



# **SCHOOL BOARD ACTION REPORT**

**DATE:** 05/22/17  
**FROM:** Dr. Larry Nyland, Superintendent  
**LEAD STAFF:** Wyeth Jessee, Chief of Student Support Services

**For Introduction:** 06/28/17  
**For Action:** 07/05/17

## **1. TITLE**

Approval for Contract Amendment with School Data Solutions for School-Based Implementation of MTSS Student Data Portal (RFP09615)

## **2. PURPOSE**

This Board Action Report details a contract amendment of \$366,750 that would provide a student data portal to every school starting in the 2017-18 school year.

## **3. RECOMMENDED MOTION**

I move that the School Board authorize the Superintendent to execute a contract amendment with School Data Solutions in the amount of \$366,750 for the student data portal Homeroom, in the form of the draft Contract Amendment dated May 23, 2017, and attached to the School Board Action Report, with any minor additions, deletions, and modifications deemed necessary by the Superintendent, and to take any necessary actions to implement the contract amendment.

## **4. BACKGROUND INFORMATION**

- A. **Background** This year, we field-tested the student data portal, Homeroom, with 15 schools across grade bands and regions. The student data portal would further the implementation of a Multi-Tiered System of Support and eliminate opportunity gaps by allowing teacher and building teams to use data in a meaningful way and align supports to diverse student needs. We currently do not provide schools with a platform to support these processes.
- B. **Alternatives** An alternative to providing schools with a student data portal is to maintain the current practice of creating and sharing student data in many different systems or manually on spreadsheets. Existing processes are cumbersome and present security and accuracy risks.
- C. **Research** As part of the field test, we regularly met with MTSS and data teams, both as a large group and individually at buildings, as well as conducted surveys to gather input on use of the tool, and how it could shift the MTSS implementation process in support of eliminating opportunity gaps. Input provided by the 15 field test schools was that they appreciated having a number of data points, current and historical, that were available in one location. Participants reported the tool was easy to access and use, and limited the manual creation of spreadsheets. No participant reported that a student data portal would not help them align student supports and eliminate opportunity gaps. All participants

reported they want to continue using Homeroom. We also received many requests and questions from schools outside the field test requesting access to Homeroom for their school.

**5. FISCAL IMPACT/REVENUE SOURCE**

Fiscal impact to this action will be \$366,750.

The revenue source for this motion is General Funds, specifically the \$1.5 million allotted for the 17-18 Superintendent SMART goals.

As part of the Request for Proposal Process for the contract, eight vendor proposals were received and considered; three vendors were short-listed and provided demonstrations for various stakeholders, and at that time, a cost comparison was completed by the contracts department before a final selection was made.

Expenditure:  One-time  Annual  Multi-Year  N/A

Revenue:  One-time  Annual  Multi-Year  N/A

**6. COMMUNITY ENGAGEMENT**

With guidance from the District’s Community Engagement tool, this action was determined to merit the following tier of community engagement:

Not applicable

Tier 1: Inform

Tier 2: Consult/Involve

Tier 3: Collaborate

This action was not put through the Community Engagement Tool, as this is an amendment to an existing contract for a data management system. However, we did complete the following community engagement activities:

- o Internally, a field test with 15 schools was conducted,
- o Representatives from the City of Seattle and Seattle School Board were invited to all field test meetings, provided access to a demo account, and provided the opportunity to submit input on tool selection through the RFP process, and
- o Input was garnered through the MTSS Taskforce Meetings, which included representatives from the community, PTSA, and City of Seattle.

**7. EQUITY ANALYSIS**

This action was not put through the racial equity analysis tool as this is an amendment to an existing contract for a data management system. However, research shows that systems that support teacher collaborations are effective at increasing equity and closing opportunity gaps.

**8. STUDENT BENEFIT**

A student data portal allows MTSS teams, building teams, and other school staff to access existing student data in one location. It allows teams to align the appropriate supports in a timely, effective manner. It also allows teams to monitor progress and adjust as needed, ultimately helping to eliminate opportunity gaps for all students.

