

February 3, 2022

Board of County Commissioners
Clackamas County

Members of the Board:

Approval of an Intergovernmental Agreement with North Clackamas School District to provide Kindergarten Partnership Innovation Services in North Clackamas County Agreement is \$76,915 funded through Oregon Early Learning Division.
No County Funds are involved

Purpose/Outcome	North Clackamas School District (NCSD) will provide culturally-responsive Kindergarten Partnership Innovation (KPI) services that increase Kindergarten readiness for pre-kindergarten children and families living in North Clackamas County. <ul style="list-style-type: none"> • NCSD will coordinate and facilitate Pre-Kindergarten Summer camps for children, with additional parenting education opportunities for parents and primary care-givers. • A focus will be given on recruiting and enrolling children/families with no previous preschool experience, and children from the Black and Indigenous People of Color (BIPOC) community • Children will receive materials to be taken home to support learning and kindergarten preparation
Dollar Amount and Fiscal Impact	Agreement has a maximum value of \$76,915. No County General Fund involved
Funding Source	State of Oregon, Dept of Education through its Early Learning Division - Kindergarten Partnership Innovation Grant
Duration	This agreement is effective February 1, 2022 for services ending June 30, 2023.
Previous Board Action/Review	Previous Board Action: n/a Board Issues Date: 2/1/2022
Strategic Plan Alignment	1. Ensure safe, healthy and secure communities
Counsel Review	This Intergovernmental Agreement has been reviewed and approved by County Counsel on 12/13/21, KR
Procurement Review	Was the item processed through Procurement? No. Intergovernmental Agreement, selected through a competitive process
Contact Person	Adam Freer 971-533-4929
Contract No.	H3S CFCC #10465

BACKGROUND:

Healthy Families. Strong Communities.

The Children, Family & Community Connections Division of the Health, Housing and Human Services Department requests approval of an Intergovernmental Agreement with NCSD to provide Kindergarten Innovation Services to children and families living in Clackamas County. NCSD was selected through a competitive process to provide culturally responsive evidence-based Early Learning programming and workshops to children and families to support a smooth transition into Kindergarten and strengthen connections and collaborations between the early care and education sector systems.

This Intergovernmental Agreement is effective upon signature by all parties for services starting on February 1, 2022 and terminating on June 30, 2023. This Agreement has a maximum value of \$76,915.

RECOMMENDATION:

Staff recommends the Board approval of this Agreement and authorization for Tootie Smith, Board Chair, to sign on behalf of Clackamas County.

Respectfully submitted,

Rodney Cook

Rodney A. Cook, Director
Health, Housing & Human Services

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
CLACKAMAS COUNTY CHILDREN, FAMILY & COMMUNITY CONNECTIONS
AND
NORTH CLACKAMAS SCHOOL DISTRICT**

Contract # 10465

This Agreement is entered into and between Clackamas County (“County”) acting by and through its Children, Family & Community Connections Division, a political subdivision of the State of Oregon and North Clackamas School District (“Agency”), an Oregon municipal corporation, collectively referred to as the “Parties” and each a “Party”.

RECITALS

Oregon Revised Statutes Chapter 190.010 confers authority upon local governments to enter into agreements for the performance of any and all functions and activities that a party to the agreement, its officers or agencies have authority to perform.

North Clackamas School District was selected through a competitive process to provide Early Learning Kindergarten Partnership Innovation program services.

In consideration of the mutual promises set forth below and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

AGENCY agrees to accomplish the following work under this agreement:

- North Clackamas School District will offer Pre-Kindergarten Summer Camps in the North Clackamas area. Summer engagement programs will provide children and their parents the opportunity to become familiar with their local elementary school and gain skills necessary for a smooth transition into Kindergarten and lifelong success.

