

## PENDLETON SCHOOL DISTRICT 16R "Revised" Personal Services Contract

This Contract is between Pendleton School District #16R, hereinafter called District, and Susan L. Bower dba Eastern Oregon Business Source, LLC, hereinafter called Contractor. The District's supervising representative for this Contract is Michelle Jones, Director of Business Services.

### 1. Effective date and duration.

This Contract shall become effective on the date at which every party has signed this Contract. Unless earlier terminated or extended, this Contract shall expire when Contractor's completed performance has been accepted by District or on the June 30, 2020. However, such expiration shall not extinguish or prejudice District's right to enforce this Contract with respect to: (i) any breach of contract or warranty; (ii) any incomplete or remaining performance required of the Contractor under this Contract, or (iii) any default or defect in performance that has not been cured.

### 2. Statement of work

The statement of work is contained in Exhibit A – EOBS Contract Deliverables attached hereto and by this reference made a part hereof.

### 3. Consideration

- a. District agrees to pay Contractor for Career Program Administration Services, from available and authorized funds the sum of \$60,000 for the 2018-19 school year and \$40,000 for the 2019-20 school year, the rate and schedule described in Exhibit A such rate as is set forth in the Exhibit attached hereto, for accomplishing the work required by this Contract.
- b. The maximum, not-to-exceed compensation payable to Contractor under this Contract, which includes any allowable expenses, is \$ not applicable.
- c. Any interim payments to Contractor shall be made only in accordance with the schedule and requirements in Exhibit A.

### 4. Terms and Conditions.

Attached hereto and incorporated as part of this Contract are: Exhibit A, the Terms and Conditions for Personal Service Contract; and any Addenda entered into by the parties.

### 5. Contractor Data and Certification

Name (tax filing): Eastern Oregon Business Sources, LLC

Address: 245 SE 4<sup>th</sup> Street, Pendleton, OR 97801

Business designation (check one):

<input type="checkbox"/> Corporation	<input type="checkbox"/>	<input type="checkbox"/> General Partnership	<input type="checkbox"/> Sole Proprietorship
<input type="checkbox"/> Governmental/Non-Profit	<input checked="" type="checkbox"/> X	<input type="checkbox"/> LLC	<input type="checkbox"/> LLP

Federal Tax ID # or SSN #: 27-3859977



## Exhibit A

### PSD School to Careers - EOBS Contract Deliverables 2018/2019 and 2019/2020

*Vision: Supporting PSD's goal to "bridge the classroom experience to the world of work."*

1. Along with PSD staff, coordinate all aspects of meaningful career-related learning experiences (CRLEs), such as career day events, job fairs, work site tours, mentorship meetings, job shadows, and internships with a focus on both regional workforce needs and student interests.
2. Along with PSD staff, coordinate the connection of qualified students to career-track, entry-level employment ("Pipeline") post-graduation positions.
3. Maintain existing relationships and build new relationships with employers and business partners including outreach; orientation; follow up and assessment of program experience and value; and continued recognition of participation.
4. Continue to develop Jump Start Training student pre-placement orientation that addresses specifically the needs identified by employers. Model and co-facilitate with new position, at least one PSD teacher, and ASPIRE volunteers and coordinator to support internal sustainability.
5. Contract with an individual who meets the qualifications required by both PSD and Eastern Oregon Business Source to serve in the role of Coordinator.
6. Research and present to decision-makers best practices and a work plan to 1) More fully integrate career preparation, work experience, and employment services into the scope of ASPIRE and Advisory programming; 2) Integrate CRLEs with earned credits and potential course offerings; and 3) Develop overall "career literacy" framework for high school students to enhance post-secondary success. Work with PSD administration including new high school principal to implement best practices as requested.
7. Include PSD in discussion and development of an online platform that would help to streamline and professionalize the CRLE process regionwide.
8. Engage in routine communication with stakeholders, personally serving as ambassadors of the effort, and being heavily involved in the public awareness and community relations effort. Represent PSD in region-wide discussions seek to align youth workforce development efforts and opportunities.
9. Work collaboratively with PSD District Office staff and administration to ensure that communication is free-flowing and project objectives and deliverables are being met.
10. Come in at or under budget as agreed with the PSD.