**9. WHY BOARD ACTION IS NECESSARY**

- Amount of contract initial value or contract amendment exceeds \$250,000 (Policy No. 6220).
- Amount of grant exceeds \$250,000 in a single fiscal year (Policy No. 6114)
- Adopting, amending, or repealing a Board policy
- Formally accepting the completion of a public works project and closing out the contract
- Legal requirement for the School Board to take action on this matter
- Board Policy No. \_\_\_\_\_, [TITLE], provides the Board shall approve this item
- Other: \_\_\_\_\_

**10. POLICY IMPLICATION**

Amount of contract initial value or contract amendment exceeds \$250,000 (Policy No. 6220).

**11. BOARD COMMITTEE RECOMMENDATION**

This motion was discussed at the Curriculum and Instruction Committee meeting on May 12, 2017. The Committee reviewed the motion and moved it forward to the full Board with a recommendation for consideration.

**12. TIMELINE FOR IMPLEMENTATION**

Upon approval of this motion, the student data portal would be available to all schools in 2017-18. Each administrator and MTSS team member will receive either in-person professional development on use of the data portal, or will receive online professional development, as well as on-site support to implement at the building level.

**13. ATTACHMENTS**

- RFP09615 Amendment 1
- School Data Solutions Scope 17-18
- Field Test Participant Summary

**SEATTLE PUBLIC SCHOOLS  
AMENDMENT NO. 1  
CONTRACT NO. RFP09615  
STUDENT DATA PORTAL/PLATFORM FOR SCHOOL-BASED  
IMPLEMENTATION OF MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)**



THIS AMENDMENT is made between the Seattle School District No. 1, (hereinafter called “District”), and School Data Solutions (hereinafter called “Vendor”) regarding Contract number RFP09615 for Student Data Portal/Platform for MTSS.

Whereas, the District and the Vendor entered into a contract dated February 13, 2017, herein incorporated by this reference; and,

Whereas, the District and the Vendor acknowledge that the contract allows for up to six (6) annual contract renewals and wish to exercise its first option to renew and extend the term of the contract for one (1) additional year.

Whereas, the District intends to expand the pilot program to 104 schools and increase the scope and contract amount.

NOW, THEREFORE, District and Vendor agree as follows:

1. Term. The term of the contract is extended from September 1, 2017 to August 31, 2018.
2. Contract Amount. The contract amount for this extension term is revised to THREE HUNDRED SIXTY-SIX THOUSAND SEVEN HUNDRED FIFTY DOLLARS (\$366,750).
3. Scope. The scope has been revised to expand the pilot program and noted in attached Exhibit G.
4. Any of the other provisions of the subject contract not modified in writing shall remain in full force and effect.

<u>Exhibit</u>	<u>Description</u>
G	Scope of Services (Revised)

**[SIGNATURE PAGE FOLLOWS]**

**SCHOOL DATA SOLUTIONS**

**SEATTLE SCHOOL DISTRICT NO. 1**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Vendor Representative)

Dr. Larry Nyland  
\_\_\_\_\_

\_\_\_\_\_  
Title

Superintendent  
\_\_\_\_\_

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Federal Tax Identification Number

## SCOPE OF SERVICES

Seattle Public Schools (SPS) plans to partner with School Data Solutions (SDS) to implement a secure data platform tool (Homeroom) to support school-based implementation of a Multi-Tiered System of Supports (MTSS) in all schools for the 2017-18 school year. This will be an expansion on the field test completed in 2016-17 with 15 schools. In 2017-18, we plan to make the student data portal available to all schools (104 in total), for all students. Professional development would be provided jointly between the vendor and SPS – see below – and would include a combination of in-person use training, as well as online resources.

