

CITY DEMONSTRATION AGENCY

YOUTH OPPORTUNITY SCHOOL  
PROJECT

170

# PROJECT ANALYSIS

MODEL CITIES  
PORTLAND, OREGON

PROJECT TITLE Albina Youth Opportunity School  
PROJECT NUMBER Expanded Counseling Program  
PROJECT STATUS 1-41-09  
☐ New  
☐ Expended  
OPERATING AGENCY Albina Youth Opportunity School  
PLANNING COMPONENT Social Environment Program  
ADMINISTRATIVE NUMBER 1400  
PROGRAM ACCOUNT \_\_\_\_\_  
CITIZENS' WORKING COMMITTEE Social Services Working Committee

PROJECT FUNDING	100% SUPPLEMENTAL	USING SUPPLEMENTAL	USING CATEGORICAL	OTHER	TOTAL
Anticipated	\$59,874			\$65,000	\$124,874
Affirmed					

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SUMMARY OF  
ALBINA YOUTH OPPORTUNITY SCHOOL  
EXPANDED COUNSELING PROGRAM

The Albina Youth Opportunity School program is designed to expand the counseling services now offered at 5407 N. Williams Avenue. Currently some ninety-one youth are receiving limited counseling. This project will enable the school to reach some 180 youth with a comprehensive and in-depth counseling service.

The direct beneficiaries will be the Model Neighborhood low-income youth, public school drop-outs, and the alienated "street kids".

The primary objective of this \$59,874.00 proposal is to expand and enhance counseling services available to Model Neighborhood youth. This is accomplished by an expanded counseling staff and the utilization of professional medical, psychiatric, and psychological services.

Bookkeeping and financial activities will be the responsibility of Eastside Bookkeeping Service.

The project will provide employment for five (5) MN residents:

1. Two Field or Contact Counselors
2. Two Resident Counselors
3. One Executive Secretary

The total CDA funding cost will be \$59,874.00

## I. Purpose and Beneficiaries

### A. Purpose

1. The project will provide counseling services for youth between 13-18 who have dropped out, have been suspended or expelled from the public schools.
  - a. Counseling will be directed toward equipping the student with the social tolerance to cope with "regular school", and his eventual return.
  - b. Psychological and medical help will be offered to those students with drug abuse problems.
  - c. Criminally orientated youth will be provided psychological and psychiatric help.

### B. Beneficiaries

1. The target group includes our present student body of ninety-one young men and women.
2. The addition of ninety referrals by March, 1971.

## II. Content and Operation

- A. The primary function of this program will be to provide quality counseling, guidance and education to the alienated, disadvantaged, and so-called drop out youth of the Model Cities community.

The functional elements of this program are:

Activity 1 Recruiting of clients.

Activity 2 Providing a comprehensive, individually based counseling program.

Activity 3 Providing an educational testing center relevant to the "drop-out" needs; concerned in returning students back to school.

Activity 4 Developing a recreation program centered around team activities, individual enjoyment and basic health.

Activity 5 Implementating a program for field work which offers both income and occupational training for Model Neighborhood residents.

The following is a list of the major key activities within the functional elements:

- Activity 1-1 Contact prospective students on the streets, in the pool halls, etc.
- Activity 1-2 Dissemination information through the news media, "grapevine", etc. pertinent to youth.
- Activity 1-3 A referral agency, enrolling and referring youth to the appropriate agency for help.
- Activity 2-1 Provide professional help for those youth with a drug and other medical problems.
- Activity 2-2 Assist those students returning from JDH and McClaren in continuing their education and obtaining employment.
- Activity 2-3 Direct group dynamic and sensitivity workshops for the alienated.
- Activity 2-4 Provide occupational and career guidance.
- Activity 2-5 Provide a work-therapy program wherein the student may obtain pocket money without street hustling.
- Activity 3-1 Provide diagnostic reading exams that will reflect the students' needs.
- Activity 3-2 Provide an audio-visual reading laboratory that does not embarrass or insult the student wherein he can set his own goals and measure his own progress.
- Activity 3-3 Provide individual tutoring on a one to one basis.
- Activity 4-1 Provide an opportunity for an individualized education in reading, creative writing, social studies, history and mathematics.
- Activity 4-2 Provide a series of inter and intra-city field trips designed to culturally enrich.
- Activity 4-3 Provide an opportunity to view and hear concerts, plays, music festivals and movies.
- Activity 4-1 Provide instructions in the team sports.
- Activity 4-2 Provide instruction in the individual sports.
- Activity 4-3 Provide an opportunity to become acquainted and appreciative of the outdoors.
- Activity 4-4 Provide a well-balanced diet through a breakfast and lunch program.

Activity 5-1 Assist students in running their own self-sustaining business, therein providing "pocket money".

Activity 5-2 Assist those students interested in acquiring half-time employment in the community with the view of career potential.

### III. Time Table

This project will commence upon execution of an agreement with the Cities Demonstration Agency, City of Portland.

(See attachment next page for detailed time table).

### IV. Funding

Supplemental funds will be used solely for expansion of services and staff. The Albina Youth Opportunity School is chartered by the State of Oregon as a non-Profit corporation and has been in existence for four years. The only problem at present is to secure qualified staff members. When CDA funds are no longer available, the continuation of the project will depend on:

- A. Our self-supporting work program
- B. Private donations
- C. In the past meaningful projects have been funded by School District #1, Portland, Oregon.

Non-supplemental funds being utilized are:

- a. School District #1      \$65,000.00
- b. Donations                \$30,000.00

## TIME TABLE

[illegible]

4



V. Project Administration  
(See attachment #2)

A. Qualifications of the Operating Agency

The Albina Youth Opportunity School has a lengthy and meaningful history.