TERMS

1. **Term.** This Agreement shall be effective upon execution for services provided between February 1, 2022 and June 30, 2023.
2. **Scope of Work.** The Agency agrees to provide the services further identified in the Scope of Work attached hereto as Exhibit A and incorporated herein (“Work”).
3. **Consideration.** The County agrees to pay Agency, from available and authorized funds received from the State or Oregon, Early Learning Division Grant Agreement, a sum not to exceed **\$76,915**, for accomplishing the Work required by this Agreement, unless this Agreement is sooner terminated or extended pursuant to the terms hereof.
4. **Payment.** Unless otherwise specified, the Agency shall submit monthly invoices for Work performed and shall include the total amount billed to date by the Agency prior to the current invoice. Invoices shall describe all Work performed with particularity, by whom it was performed, and shall itemize and explain all expenses for which reimbursement is claimed. Payments shall be made to Agency following the County’s review and approval of invoices

submitted by Agency. Agency shall not submit invoices for, and the County will not pay, any amount in excess of the maximum compensation amount set forth above.

5. Representations and Warranties.

- A. *Agency Representations and Warranties:* Agency represents and warrants to County that Agency has the power and authority to enter into and perform this Agreement, and this Agreement, when executed and delivered, shall be a valid and binding obligation of Agency enforceable in accordance with its terms.
- B. *County Representations and Warranties:* County represents and warrants to Agency that County has the power and authority to enter into and perform this Agreement, and this Agreement, when executed and delivered, shall be a valid and binding obligation of County enforceable in accordance with its terms.
- C. The warranties set forth in this section are in addition to, and not in lieu of, any other warranties provided.

6. Termination.

- A. Either the County or the Agency may terminate this Agreement at any time upon thirty (30) days written notice to the other party.
- B. Either the County or the Agency may terminate this Agreement in the event of a breach of the Agreement by the other. Prior to such termination however, the Party seeking the termination shall give the other Party written notice of the breach and of the Party's intent to terminate. If the breaching Party has not entirely cured the breach within fifteen (15) days of deemed or actual receipt of the notice, then the Party giving notice may terminate the Agreement at any time thereafter by giving written notice of termination stating the effective date of the termination. If the default is of such a nature that it cannot be completely remedied within such fifteen (15) day period, this provision shall be complied with if the breaching Party begins correction of the default within the fifteen (15) day period and thereafter proceeds with reasonable diligence and in good faith to effect the remedy as soon as practicable. The Party giving notice shall not be required to give more than one (1) notice for a similar default in any twelve (12) month period.
- C. The County or the Agency shall not be deemed to have waived any breach of this Agreement by the other Party except by an express waiver in writing. An express written waiver as to one breach shall not be deemed a waiver of any other breach not expressly identified, even though the other breach is of the same nature as that waived.
- D. The County may terminate this Agreement in the event the County fails to receive expenditure authority sufficient to allow the County, in the exercise of its reasonable administrative discretion, to continue to perform under this Agreement, or if federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the Project under this Agreement is prohibited or the County is prohibited from paying for such work from the planned funding source.
- E. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.

7. Indemnification.

- A. Agency shall be responsible for all damage to property, injury to persons, and loss, expense, inconvenience, and delay which may be caused by, or result from, the conduct of Work, or from any act, omission, or neglect of Agency, its subcontractors, agents, or employees. The Agency agrees to indemnify, hold harmless and defend Clackamas County, and their officers, elected officials, agents and employees from and against all claims and actions, and all expenses incidental to the investigation and defense thereof, arising out of or based upon damage or injuries to persons or property caused by the errors, omissions, fault or negligence of the Agency or the Agency's employees, subcontractors, or agents.

However, neither Agency nor any attorney engaged by Agency shall defend the claim in the name of County or any department of County, nor purport to act as legal representative of County or any of its departments, without first receiving from the Clackamas County Counsel's Office authority to act as legal counsel for County, nor shall Agency settle any claim on behalf of County without the approval of the Clackamas County Counsel's Office. County may, at its election and expense, assume its own defense and settlement.