May 24, 2018

Proposed Work Plan Implementation and Budget

S. Brown

Who	Where	What	Year 1 - 2018/2019 - EOBS Contractor		Year 2 - 2019/2020 - EOBS Contractor		Year 3 - 2020-2021 - NO EOBS Contractor Full PSD Implementation			
			Amount EOBS Contract	Addl PSD Budget Amount	Amount EOBS Contract	Addl PSD Budget Amount	Amount EOBS Contract	Addl PSD Budget Amount		
Susan	EOBS	Project Management and Oversight, Outreach and Marketing support, office supplies, participant folders/lanyards Work collaboratively with and communicate with all district stakeholders to further institutionalize and integrate School to Careers programming at the middle school and high school level Supervision of Christina/ new SZC Coordinator including supporting new Coordinator as business-school liaison Create proposal for potential multi-district Coordinator position	\$15,000		Project Management, Oversight, Marketing support, office supplies, participant folders/lanyards Work collaboratively with and communicate with all district stakeholders to further institutionalize and integrate School to Careers programming at the middle school and high school level Supervision of Coordinator including supporting Coordinator as business-school liaison	\$10,000		No contractual deliverables 2020-2021		
Christina	PHS EOBS	Work collaboratively with and communicate with all district stakeholders to further institutionalize and integrate School to Careers programming at the middle school and high school level Communicate with online platform experts/vendors Support new Coordinator in coordinating student CRLEs including "Pipeline" positions Work with Christina and district staff to help coordinate student CRLEs including "Pipeline" positions Work with Project Manager to interface with business and industry partners	\$17,000		No contractual deliverables 2019-2021			No contractual deliverables 2020-2021		
New SZC coordinator	EOBS PHS	Work with Christina and district staff to help coordinate student CRLEs including "Pipeline" positions Work with Project Manager to interface with business and industry partners	\$28,000		Work with district staff to coordinate student CRLEs including "Pipeline" positions Work with Project Manager to interface with business and industry partners	\$30,000		Coordinating all aspects of student CRLEs including "Pipeline" positions Act as primary liaison with business and industry partners <i>* This would be PSD's contribution to a shared full-time coordinator position.</i>	\$26,000	
ASPIRE Office Staff Possibilities	PHS	Increase collaborative efforts from previous year, have office space and regular hours available for SZC coordinator, have space for SZC program promotion			Increase staff to 1.0 FTE (could be done in a variety of ways) Coordinate with Success Teacher(s)/SZC Coordinator		\$20,000	Continued staffing at 1.0 FTE (could be done in a variety of ways) Coordinate with Success Teacher(s)/SZC Coordinator	\$21,000	
Success Teacher(s)	PHS	Work with Christina and new SZC Coordinator to help coordinate student CRLEs, particularly job shadow opportunities Carry out post-placement student follow-up Career Day			Work with SZC Coordinator to help coordinate student CRLEs, particularly job shadow opportunities Carry out post-placement student follow-up Career Day Support Advisory teachers			Coordinate job shadow days Support Advisory Teachers Career Day		
Advisory Teachers	PHS						\$5,000			
Counselors	PHS						\$5,000			
SMS Admin and Staff	SMS									
Online Platform		LaunchPath (or other online platform) Development (\$25,000 shared with other stakeholders)		\$10,000	LaunchPath (or other platform) Maintenance (\$12,000 shared with other stakeholders)			LaunchPath Maintenance (\$12,000 with other stakeholders)		\$5,000
		The total EOBS contract amount is due (below) from PSD to EOBS for deliverables and addition of another sub-contracted SZC coordinator. The individual line-item expenses may vary from this document at the discretion of EOBS, (for the 2018/2019 AND 2019/2020 academic years.								
		Total	\$60,000	\$10,000	Total	\$40,000	\$30,000	Total	\$52,000	\$52,000
		Total	\$70,000		Total	\$70,000		Total	\$52,000	