1. AYOS has been in existence, beginning with "Operation Contact", since June, 1966. This project to ascertain the problems and needs of "street kids" gave birth to the C-CAP School in March, 1967.
2. AYOS has rendered service to some two-hundred eighteen so-called "drop-out" youth since its inception.
3. The school's academic component has granted, in the last two years, one-hundred thirty credits to forty-two young men and women.
4. During the 1969-70 school year AYOS channeled fourteen "drop-outs" back to regular school.
5. By arrangement with School District No. 1, two of our students graduated with their respective classes.
6. AYOS offered the following curriculum to its students during the 1969-70 school year:

Mathematics

English

Social Studies

Science (elective)

Art (elective)

Reading

Physical Education

General Math

Algebra

Freshman English

General English

Junior English

Black History

American History

American Problems

Science Lab

Painting and Drawing

Arts and Crafts

Remedial Reading

First Year P. E.

Second Year P. E.

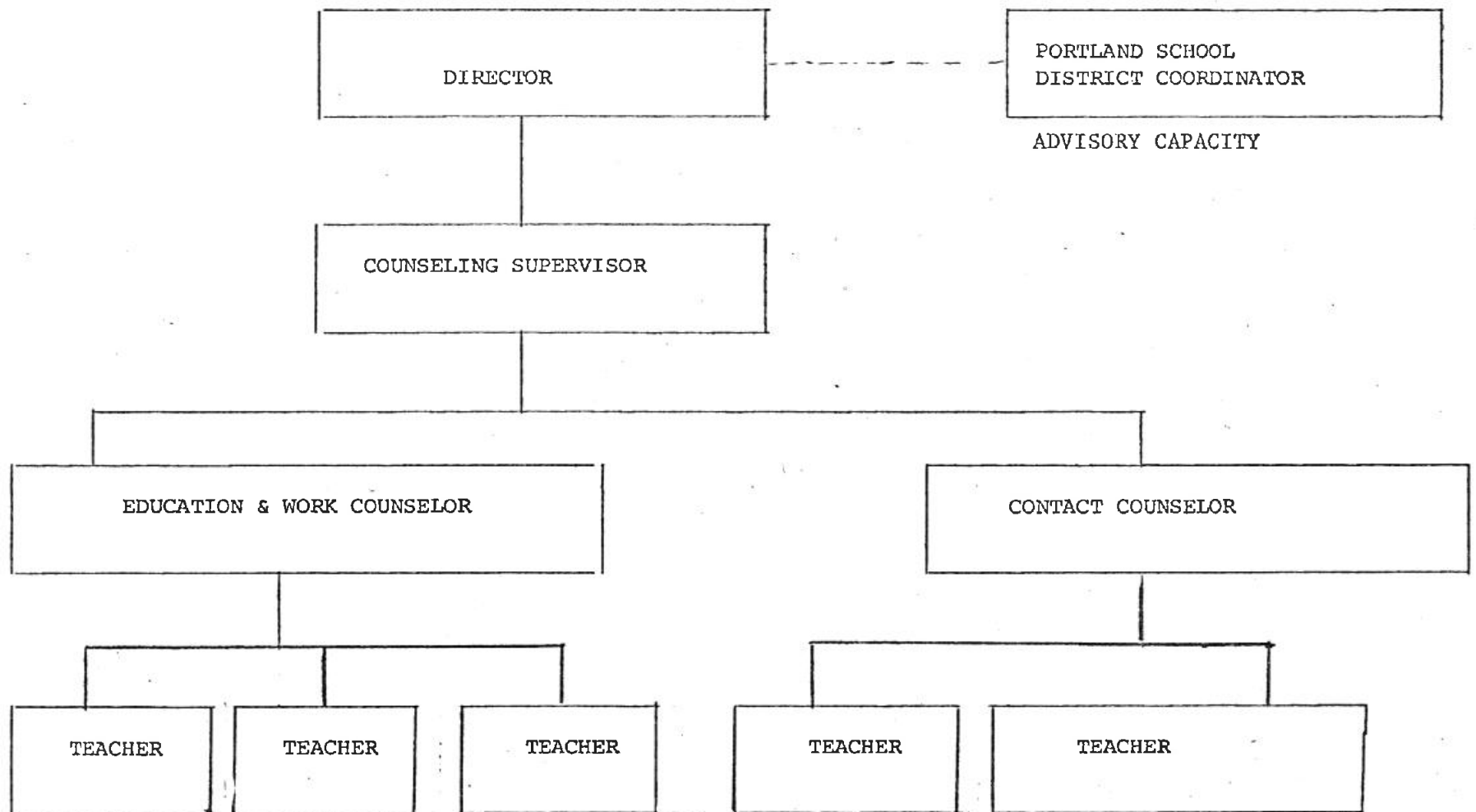
Third Year P. E. (elective)

7. Two of our students are enrolled in college next year. One will attend Whitman; the other Southern Oregon College.
8. AYOS has provided meaningful work and pocket money for some one-hundred forty youth since 1966, during the school year.
9. AYOS has provided a summer work program for the past two years, employing one-hundred ten disadvantaged youth.

B. Existing institution's capacity to carry out the project and organizational structure.

1. The Staff of the existing program are all qualified to counsel the drop-out youth.
2. The AYOS staff combined has twenty-eight years teaching experience.
3. The AYOS staff reflects the racial composition of the neighborhood we serve. It is bi-racial consisting of five black staff members and five white.
4. AYOS has a citizen's board of directors composed of educators and Model Cities residents.
5. AYOS has worked with the Portland Public Schools for four years; two years by contract.
6. AYOS has referral and counseling agreements with five high schools and have accepted students from every secondary school in the district.
7. AYOS has adequate quarters at 5907 N. Williams.

