

**SCHOOL BOARD
FINANCE SUMMARY FORM**

The purpose of the document is to present the Providence School Board and Finance Committee with the necessary information to make data-informed decisions about the district's spending as it pertains to contracts.

Instructions:

1. Please complete this form as fully and accurately as possible according to the guidance provided in each section.
 - a. The form must be completed if:
 - i. the total of the purchase or contract exceeds \$200,000
 - ii. the contract is for a term of more than one year
 - iii. the purchase or contract was NOT the result of formal competitive bidding or cooperative purchasing (i.e. it is a sole source purchase)
2. Once this form has been completed, send a copy to the Director of Purchasing and the Board Services Team. They will notify you of the next Finance Committee meeting and host a contract presentation review prior. Finance Committee typically meets the second Wednesday of the month. Only purchases/contracts that have already been reviewed and approved by the Superintendent will be scheduled before the Finance Committee.

Vendor Name: INSTRUCTURE

Amount of Previous Award \$314,500 **Date of School Board Previous Approval** March 9, 2022

Amount Requested \$67,500

Amount Total \$382,000

Source of Funds and Fiscal Year: District-Based School-Based

Check box for fiscal year: FY24 FY25 FY26

Purchase or Contract: Purchase Contract

Length of Contract (list start date and end date): 11/29/23 – 6/30/2024

PPSD Contact Name: Craig Creller

Contract Type: New Renewal Extension Amendment

Staff Recommendation:

It is recommended that the Providence School Board approve a contract/purchase with **Instructure** (vendor name) for Migration Hours for Assessments (type of services) amounting in **\$67,500** (total amount in dollars) for All schools/District level (school name(s)). If approved, the contract will begin 11/29/2023 (date) and end 6/30/2024 (date), approximately.

Justification of Spending:

Provide 5-7 points that support the recommendation as to why funds should be spent this way.

Use the prompts to help guide your response.

- a. *How is this connected to the Turnaround Action Plan/ aligned to the district's vision?*
- b. *Why does the district need this purchase?*
- c. *Why is the dollar amount requested the necessary amount? What is the funding source?*
- d. *What are the implications of not spending this money?*

a. These services are directly connected to the TAP goals of "Excellence in Learning", specifically raising student achievement to the 2026-27 goal of proficiency in Math (55%) and ELA (68%) in grade 3; and Math (50%) and ELA (63%) in grade 8,

b. The District needs this purchase to complete the uploading of ALL District-level common curriculum assessments into Mastery Connect so that they are available and automatically electronic scoring for all students. This compliments the work of DMG and our own curriculum analysis.

c. The dollar amount is \$67,500 and represents a significantly discounted rate of only \$50/hour for these creation and uploading services. The funding source is local from the Data and Assessment budget.

d. Implications are significant – In order for the District to implement common curriculum AND assessment, all teachers and students must have common assessments, easily scored and available electronically. This enables PPSD to pinpoint areas of concern and offer assistance to both staff and students.

Justification of Vendor Selection

Provide 3-5 bullet points that support the recommendation as to how this vendor was selected. You may attach any documents with additional data on their performance (please note below that this information is attached).

Use the below prompts to help guide your response.

- a. Provide a 3-5 sentence summary of the vendor (can cut and paste contract Executive Summary) about who they are and what they do.
- b. What was the procurement process for selecting the vendor?
 - i. Which PPSD staff members were involved in that procurement process?
- c. If this is a returning vendor:
 - i. Share a summary of our experience with this vendor.

Instructure is the parent company of the several products (CANVAS & Mastery Connect) that we have already selected and use daily. We use Canvas to house most of our curricular materials that are now available to teachers and students electronically; and we use Mastery Connect to house all of our common assessments in grades K-8. These "migration hours" will enable us to get our entire curriculum and all assessments online as well.

Accountability Measures

In 3-5 bullet points, describe the accountability measures that will ensure that the vendor meets all requirements set forth in the contract and that the district is able to maintain a record of the quality of the services. These need to be performance-based in nature. Every contract should include explicit language requiring vendor accountability, i.e. required program evaluation or the submission of a final report summarizing progress against each itemized deliverable. **Note: if this contract is a purchase agreement, you can skip this section.**

Use the below questions to guide your response.

- a. Which PPSD staff member will serve as the lead for tracking accountability and performance metrics?
- b. What accountability measures have you agreed upon in your contract (can copy and paste from draft contract)?

c. How is this purchase tied to overall student achievement (refer to TAP specific goals if possible)?

a. Craig Creller, Chief of School Improvement and Innovation will oversee the data and assessment department's implementation of Canvas/Mastery Connect. Colene Van Brunt, Director of Teaching and Learning will be responsible, with her team, to make sure that all assessments are uploaded and available to staff and students.

b. We received a heavily discounted rate (\$50/hour) to do this work which should continue until all assessments are uploaded.

c. The purchase ties directly to the TAP in section "Excellence in Learning" and supports the K-8 goals of 2026-27 proficiency – grade 3 math = (55%), grade 3 ELA (68%); grade 8 Math (50%), grade 8 ELA (63%)

Spending Breakdown

In the table below, list the deliverables of the purchase or contract and their associated cost to justify the total cost of the purchase. If easier, please attach an excel file or other document.

Proposed Budget	Dollar Amount
1,350 hours x \$50/hour	\$67,500 total
Total 1,350 total hours	\$67,500