Within SPS, Student Support Services will be responsible for coordinating professional development and building support around use of the tool as part of the MTSS process, as well as overall project partnership. DoTS will be responsible for working with the vendor around data migration, validation, and modifications to the system. Research, Evaluation, and Assessment will be responsible for working with the vendor around data reporting and modifications.

### SPS-SDS Partnership

SPS plans to work closely with SDS in the following capacities:

- Regular meetings between SPS and SDS to ensure a smooth and productive partnership
- Planning and provision of initial user trainings, including online resources and webinars
- Data validation – validating that data in Homeroom is accurate and jointly addressing issues as they arise
- Custom reporting or modification needs – Jointly discussing priorities and requests from schools and creating timelines or roadmaps for implementation.
- Customer service and troubleshooting

### Vendor Responsibilities

- Provide Homeroom license, ongoing support and maintenance
- Installation and configuration support for initial deployment
- 100 hours of ongoing advanced configuration\*
- Provide database server
- Partner with SPS to provide in-person use training
- Partner with SPS to create online training resources and modules

\*Hours required above and beyond the 100 included in the contract will be agreed upon between SDS and SPS in advance, and will cost \$150/hour.

### District Responsibilities

- Provide a business and technology contact to SDS
- Provide dedicated district personnel to support coaching and professional development of school staff
- Provide regular communication and check-ins to ensure a smooth and productive partnership

## Exhibit G

### Training, Coaching & Professional Development

SPS intends to develop a plan for initial use technical training and ongoing technical support in partnership with the vendor. In addition to the initial use technical training, SPS will dedicate district personnel to support ongoing coaching & professional development of school staff in using the data platform to implement MTSS, which may or may not require direct support from the vendor.

### Product Accessibility

Seattle Public Schools is committed to making its technology-related products and services accessible to individuals with disabilities in compliance with applicable law and technical standards. SDS has voluntarily disclosed information bearing on whether the firm's proposal complies with Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d), as amended, all other regulations promulgated under Title II of the Americans with Disabilities Act, and the accessibility standards of the Web Content Accessibility Guidelines ("WCAG") 2.0 AA. SDS has submitted a completed Voluntary Product Access Template ("VPAT") to the District for verification.

## **Student Data Portal (Homeroom) Field Test Summary**

Summary of input and feedback collected from 15 schools and central office staff field test participants, through a number of different methods such as meetings and surveys.

### **Data or reports used/viewed:**

- Assessment data (historical and current)
- Tracked pre and post assessments
- Overall achievement data
- Groups of students by grade level or school

### **How schools used Homeroom as part of their data-inquiry and/or MTSS process:**

- Grade level, MTSS, and PLC teams using assessment data at their meetings to calibrate and plan instruction
- MTSS Teams looking at cut scores and determine which students may need increased supports
- Analysis of coursework for high school students enrolled in honors and advanced placement
- MTSS Teams and grade level meetings using for goal setting/calibration
- Instructional Leadership Team to align TPEP goals and set benchmarks
- Individual teachers and administrators able to review individual student data before and during meetings with students and/or families

### **Most useful feature or application:**

- Secure single sign-on with District credentials
- Ability to get a comprehensive picture of how a student is doing
- Ability to see multiple assessments over multiple years in one location without creating a spreadsheet – huge time saver
- Ability to create viewer defined assessment groups to view over time
- Creating and viewing specific and targeted student groups
- Eliminating excel spreadsheets and manual data tracking
- Having academic and behavior data together in one location
- The interface and convenience of how data is entered and viewed
- The ability to filter, form groups, and identify areas of need
- Ability to see how a student did on an early assessment compared to current assessments
- Ability to upload teacher/building/central office defined assessments

### **Challenges/limitations with the tool or process and/or data work not able to accomplish in Homeroom:**

- Becoming familiar and confident with tool
- Need more data in Homeroom, such as grades, common assessments (e.g. MAP, SBAC, F&P), areas of SpEd eligibility
- Behavior data is still very limited in portal, have to get data from other places
- Missed instruction time is not currently captured in Homeroom