(See organizational chart attached next page)



YOUTH OPPORTUNITY SCHOOL ORGANIZATIONAL CHART

## VI. Coordination

- A. AYOS has in the past, and will continue to, coordinated our program with all existing agencies working with alienated youth. Records will be kept on each student and will be available to CDA plus the following agencies at given notice.

1. School District Number One
2. McClaren School for Boys (Lord High)
3. Hillcrest School for Girls
4. Juvenile Delinquent Home
5. Mini-Job Corps
6. Damasch
7. Vocational Village
8. Police Department

These records will include academic and social progress.

- B. AYOS, by agreement with School District No. 1, has a definite coordinating and referral procedure. The purpose of our staff member's visitation is to work with the respective school counselors in counseling potential and former AYOS students. The schedule of our counselor with the feeder school is as follows:

<u>School</u>	<u>Day</u>	<u>Time</u>
Grant	Monday	12:50 p.m.
Washington	Tuesday	1:00 p.m.
Jefferson	Wednesday	1:00 p.m.
Roosevelt	Thursday	1:00 p.m.
John Adams	Friday	1:00 p.m.

## VII. Monitoring and Evaluation

This project will be subject to the monitoring and evaluation requirements as are specified in the Portland Cities Demonstration Agency overall Evaluation Plan. This plan provides that the progress of this project will be monitored on a monthly basis by the Cities Demonstration Agency through formal progress reports. It will be evaluated for objectives, planning contract negotiations, operation and institutional response, impact, and cost/benefits.

This progress of this project will be measured by the following functional out-put measures:

### Provision for a contact and referral center.

- \_\_\_\_\_ number of students during month contacted
- \_\_\_\_\_ number of referral of blacks during the month who received services
- \_\_\_\_\_ number of referral of whites during the month who received services
- \_\_\_\_\_ number of referrals for service made during month from School District
- \_\_\_\_\_ number of referrals for service made during month from Social Agencies
- \_\_\_\_\_ number of parental referrals for service
- \_\_\_\_\_ number of street contacts
- \_\_\_\_\_ number of street contacts who received service

### Provision for a comprehensive individually-based counseling program.

- \_\_\_\_\_ number of students provided counseling during month from referrals
- \_\_\_\_\_ number of students provided counseling during month from street contacts
- \_\_\_\_\_ number of group counseling sessions held during the month from referrals
- \_\_\_\_\_ number of group counseling sessions held during the month from street contacts
- \_\_\_\_\_ number referred to special agencies for more intensive services
- \_\_\_\_\_ number of parents counseled during the month
- \_\_\_\_\_ number of students returned to regular education programs
- \_\_\_\_\_ number of diagnostic examinations administered during the month

Provision for an Educational Testing Center relevant to the drop-out need.

- \_\_\_\_\_ number of non-readers determined from test
- \_\_\_\_\_ number of non-readers successfully returned to regular school
- \_\_\_\_\_ number of diagnostic examinations administered during the month
- \_\_\_\_\_ number of aptitude exams administered during the month
- \_\_\_\_\_ number of students utilizing the reading laboratory
- \_\_\_\_\_ number of individual programs developed from testing

Provision for a basic education program for the non-reader and non-achiever.

- \_\_\_\_\_ number of non-achievers enrolled in program
- \_\_\_\_\_ number returned to regular school program
- \_\_\_\_\_ number progressed in basic skills
- \_\_\_\_\_ number achieving acceptable social tolerance levels

Provision for a recreation program centered around team activities, individual enjoyment, and basic health.

- \_\_\_\_\_ number of field trips taken
- \_\_\_\_\_ number enrolled in physical education classes
- \_\_\_\_\_ number participating in team activities
- \_\_\_\_\_ number participating in team activities after leaving program
- \_\_\_\_\_ number enrolled in health classes
- \_\_\_\_\_ number referred to health service agencies to receive health care
- \_\_\_\_\_ number of cultural activities participated in

Provision to provide a work program for both income and occupational training.

- \_\_\_\_\_ number provided with occupational training
- \_\_\_\_\_ number provided with income work training
- \_\_\_\_\_ number securing employment after leaving the program
- \_\_\_\_\_ number provided with vocational training

#### VIII. Citizen Participation

- a. This project will be subject to approval of the Citizens Working Committee on Social Services as well as to the approval by the Citizens Planning Board.
- b. The Citizens Social Working Committee reviewed and approved this project on April 28, 1970.
- c. The Citizens Planning Board reviewed and approved this project on \_\_\_\_\_, 1970.
- d. The eight staff position created by this project will provide employment for Model Neighborhood residents. Maximum opportunity will be extended to see that preference in recruiting and employment is given to Model Neighborhood residents.
- e. Positions which will be made available to Model Neighborhood residents include:
  1. Two Resident Counselors
  2. Two Field or Street Contact Counselors
  3. One Executive Secretary
  4. Three Professional Medical and Psychological Consultant Staff

#### IX. Resident Employment

(See paragraph d and e of Section VIII of this description).

#### X. Budget

(See attached forms).