8. **Insurance.** During the term of this agreement, Agency shall maintain in force, at its own expense, each insurance noted below:

- a) **Commercial General Liability.** Agency shall obtain, at Agency's expense, and keep in effect during the term of this agreement, Commercial General Liability Insurance covering bodily injury, death, and property damage on an "occurrence" form in the amount of not less than \$1,000,000 per occurrence/ \$2,000,000 general aggregate for the protection of COUNTY, its officers, commissioners, and employees. This coverage shall include Contractual Liability insurance for the indemnity provided under this agreement. This policy(s) shall be primary insurance as respects to the County. Any insurance or self-insurance maintained by the County shall be excess and shall not contribute to it.
- b) **Commercial Automobile Liability.** If the Agreement involves the use of vehicles, Agency shall obtain at Agency expense, and keep in effect during the term of this agreement, Commercial Automobile Liability coverage including coverage for all owned, hired, and non-owned vehicles. The combined single limit per occurrence shall not be less than \$1,000,000.
- c) **Professional Liability.** If the Agreement involves the provision of professional services, SUBRECIPIENT shall obtain and furnish the County evidence of Professional Liability Insurance covering any damages caused by an error, omission, or negligent act related to the services to be provided under this agreement, with limits not less than \$2,000,000 per occurrence for the protection of the County, its officers, commissioners and employees against liability for damages because of personal injury, bodily injury, death, or damage to property, including loss of use thereof, and damages because of negligent acts, errors and omissions in any way related to this agreement. The County, at its option, may require a complete copy of the above policy.
- d) **Network Security and Privacy Liability.** Agency must provide network security and privacy liability insurance for the duration of the Grant and for the period of time in which Agency (or its business associated, contractors, or subgrantees) maintains, possesses, stores or has access to Agency or client data, whichever is longer, with a combined single limit of no less than \$1,000,000 per claim or incident. This insurance must include

coverage for third party claims and for losses, thefts, unauthorized disclosures, access or use of Agency or client data (which may include, but is not limited to, Personally Identifiable Information (“PII”) in any format, including coverage for accidental loss, theft, unauthorized disclosure or use of Agency data.

- e) **Workers' Compensation.** Insurance in compliance with ORS 656.017, which requires all employers that employ subject workers, as defined in ORS 656.027, to provide workers' compensation coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). If contractor is a subject employer, as defined in ORS 656.023, contractor shall obtain employers' liability insurance coverage limits of not less than \$1,000,000.
- f) **Directors & Officers Liability.** Directors, officers and organization liability insurance covering the Agency's Organization, Directors, Officers, and Trustees actual or alleged errors, omissions, negligent, or wrongful acts, including improper governance, employment practices and financial oversight – including improper oversight and/or use of Grant Funds and donor contributions – with a combined single limit of no less than \$1,000,000 per claim.
- g) **Additional Insured Provisions.** All required insurance, other than Professional Liability, Workers' Compensation, and Personal Automobile Liability and Pollution Liability Insurance, shall include “Clackamas County, its agents, officers, and employees” as an additional insured, as well as the but only with respect to Agency's activities under this agreement.
- h) **Minors.** Contractor shall carry Abuse and Molestation Insurance as an endorsement to the Commercial General Liability policy, in a form and with coverage that are satisfactory to the County, covering damages arising out of actual or threatened physical abuse, mental injury, sexual molestation, negligent: hiring, employment, supervision, investigation, reporting to proper authorities, and retention of any person for whom the Contractor is responsible including but not limited to Contractor and Contractor's employees and volunteers. Policy endorsement's definition of an insured shall include the Contractor, and the Contractor's employees and volunteers. Coverage shall be written on an occurrence basis in an amount of not less than \$1,000,000 per occurrence. Any annual aggregate limit shall not be less than \$3,000,000. These limits shall be exclusive to this required coverage. Incidents related to or arising out of physical abuse, mental injury, or sexual molestation, whether committed by one or more individuals, and irrespective of the number of incidents or injuries or the time period or area over which the incidents or injuries occur, shall be treated as a separate occurrence for each victim. Coverage shall include the cost of defense and the cost of defense shall be provided outside the coverage limit.

9. General Provisions.

- A. **Oregon Law and Forum.** This Agreement, and all rights, obligations, and disputes arising out of it will be governed by and construed in accordance with the laws of the State of Oregon and the ordinances of Clackamas County without giving effect to the conflict of law provisions thereof. Any claim between County and Agency that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Clackamas County for the State of Oregon; provided, however, if a claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this section be construed as a waiver by the County of any

form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the Constitution of the United States or otherwise, from any claim or from the jurisdiction of any court. Agency, by execution of this Agreement, hereby consents to the in person jurisdiction of the courts referenced in this section.

