635.00
30	TRAVEL, LOCAL	1,000.00	- 150.00	850.00
35	TRAVEL, OUT OF TOWN	600.00	+ 150.00	750.00
40	CONSUMABLE SUPPLIES	2,310.00	+1,200.00	3,510.00
50	SPACE (INCLUDING RENOVATION)	3,563.00	- 20.00	3,543.00
55	UTILITIES (INCLUDING TELEPHONE)	500.00	+ 20.00	520.00
60	FURNITURE & EQUIPMENT (RENTAL)			
65	FURNITURE & EQUIPMENT (PURCHASE)	700.00		700.00
70	INSURANCE	275.00		275.00
71	MAINTENANCE & EQUIPMENT			
79	MISC. EXPENSES	690.00		690.00
TOTALS		\$77,174.00	-0-	\$77,174.00

JUSTIFICATION:

RECEIVED
 APR 10 1973
 ADMINISTRATION

RECEIVED
 APR 9 1973
 ADMINISTRATION

RECEIVED
 APR 9 1973
 MODEL CITIES

Timothy E. Allen 4/5/73

School

1972

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.

DIRECTOR'S OFFICE

5-31-72

Yancey, Sharp

ED TO Carlsen, Kelli
DIRECTOR'S OFFICE

6-2-72

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.

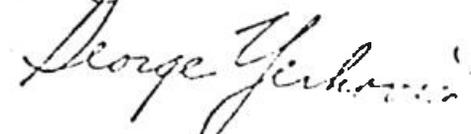
Section 3. Inasmuch as this ordinance is necessary for the immediate preservation of the public health, peace and safety of the City of Portland in this: In order that the amendment described in Section 1 hereof may be accomplished without undue delay; therefore, an emergency hereby is declared to exist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

CONTRACT CHANGE REQUEST

— FOR GDA 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

LINE	CATEGORY TITLE	APPROVED BUDGET	PROPOSED CHANGE ±	REVISED BUDGET	EXPENSES THROUGH APRIL
00	SALARIES (INCLUDING FRINGE BENEFITS)	62,878	- 5,177	57,701	42,093.92
00	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	500.00
40	CONSUMABLE SUPPLIES	1,783	+ 527	2,310	1,739.46
70	SPACE (INCLUDING RENOVATION)	3,563		3,563	3,000.00
75	UTILITIES (INCLUDING TELEPHONE)	500		500	19.00
80	FURNITURE & EQUIPMENT (RENTAL)				
85	FURNITURE & EQUIPMENT (PURCHASE)	500	+ 200	700	545.55
90	INSURANCE	225	+ 50	275	150.00
91	MAINTENANCE & EQUIPMENT				
99	MISC. EXPENSES	590	+ 100	690	105.15
TOTALS		81,674	- 4,500	77,174	52,601.38

REMARKS: See Attached

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