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

BUDGET FOR SUPPLEMENTARY GRANT ACTIVITY

(Use This Form as a Budget for Each Activity (Including Relocation)  
Funded Under Section 105 of Title I of the Demonstration Cities and  
Metropolitan Development Act of 1966)

1. NAME OF CITY DEMONSTRATION AGENCY

City of Portland, Oregon

2. BRIEF DESCRIPTIVE TITLE OF ACTIVITY

Albina Youth Opportunity School Expanded Counseling Program

3. NAME, ADDRESS AND ZIP CODE OF OPERATING ENTITY

Albina Youth Opportunity School  
5407 N. Williams  
Portland, Oregon 97217

4. TYPE OF ENTITY - Is the entity a (Check applicable box or boxes):

☐ City Department

☐ Public Agency

☐ Neighborhood-based

☐ Private (Nonprofit)

☐ Private (Profit Making)

☐ Other (Specify)

5. PREVIOUS APPLICATION - Has this activity, in substantially its present form, ever been the subject of a previous application for Federal financial assistance?

☒ NO

☐ YES

If "YES", attach an explanatory statement.

6. MAINTENANCE OF EFFORT - Any activity which is an extension to the Model Neighborhood or an upgrading of existing services must be accompanied by an explanatory statement which shows that the extension or upgrading being funded by this budget is an addition to and not a substitution of local efforts.

The funds requested are necessary to cover the expanded staffing and operation of this project.

7. METHOD OF ALLOCATION - If cost is to be shared by others add an explanatory statement which identifies the sharing entity (or entities) and the method of allocation.

This will be a \$124,874.00 project. \$35,000.00 from School District #1; \$30,000.00 from private donations, and \$59,874.00 of CDA Supplemental funds for the expanded counseling program.



## 8. BUDGET

a. COST CATEGORY	b. ESTIMATED COST	c. MCA SHARE (If cost is being shared with others)
(1) Personnel	52,304.00	52,304.00
(2) Consultants and Contract Services	320.00	320.00
(3) Travel	5,250.00	5,250.00
(4) Space		
(5) Consumable Supplies	500.00	500.00
(6) Rental, Lease, or Purchase of Equipment	1,500.00	1,500.00
(7) Other:		
<b>TOTAL</b>	<b>59,874.00</b>	<b>59,874.00</b>

## 9. SUBMISSION:

a. \_\_\_\_\_  
Signature and Title of Authorized Official

b. \_\_\_\_\_  
Date

## 10. APPROVAL:

a. \_\_\_\_\_  
Signature and Title of Authorized HUD Official

b. \_\_\_\_\_  
Date

## U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

## PERSONNEL

(Attach This Form to Each Activity Budget Justification)

## 1. NAME OF CITY DEMONSTRATION AGENCY

City of Portland, Oregon

## 2. BRIEF DESCRIPTIVE TITLE OF PROJECT OR ACTIVITY

Albina Youth Opportunity School Expanded Counseling Program

## 3. NAME, ADDRESS AND ZIP CODE OF OPERATING ENTITY

Albina Youth Opportunity School  
 5407 N. Williams  
 Portland, Oregon 97217

a. NUMBER OF PERSONS	b. POSITION OR TITLE	c. AVERAGE SALARY MONTH	d. PERCENT OF TIME ON UNDERTAKING	e. MONTHS TO BE EMPLOYED	f. COST (c x d x e)
2	Field or Contact Counselors	500.00	50%	12	12,000
2	Resident Counselors	750.00	100%	12	18,000
3	Professional Consultant <sup>Staff</sup>	833.00	100%	12	10,000
1	Executive Secretary	558.00	100%	12	6,700

## COST OF FRINGE BENEFITS (Indicate Basis for Estimate)

TOTAL, PERSONNEL	46,700.00
12% Fringe Benefit	5,604.00
TOTAL, PERSONNEL	52,304.00

## U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

## BUDGET JUSTIFICATION

(Attach This Form to Each Budget for a Capital Project,  
Activity, and to the Program Administration Budget)

## 1. NAME OF CITY DEMONSTRATION AGENCY

City of Portland, Oregon

## 2. BRIEF DESCRIPTIVE TITLE OF CAPITAL PROJECT OR ACTIVITY

Albina Youth Opportunity School Extended Counseling Program

## 3. NAME, ADDRESS AND ZIP CODE OF OPERATING ENTITY

Albina Youth Opportunity School  
5407 N. Williams  
Portland, Oregon 97217

4. DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
<u>Others:</u>	
Telephone	320.00
Travel (Staff) 2,000 miles @ 10¢ mile	200.00
Field Trips for Students (24)	
Bus Rental \$150 per trip (2 persons)	3600.00
Food & Miscellaneous \$50 per trip	1440.00
	5040.00
	<u>5,040.00</u>
TOTAL	<u>5,560.00</u>

\* For personnel costs use Personnel justification form.

\*\* Describe the item in sufficient detail to insure that it is adequately identified and indicate the basis for determining or computing its value. For example, office space rental for two professionals: 150 square feet at \$2.00 per square foot, including utilities and janitorial services.

#### ATTACHMENTS

1. Initial Conditions
2. Support Letter from Mr. Willard Fletcher
3. Support Letter from Mr. Harold Kliener
4. Minutes of Social Services Working Committee  
of April 28, 1970
5. Letter from Vice-Chairman of Social Services  
Working Committee
6. Certification of Incorporation
7. By-Laws of Youth Opportunity School
8. Advisory Board Members
9. Financial Accounting Letter

Initial Conditions

The alarming increase in the number of high school students who drop out of the "regular" system has caused concern and consternation to school officials in our community. The following statistics from AYOS feeder schools amplify this concern:

1968-69

	Grant	Jackson	Jefferson	Roosevelt	Washington
<u>TOTAL WITHDRAWALS</u>					
Boys	55	24	119	93	55
Girls	52	10	81	48	53
TOTAL	107	34	200	141	108
Percentage					
Boys	6.6	2.9	14.4	11.2	6.6
Girls	9.3	1.8	14.5	8.6	9.5
TOTAL	7.7	2.5	14.4	10.2	7.8

Chances for useful and productive lives as contributing citizens in our society are immeasurably hampered by being deprived of the benefits of our educational system.