- B. **Compliance with Applicable Law.** Both Parties shall comply with all applicable local, state and federal ordinances, statutes, laws and regulations. All provisions of law required to be a part of this Agreement, whether listed or otherwise, are hereby integrated and adopted herein. Failure to comply with such obligations is a material breach of this Agreement.
- C. **Non-Exclusive Rights and Remedies.** Except as otherwise expressly provided herein, the rights and remedies expressly afforded under the provisions of this Agreement shall not be deemed exclusive, and shall be in addition to and cumulative with any and all rights and remedies otherwise available at law or in equity. The exercise by either Party of any one or more of such remedies shall not preclude the exercise by it, at the same or different times, of any other remedies for the same default or breach, or for any other default or breach, by the other Party.
- D. **Access to Records.** Agency shall retain, maintain, and keep accessible all records relevant to this Agreement (“Records”) for a minimum of six (6) years, following Agreement termination or full performance or any longer period as may be required by applicable law, or until the conclusion of an audit, controversy or litigation arising out of or related to this Agreement, whichever is later. Agency shall maintain all financial records in accordance with generally accepted accounting principles. All other Records shall be maintained to the extent necessary to clearly reflect actions taken. During this record retention period, Agency shall permit the County’s authorized representatives’ access to the Records at reasonable times and places for purposes of examining and copying.
- E. **Work Product.** All work performed under this Agreement shall be considered work made for hire and shall be the sole and exclusive property of the District. The District shall own any and all data, documents, plans, copyrights, specifications, working papers and any other materials produced in connection with this Agreement. On completion or termination of the Agreement, the Agency shall promptly deliver these materials to the District’s Project Manager.
- F. **Hazard Communication.** Agency shall notify County prior to using products containing hazardous chemicals to which County employees may be exposed, which includes any hazardous, toxic, or dangerous substance, waste, or material that is the subject of environmental protection legal requirements or that becomes regulated under any applicable local, state or federal law, including but not limited to the items listed in the United States Department of Transportation Hazardous Materials Table (49 CFR §172.101) or designated as hazardous substances by Oregon Administrative Rules, Chapter 137, or the United States Environmental Protection Agency (40 CFR Part 302), and any amendments thereto. Upon County’s request, Agency shall immediately provide Material Safety Data Sheets for the products subject to this provision.

- G. **Debt Limitation.** This Agreement is expressly subject to the limitations of the Oregon Constitution and Oregon Tort Claims Act, and is contingent upon appropriation of funds. Any provisions herein that conflict with the above referenced laws are deemed inoperative to that extent.
- H. **Severability.** If any provision of this Agreement is found to be unconstitutional, illegal or unenforceable, this Agreement nevertheless shall remain in full force and effect and the offending provision shall be stricken. The Court or other authorized body finding such provision unconstitutional, illegal or unenforceable shall construe this Agreement without such provision to give effect to the maximum extent possible the intentions of the Parties.
- I. **Integration, Amendment and Waiver.** Except as otherwise set forth herein, this Agreement constitutes the entire agreement between the Parties on the matter of the Project. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of either Party to enforce any provision of this Agreement shall not constitute a waiver by such Party of that or any other provision.
- J. **Interpretation.** The titles of the sections of this Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.
- K. **Independent Contractor.** Each of the Parties hereto shall be deemed an independent contractor for purposes of this Agreement. No representative, agent, employee or contractor of one Party shall be deemed to be a representative, agent, employee or contractor of the other Party for any purpose, except to the extent specifically provided herein. Nothing herein is intended, nor shall it be construed, to create between the Parties any relationship of principal and agent, partnership, joint venture or any similar relationship, and each Party hereby specifically disclaims any such relationship.
- L. **No Third-Party Beneficiary.** Agency and County are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.
- M. **Subcontract and Assignment.** Agency shall not enter into any subcontracts for any of the work required by this Agreement, or assign or transfer any of its interest in this Agreement by operation of law or otherwise, without obtaining prior written approval from the County, which shall be granted or denied in the County's sole discretion. County's consent to any subcontract shall not relieve Agency of any of its duties or obligations under this Agreement.