Analysis of the dropout problem shows clearly that most dropouts can function effectively, even with distinction, within the system if properly motivated. Students in this category are generally alienated, uncertain of their status and lacking in firm concepts of self-identity. Relevant counseling and education, aimed at development of self-worth and stressing adjustment and tolerance levels, can reclaim these lost years and enhance the students' chances for success in life.



PORTLAND PUBLIC SCHOOLS  
6318 Southwest Corbett Street / Portland, Oregon 97201  
Phone (503) 244-7541

OFFICE OF THE SUPERINTENDENT -- AREA I

Willard H. Fletcher  
Superintendent

Area Administrators:  
Bernard J. Farrell  
James N. Holmes  
Charles L. Jones  
Clifford L. Low  
Clinton R. Thomas

August 14, 1970

Mr. Dan Robinson  
5407 N. Williams Avenue  
Portland, Oregon

Dear Mr. Robinson:

It is my understanding that you will be presenting a request to the Model Cities Planning Board seeking their assistance in the continued development of the Albina Youth Opportunity School. I would like to add my support and encouragement to you and the staff on their efforts in behalf of youngsters who seem to be unable to cope with the challenges that face them personally, socially, and academically.

In association with Youth Opportunity School over the past years I have observed a continuous refinement of program, a greater insight on the part of the staff members in relating to and meeting the varied needs of these particular young people. I am impressed with the dedication and determination with which staff members go about their task. Certainly the diligence that they have displayed in seeking to maintain their program is indicative of the concern they feel for their students. The work program has offered an opportunity for respectability and achievement that most of the children have never known before. I sincerely endorse your program and believe your efforts to secure resources deserves the most careful consideration of anyone to whom you present your case.

If there are other ways in which I might assist you in your efforts to provide a continuing increase in the quantity and quality of service to central city youngsters, I'd be most pleased to do so.

Yours truly,

Willard Fletcher  
Superintendent, Area I

WF:ct



## PORTLAND PUBLIC SCHOOLS

631 Northeast Clackamas Street / Portland, Oregon 97208  
Phone (503) 234-3392

OFFICE OF THE SUPERINTENDENT

Harold A. Kleiner  
Deputy Superintendent of Schools

August 17, 1970

Citizens Planning Board  
Model Cities  
Portland, Oregon

Dear Sirs:

Mr. Dan Robinson, education coordinator in the Albina Youth Opportunity School, has asked that a letter be sent you in behalf of the school. The Albina Youth Opportunity School has been working diligently to provide educational, occupational, and other positive developmental experiences for a number of schoolage youth who are alienated and have left the regular schools for various reasons. The staff members at Albina Youth Opportunity School have cooperated with the public schools in trying to assist these youth in their adjustment and, through efforts of Albina Youth Opportunity School, students have earned credits toward graduations and in a number of instances returned to one of the regular high schools.

The school district has provided some financial assistance to Albina Youth Opportunity School which has endeavored to raise the rest of their budget through contributions from the community. These efforts have consumed staff time that could be used better in helping students. A financial grant would enable Albina Youth Opportunity School to serve youth more intensively as well as to provide assistance to additional out-of-school youth.

Albina Youth Opportunity School has my recommendation for any financial assistance that can help them fund their program.

Sincerely yours,

Harold Kleiner  
Deputy Superintendent

HK:md

## SOCIAL SERVICES WORKING COMMITTEE

## SUMMARY OF MINUTES

The Social Service Working Committee meeting was held Tuesday, April 28, 1970 in the Model Cities Conference Room, 5329 N.E. Union Avenue. The meeting was called to order at 7:55 p.m. Mrs. Eileen Hollins conducted the meeting.

I. The Minutes of the previous meeting were read and corrected as follows:

1. The sum of \$31,000 mentioned in a motion for reallocation of same for Model Cities to the Consumer Protection Component, was changed to read \$31,295.
2. Mr. Carl Mc Lane corrected the spelling of his name on the printed minutes from "Mc Lain". He also mentioned that the Indian organization he represents is now officially known as the American Indian Arts and Crafts Inc. The Organization appeared in the printed proposal for the Cultural Center for Indians as the Northwestern American Indian Foundation and Center Inc.

II. Agenda Items;

Election of a permanent chairman of the Model Cities Social Services Working Committee and permanent secretary for the Committee was deferred until later in the meeting.

A motion to amend the agenda to include the Urban League "Star" proposal was approved. Motion was made by Mrs. Clara Peoples and seconded by Mrs. Dan Roberson.

III. Guest

Chairman asked for introduction of guest.

IV. Proposals

I. Youth Opportunity School Proposal:

1. This has been on the agenda for the last four meetings.
2. Suggested revisions to proposal have been made by the Committee.
3. The proposal was approved by the Committee, with the provision that designated sub-committee review the proposal prior to submission to the CPB.



## II. Star Proposal

This proposal was on the agenda for the first time April 28, 1970. Member of staff however, have worked with Urban League on this project from its beginning. In 1969. The CPB endorsed this proposal.

Project STAR has been funded by the Social and Rehabilitation Service under the Department of Health, Education and Welfare with a Federal grant amounting to \$76,452, which is 90% of the total budget of \$84,947. We are in need of the 10% local share amounting to \$8,495, and are asking for that amount of supplemental funds from C.D.A.