- N. **Counterparts.** This Agreement may be executed in several counterparts (electronic or otherwise), each of which shall be an original, all of which shall constitute the same instrument.
- O. **Survival.** All provisions in Sections 5, 7, and 9 (A), (C), (D), (G), (H), (I), (J), (L), (Q), (T), and (U) shall survive the termination of this Agreement, together with all other rights and obligations herein which by their context are intended to survive.
- P. **Necessary Acts.** Each Party shall execute and deliver to the others all such further instruments and documents as may be reasonably necessary to carry out this Agreement.
- Q. **Time is of the Essence.** Agency agrees that time is of the essence in the performance this Agreement.
- R. **Successors in Interest.** The provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto, and their respective authorized successors and assigns.
- S. **Force Majeure.** Neither Agency nor County shall be held responsible for delay or default caused by events outside of the Agency or County's reasonable control including, but not limited to, fire, terrorism, riot, acts of God, or war. However, Agency shall make all reasonable efforts to remove or eliminate such a cause of delay or default and shall upon the cessation of the cause, diligently pursue performance of its obligations under this Agreement.
- T. **Confidentiality.** Agency acknowledges that it and its employees or agents may, in the course of performing their responsibilities under this Agreement, be exposed to or acquire confidential information. Any and all information of any form obtained by Agency or its employees or agents in the performance of this Agreement shall be deemed confidential information of the County ("Confidential Information"). Agency agrees to hold Confidential Information in strict confidence, using at least the same degree of care that Agency uses in maintaining the confidentiality of its own confidential information, and not to copy, reproduce, sell, assign, license, market, transfer or otherwise dispose of, give, or disclose Confidential Information to third parties or use Confidential Information for any purpose unless specifically authorized in writing under this Agreement.
- U. **No Attorney Fees.** In the event any arbitration, action or proceeding, including any bankruptcy proceeding, is instituted to enforce any term of this Agreement, each party shall be responsible for its own attorneys' fees and expenses.

IN WITNESS HEREOF, the Parties have executed this Agreement by the date set forth opposite their names below.

AGENCY

North Clackamas School District
12400 SE Freeman Way
Milwaukie, OR 97222

Kerensa J. Mauck
Director, Business Ops.

By: *KJM*
~~Khaliyah Williams-Rodriguez~~
~~Executive Director~~

Date: 1/6/22

EIN: 93-0599524

CLACKAMAS COUNTY

Commissioner: Tootie Smith, Chair
Commissioner: Sonya Fischer
Commissioner: Paul Savas
Commissioner: Martha Schrader
Commissioner: Mark Shull

Tootie Smith, Board Chair
Clackamas County

Date: _____

This IGA consists of five (5) sections plus the following attachments which by this reference are incorporated herein:

- Exhibit A: Scope of Work and Work Plan
- Exhibit B: Program Budget
- Exhibit C: Performance Reporting Schedule
- Exhibit D-1: Reimbursement Request
- Exhibit D-2: Monthly Activity Report

EXHIBIT A SCOPE OF WORK

PROGRAM GOALS

Kindergarten Readiness Partnership & Innovation Program is intended to:

- I. Promote community and school partnerships that improve children's readiness for kindergarten, in alignment with the goals, objectives, and strategies in *Raise Up Oregon* (<https://oregonearlylearning.com/raise-up-oregon>).
- II. Strengthen connections and collaboration between the early care and education sector and local kindergarten-grade 12 (k-12) systems and schools by investing in innovating and promising models for early learning/K-12 integration across the state that can be scaled and replicated.
- III. Build a body of evidence that Oregon can use to create stronger alignment between its early care and education and K-12 sectors.

PROGRAM ACTIVITIES

North Clackamas School District will offer Pre-Kindergarten Summer Camps in the North Clackamas area. These summer engagement programs will provide children and their parents the opportunity to become familiar with their local elementary school and gain skills necessary for a smooth transition into Kindergarten and lifelong success.

- North Clackamas School District will coordinate and facilitate Pre-Kindergarten Summer Camps for children, with additional parenting education opportunities for their parents and primary care-givers.
- A focus will be given on recruiting and enrolling children/families with no previous preschool experience, and children from the BIPOC community.
- All children will receive materials to be taken home to support learning and kindergarten preparation.



**Children, Family & Community Connections Division
 Work Plan and Quarterly Report, 2021-2023**

Provider: North Clackamas School District
Program: KPI
Regions Served: North Clackamas SD
Reporting Period: February 1, 2022 – June 30, 2023

Hub Goals:
 1. Aligned, coordinated, and family-centered early childhood system
 2. Children are supported to enter school ready to succeed
 3. Families are healthy, stable and attached

Activities/Outputs	Intermediate Outcomes/Measurement Tool		Feb-Mar 2022	April-June 2022	July – Sept 2022	Oct-Dec 2022	Jan-Mar 2023	April-June 2023	TOTAL
Jump Start to Kindergarten – Summer 2022 Programming									
By Sept 30, 2022 a minimum of 225 children will participate in pre-kindergarten programs at their local elementary school	A minimum of 225 unduplicated children will participate in pre-kindergarten programs at their local elementary school	# Unduplicated Children Served							
	75% of children will attend at least 80% of program hours offered. (min. 15 hours)	% Children Attending 100% of hours offered							
		% Children Attending 80% of hours offered							
		% Children Attending 50% of hours offered							
75% of children will display, or make progress towards, age appropriate social emotional development related to school readiness. (measured by teacher observation)		% Children improving/maintaining social emotional development							
By Sept 30, 2022 a minimum of 6 family workshops serving a minimum of 50 parents will participate in pre-kindergarten transition and engagement activities.	A minimum of 6 family workshops serving a minimum of 50 parents/caregiver will be facilitated.	# of workshops facilitated							
		# parents attending workshops							
	85% of parents will report improvement in family functioning, parent/child relationship or parenting knowledge	% Parents reporting positive improvement							

	/skills. (measured by PSU Outcomes Survey)								
By June 30, 2022 NCSD staff will increase kindergarten registration rates by 25% to previous enrollment year.	25% more children will be registered for kindergarten by June 30, 2022 than were registered for kindergarten on June 30, 2021.	# Children registered for Kindergarten by June 30, 2022							
		# Children registered for Kindergarten by June 30, 2021:							

**Children, Youth & Families Division
 Early Learning Hub of Clackamas County
 Work Plan 2021-2023
 Comments and Narrative**

Please provide updates on key strategies and deliverables as well as any changes in sustainability planning and cross-sector partnerships. Include program successes and current challenges. Note any strategies moving forward to alleviate those challenges. Please include in this narrative any professional development staff may have participated in that was funded through this contract.

Reporting Period	Narrative
January-March 2022:	
April-June 2022:	

July-Sept 2022: Please indicated all schools (name/location) where summer camp programming occurred.	
Oct – Dec 2022:	
January-March 2023:	
April-June 2023:	

Exhibit B: Budget

Exhibit B: Budget		
Contractor:	North Clackamas School Dist	
Program:	KPI	
Address:	12400 SE Freeman Way	
	Milwaukie, OR 97222	
Contact Person:	Jen Burkhart	Contract: 10465
Phone Number:		Dates: 2/1/22-6/30/23
E-mail:		
Budget Category	Approved Budget	Total Budget
<u>Personnel</u>		
Certified Classroom Teachers	\$ 21,260.00	\$ 21,260.00
Classified Teachers	\$ 14,173.00	\$ 14,173.00
Fringe	\$ 9,567.00	\$ 9,567.00
Community Specific Outreach Support	\$ 5,000.00	\$ 5,000.00
Parenting Class Support	\$ 5,000.00	\$ 5,000.00
	\$ 55,000.00	\$ 55,000.00
<u>Administration</u>		
Admin	\$ 4,915.00	\$ 4,915.00
	\$ 4,915.00	\$ 4,915.00
<u>Program costs</u>		
At home materials for children (books etc)	\$ 8,000.00	\$ 8,000.00
Materials/Supplies for classroom Program	\$ 7,000.00	\$ 7,000.00
Snacks	\$ 2,000.00	\$ 2,000.00
	\$ 17,000.00	\$ 17,000.00
Total Budget	\$ 76,915.00	\$ 76,915.00

EXHIBIT C: PERFORMANCE REPORTING SCHEDULE

Reporting Requirements

Monthly report, general ledger and reimbursement request

- No later than the 15th of every month
- Chelsea Hamilton (chamilton@clackamas.us), Stephanie Radford (sradford@clackamas.us)