The proposal was approved by the Social Service working committee with provision that designated sub-committee review the proposal prior to submission to the CPB.

## III. Nutrition Proposal

1. This proposal has been on the agenda three times.
2. A task force meeting on nutrition was called. Recommendation from task force meeting was to have citizens draw up a Model Cities Nutrition proposal.
3. Suggested revisions to proposal have been made by the Committee.
4. The proposal was approved by the Committee, with the provision that designated sub-committee review the proposal prior to submission to the CPB.

## IV. Indian Culture Center

1. This proposal is a 1968 proposal that has been on the agenda four times.
2. Suggested revisions to proposal have been made by the Committee.
3. The proposal was approved by the Committee, with the provision that designated sub-committee review the proposal prior to submission to the CPB.

## Election of Permanent Officers:

Mrs. Frank Fair chairman of Social Service Working Committee.  
Mrs. Diana Davis Vice Chairman of Social Service Working Committee.  
Mrs. Eileen Hallins- Secretary.

## Next Meeting Agenda

Introduction of new officers  
Plans for second year projects  
Nutrition proposal.

Faye M. Day  
Staff

May 19, 1970

Mr. C. Watts Yancey  
Social Programs Co-ordinator  
Model Cities  
5329 N. E. Union Avenue  
Portland, Oregon

Dear Sir:

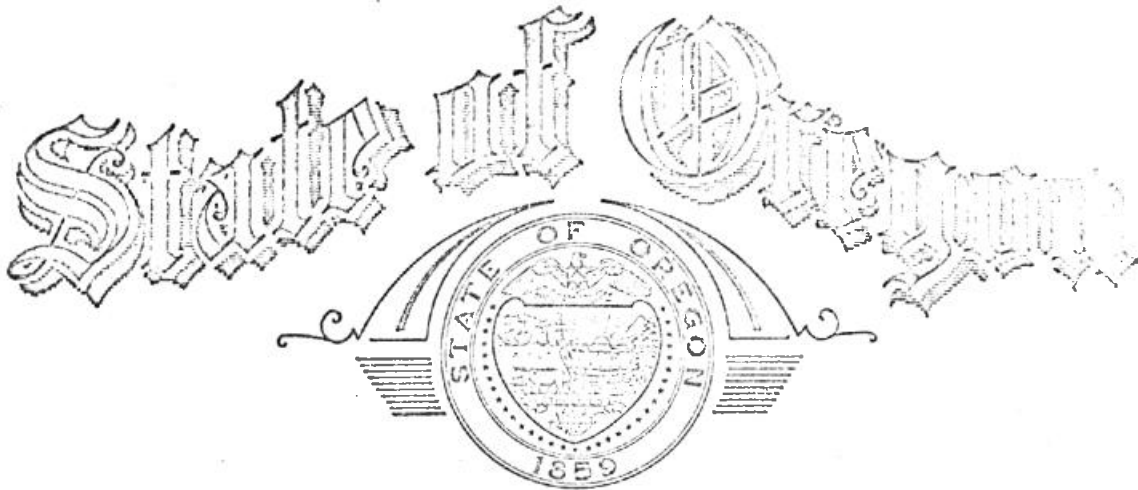
We hereby request that you submit the Albina Youth Opportunity School's proposal for an expanded social counseling program to the Citizens Planning Board for their consideration at the next scheduled meeting.

This project was approved by the Social Services Working Committee April 28, 1970. However, this project is nearly two years old--it seems it was lost during a transitory period. Consequently, it is our hope you would expedite this matter, because the time for first-year allocation of supplemental reallocated funds is growing short.

We feel that this program is urgently needed by the youth of Albina.

Sincerely,

  
Mrs. Diana Davis  
Vice-Chairman  
Social Services Working Committee



## Department of Commerce Corporation Division

### Certificate of Incorporation

OF

OPPORTUNITY SCHOOLS, INC.

The undersigned, as Corporation Commissioner of the State of Oregon, hereby certifies that duplicate originals of Articles of Incorporation, duly signed and verified pursuant to the provisions of the Oregon Nonprofit Corporation Act, have been received in this office and are found to conform to law.

Accordingly, the undersigned, as such Corporation Commissioner, and by virtue of the authority vested in him by law, hereby issues this Certificate of Incorporation and attaches hereto a duplicate original of the Articles of Incorporation.

In Testimony Whereof, I have hereunto set my hand and affixed hereto the seal of the Corporation Division of the Department of Commerce of the State of Oregon this  
21st day of October, 19 68.

Frank J. Healy  
Corporation Commissioner

By

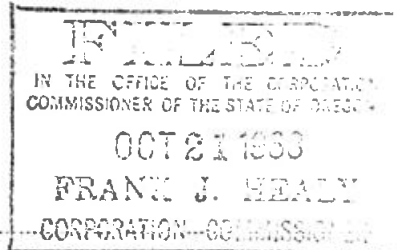
*William H. Hargrave*  
Chief Clerk

One or more natural persons of the age of twenty-one years or more may incorporate a nonprofit corporation by signing, verifying and delivering articles of incorporation in duplicate to the Corporation Commissioner (ORS 61.305). See Notes 1, 2 and 3 at the bottom of this form.

## Articles of Incorporation

OF

OPPORTUNITY SCHOOLS, INC.



The undersigned, acting as incorporators under the Oregon Nonprofit Corporation Act, adopt the following Articles of Incorporation:

### ARTICLE I

The name of this corporation is Opportunity Schools, Inc.

and its duration shall be perpetual

### ARTICLE II

The purpose or purposes for which the corporation is organized are:

To engage in any lawful activity for which corporations may be organized under the Oregon Non-Profit Corporation Law, ORS c. 61, and particularly to provide educational and cultural opportunities for all people, especially youth who have been unable to adjust to more formal learning structures, and to provide work experience and recreational opportunities necessary in the development of youth into mature and socially responsible adults.

Provisions for the distribution of assets on dissolution or final liquidation are:

Upon dissolution or final liquidation of the corporation, all remaining corporate assets shall be distributed and delivered to or among one or more public or private non-profit organizations engaged in the education of youth without discrimination on the basis of race, creed or sex, the particular organization or organizations to be determined and allocation among them made by the Board of Directors.

#### ARTICLE IV

The address of the initial registered office of the corporation is 106 N.E. Morris,

Portland, Oregon

(Do not use City P. O. Box No.)

and the name of its initial registered agent at such address is Mrs. Jessie M. Varner

#### ARTICLE V

The number of directors constituting the initial board of directors of the corporation is Seven

(At least three)

and the names and addresses of the persons who are to serve as directors until the first annual meeting or until their successors are elected and shall take office are:

<u>Name</u>	<u>Address</u> (Street and Number, if any)
John J. Jackson	2503 (Street and Number, if any)
Samuel Johnson	3526 N.E. Rodney, Portland, Ore.
Mrs. Jessie M. Varner	3010 N.E. 9th Ave., Portland, Ore.
Robert E. Nelson	5827 N.E. 28th Ave., Portland, Ore.
Donald S. Fiser	2644 N.E. 37th Ave., Portland, Ore.
Robert Cochran	5807 N.E. 10th Ave., Portland, Ore.
Edgar Mitchell	1526 N.E. Saratoga, Portland, Ore.

#### ARTICLE VI

The name and address of each incorporator is:

<u>Name</u>	<u>Address</u> (Street and Number, if any)
Carl K. Acil	317 S.W. Alder, Portland, Ore.

ARTICLE VII

(Add provisions for the regulation of any additional internal affairs of the corporation as may be appropriate. All members, if any, will have one vote by law unless that right is limited, enlarged or denied herein.)

Unless and until it is otherwise provided in the corporate bylaws, the corporation shall have no members.

Dated October 17, 1968

*Carl R. Neil*  
Carl R. Neil

STATE OF OREGON,

County of Multnomah

ss.

I, *Jon L. Ward*, a notary public for Oregon, hereby certify that on the

17th day of October, 1968, personally appeared before me

Carl R. Neil

who being by me first duly sworn, severally declared that they are the persons who signed the foregoing document as incorporators, and that the statements therein contained are true.

*Jon L. Ward*  
Notary Public for Oregon

My commission expires 4-27-70

Notes: ①The procedure for the formation of nonprofit corporations is set forth in ORS 61.305 to 61.325. See ORS 61.311 for the content of articles of incorporation.

②The corporate name cannot contain any word or phrase which indicates or implies that it is organized for any purpose other than one or more of the purposes contained in its articles of incorporation; and cannot contain the word "cooperative". See ORS 61.071.

③It is not necessary to set forth in the articles any of the corporate powers enumerated in ORS 61.061.

It is sufficient to state, either alone or with other purposes, "That the corporation may engage in any lawful activity for which corporations may be organized under ORS Chapter 61"; however, it may be desirable to state the primary purpose of the corporation in conjunction with such statement if used.

Mail to: Corporation Commissioner, 301 Labor and Industries Bldg., Salem, Oregon 97310.

BY-LAWS  
Of  
OPPORTUNITY SCHOOLS, INC.

Article I

Board of Directors

The Board of Directors of this corporation shall consist of seven members. Upon the organization of this corporation and the adoption of these By-Laws the Board of Directors named in the Articles of Incorporation shall elect from their number two (2) members to serve three-year terms of office and shall elect from their number two (2) additional members to serve two-year terms of office and the remaining three (3) members shall serve for one year until the first annual meeting, so as to stagger the terms of the Directors. Thereafter all Directors shall be elected for a one-year term of office. Candidates for the position of director shall be nominated by any director and the director shall be elected by a simple majority of the directors whose terms have not expired and are not due to expire at the annual meeting at which the election is held. Elections shall be held at the annual meeting, and vacancies between annual meetings shall be filled by appointment of the Chairman of the Board, subject to the approval of a majority of the Board of Directors. The directors shall elect one of their member to serve as Chairman of the Board, another of their number to serve as Vice-Chairman of the Board and other directors to serve in such other capacities as from time to time appears necessary. A majority of the directors shall constitute

a quorum and a majority of those present and voting shall be sufficient for the transaction of business at any meeting of the Board of Directors. A director who fails to attend two consecutive lawfully called regular or special meetings of the Board of Directors may be removed from office, at a meeting called especially for that purpose, by a majority of the directors then entitled to vote at an election of directors. The Board of Directors by amendment to these By-Laws may increase the number of directors from time to time up to a maximum of twenty-one (21) directors and may decrease the number of directors from time to time by amendment of the By-Laws to a number not less than seven (7), but no decrease in number shall have the effect of shortening the term of an incumbent director.

## Article II

### Officers

The officers of this corporation shall be the President, Vice-President, and Secretary-Treasurer. All officers shall be elected by the Board of Directors from among its members. Elections shall be held at the annual meeting and vacancies occurring between annual meetings shall be filled by election of the Board of Directors from among their number. The powers and duties of the officers of this corporation shall be such as are recognized by the common and statute law of this State. The officers shall serve for one year and until such time as their successors shall be elected.

## Article III

### Meetings

The annual meeting of the Board of Directors shall be held on the third Monday of September of each year.



All other meetings of the Board of Directors shall be held upon call of the President or of any three directors, at any time and at any place designated by the President or three directors making the call, upon prior written notice given not less than ten (10) or more than fifty (50) days in advance thereof.

#### Article IV

##### Place of Business

The principal place of business of the corporation shall be in Portland, Oregon.

#### Article V

##### Membership

This corporation has no members and shall have no members.

#### Article VI

##### General Administration

Section 1. Advisory Committee. The Board of Directors may at its pleasure delegate portions of its responsibilities to such other standing and special committees as it may from time to time choose to establish, and may specify the scope and limitations of authority, as well as the duration, of such committees. At its pleasure the Board of Directors may authorize the Chairman of the Board of Directors to appoint to any such committee persons other than members of the Board of Directors. All such committees shall include not less than one member from the Board of Directors.

Section 2. Delegation of Authority. Subject to general rules and regulations of the Board of Directors, any officer may delegate any part of his duties to any other

officer or any employee of the corporation, and subject to such rules and with the permission of the President, the duties of any employee may be delegated to any other employee.

Section 3. Bonds. All persons handling funds of the corporation shall be bonded in such amounts as the President may from time to time determine.

Section 4. Employment Agreements. The Board of Directors may employ an Executive Director and such other employees as from time to time appears advisable to the Directors. The Executive Director and other employees may be hired on any terms and conditions as appear advisable to the Directors but all such employees shall be subject to the direction and control of the Board of Directors. The duties of all employees shall be prescribed by the Board of Directors. The Board of Directors may, however, delegate its power to hire, fire, set employment terms and conditions, direct, control and define the duties of subordinate employees to either the President or the Executive Director, subject to the ratification of the exercise of the power by the Board of Directors at any formal meeting. At its option the Board of Directors may cause the corporation to enter into long term employment agreements with any of the employees except members of the Board of Directors.

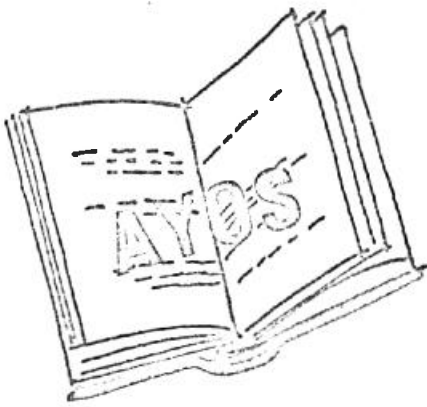
Section 5. Professional Services. Under general policies to be established by the Board of Directors, the President may from time to time employ and compensate technical consultants and experts including physicians, accountants and attorneys.

Section 6. Fiscal Year. Unless changed by resolution of the Board of Directors, the fiscal year of the corporation shall end on December 31st of each year.

#### Article VII

##### Amendment of By-Laws

These By-Laws may be amended, altered, repealed or new By-Laws may be substituted therefor by the Board of Directors at the annual meeting or at any special meeting called for that purpose. A simple majority of the members of the Board present and voting is necessary to carry any proposed amendment, alteration or repeal of these By-Laws or any substitution of new By-Laws.



# Albina Youth Opportunity School

OPERATION CONTACT  
3928 N. Williams Avenue  
Portland, Oregon 97227  
Rance Sprulli  
Phone: 287-1092

## ADVISORY BOARD OF YOUTH OPPORTUNITY SCHOOL

John J. Jackson	2503 N. E. Liberty Portland, Oregon
Samuel Johnson	3526 N. E. Rodney Portland, Oregon
Mrs. Jessie M. Varner	3016 N. E. 9th Ave. Portland, Oregon
Robert E. Nelson	5827 N. E. 28th Ave. Portland, Oregon
Donald M. Fixer	2444 N. E. 37th Ave. Portland, Oregon
Robert Cochran	5807 N. E. 10th Ave. Portland, Oregon
Edgar Mitchell	1526 N. E. Saratoga Portland, Oregon

# Coast Janitorial Service, Inc.

DBA

COAST JANITORIAL SERVICE  
(Complete Building Maintenance)  
Phone 288-5138

EASTSIDE BOOKKEEPING SERVICE  
(Featuring Data Processing)  
Phone 281-7252

714 N. E. ALBERTA STREET • BOX 11225 • PORTLAND, OREGON 97211

July 9, 1970

Mr. Cecil Yancy, Social Service Co-ordinator  
PORTLAND MODEL CITIES PROGRAM  
5329 N. E. Union Avenue  
Portland, Oregon, 97211

Dear Mr. Yancey:

We have been contacted by Mr. Robinson of the Albina Youth Opportunity School regarding bookkeeping and accounting for their sub-contract with the Model Cities Program and have agreed to:

1. Develop and accounting and financial management procedures guide for their agency.
2. Develop, implement and operate a financial accounting and financial control system that is in accordance with -
  - a. The requirements for financial controls established by the Department of Housing and Urban Development (CD Letter No. 8, Part II) and other governmental agencies.
  - b. Meet the requirements of the City of Portland as a part of their over-all accounting and reporting function.
  - c. Be consistent with the standards of the National Committee on Governmental Accounting.

Our charge for these services shall be on the basis of our standard charge of three and one/half percent of their budget.

Yours very truly,

EASTSIDE BOOKKEEPING SERVICE  
a Division of Coast Janitorial Service, Inc.

  
Allan Z. Owens, Controller