Quarterly Report and Demographic Data Form & Project Testimonial

- **Program reports are due by the 15th of the month following the close of each quarter.**
- **Final programming reporting for the contract must be completed by July 15, 2023.**
- **KPI PSU Family Outcomes Surveys are required from all parents participating in KPI funded programming**

Testimonial or story

Please provide two testimonials or stories related to your quality work with families for each site you provide services. Completed testimonial due by September 30, 2022 but may be submitted at any time. Your testimonial page serves as a platform to demonstrate how this project has facilitated innovative approaches for linking Early Learning with K-12 education. It is an opportunity to highlight your organization and the impact of your work in the community through this project. Testimonials will be presented to The Early Learning Hub Council as a part of the final report.

Creation and Distribution of Educational Materials and Resources

Please send all program marketing materials to chamilton@clackamas.us prior to community distribution. Please include the Early Learning Hub of Clackamas County logo on all materials developed for programs funded through this contract.

EXHIBIT D-1: REIMBURSEMENT REQUEST

Exhibit D-1: REQUEST FOR REIMBURSEMENT				
Requests for reimbursement and supporting documentation are due monthly by the 15th of the month, including:				
<ul style="list-style-type: none"> • Request for Reimbursement with an authorized signature • General Ledger backup to support the requested amount • Monthly Activity Report (Exhibit D-2) showing numbers served and activities conducted during the month of request <i>(The Monthly Activity Report is NOT required on months when quarterly reports are due).</i> 				
Contractor:	North Clackamas School District	Contract Number:	10165	
Address:	12400 SE Freeman Way Milwaukie, OR 97222	Report Period:		
Contact Person:	Jen Burkhart			
Contact Info:			KPI	
Term:	2/1/22-6/30/23			
Budget Category	Approved Budget	Current Draw Request	Previously Requested	Balance
<u>Personnel</u>				
Certified Classroom Teachers	\$ 21,260.00	\$ -	\$ -	\$ 21,260.00
Classified Teachers	\$ 14,173.00	\$ -	\$ -	\$ 14,173.00
Fringe	\$ 9,567.00	\$ -	\$ -	\$ 9,567.00
Community Specific Outreach Support	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
Parenting Class Support	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
	\$ 55,000.00	\$ -	\$ -	\$ 55,000.00
<u>Administration</u>				
Admin	\$ 4,915.00	\$ -	\$ -	\$ 4,915.00
	\$ 4,915.00	\$ -	\$ -	\$ 4,915.00
<u>Program costs</u>				
At home materials for children (books etc)	\$ 8,000.00	\$ -	\$ -	\$ 8,000.00
Materials/Supplies for classroom program	\$ 7,000.00	\$ -	\$ -	\$ 7,000.00
Snacks	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
<u>Additional (please specify)</u>	\$ -	\$ -	\$ -	\$ -
	\$ 17,000.00	\$ -	\$ -	\$ 17,000.00
Total Budget	\$ 76,915.00	\$ -	\$ -	\$ 76,915.00
<i>Clackamas County retains the right to inspect all financial records and other books, documents, papers, plans, records of shipments and payments and writings of Recipient that are pertinent to this Agreement.</i>				
CERTIFICATION				
<i>By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and represents actual expenditures, disbursements and cash receipts for the purposes and objectives set forth in the terms of the agreement.</i>				

EXHIBIT D-2: MONTHLY ACTIVITY REPORT

February 1, 2022 through June 30, 2023

Agency: North Clackamas School District

Funded Service: Kindergarten Innovation Partnership

Program Contact: Jen Burkhart, Early Learning Coordinator

Contact Info: kempfburkart@nclack.k12.or.us

*This report covers the timeframe starting **February 1, 2022 through June 30, 2023.** Complete the sections below as they apply to the group(s) targeted for services with this funding as outlined in your Work Plan.*

Submit this report with monthly requests for reimbursement except on months when the quarterly report is submitted.

1. Total number of participants served during the month with the funding allocated for this programming:

Number of adult participants:

Number of children:

Number of unduplicated adults to date:

2. Activities that were conducted during the month with the funding allocated for this programming:

3. Issues related to service delivery and how those issues were addressed.

Person(s) completing this form:

Date: