SCHOOL BOARD ACTION REPORT

DATE: April 4, 2019
FROM: Ms. Denise Juneau, Superintendent
LEAD STAFF: John Krull, Chief Information Officer, jckrull@seattleschools.org
                   Judie Jaeger, Director Information Systems and Business Intelligence,
                   jejaeger@seattleschools.org

For Introduction: May 29, 2019
For Action: June 12, 2019

1.   TITLE

BTA IV: Approval of license and subscription fees for PowerSchool Maintenance and Support for 36 months for $1,096,429.15

2.   PURPOSE

The purpose of this Board Action Report is to approve license and subscription fees with PowerSchool. "PowerSchool" is the name of both the vendor and the product, a student information system (SIS) platform. The PowerSchool platform is both a database, the authoritative data source for student demographics, courses, teacher assignments, grades, class schedules, attendance, discipline incidents, transcripts, GPAs and required state data, and a set of applications. Applications included in the core platform include PowerTeacher Pro, the gradebook, the report card system, and the parent/guardian portal. Other optional applications require additional subscriptions including Enrollment and Registration (our online registration system that includes multiple languages), Special Programs 504 module, maintenance, support and self-paced Professional Development (PD) video courses and tutorials.

3.   RECOMMENDED MOTION

I move that the School Board authorize the Superintendent to execute a 36-month term agreement from September 1, 2019 to August 31, 2022 for a total of $1,096,429.15, plus applicable sales tax with PowerSchool to include:
- PowerSchool platform maintenance and support;
- Enrollment Registration plus additional languages;
- Special Programs 504;
- Technical support; and
- Professional Development subscriptions;

and to take any necessary actions to implement the agreement.

4.   BACKGROUND INFORMATION

   a. **Background** The original license agreement with PowerSchool was entered in 2012. The license included maintenance, software use and technical support of the PowerSchool product. The district has been renewing the support agreement for

PowerSchool each year for six years. Each year PowerSchool has added a 3% increase which compounds annually. This renewal renews this agreement for a 36-month term saving 3% annually plus an additional $25,000 discount. Seattle Public Schools (SPS) is making a long-term commitment to PowerSchool with a major upgrade to our gradebook moving to PowerTeacher Pro K-12 for both the Elementary Report Card which documents state standard attainment and secondary gradebook with improved grading consistency. Additionally, committing to this platform paves the course for future savings and improved integration and/or replacement of other platforms.

SPS uses the PowerSchool product as its SIS to manage, track and report on student information including data on student demographics, classes, attendance, grades, credits, transcripts, etc. PowerSchool includes PowerTeacher Pro Gradebook where teachers enter assignments, grades and attendance for their students. The system also has a comprehensive state reporting module that provides all reports for local, state and federal compliance and funding. Additionally, it includes a parent/guardian and student portal named the Source. The Source is what parents/guardians can use to stay informed about their students' progress by reviewing grades, attendance and assessment scores. It also contains links to other online applications where families may do things like access Schoology (district learning management system); use School Pay to pay fees; edit the Data Verification form to verify and update student emergency contact information, race/ethnicity, health conditions and more. Finally, PowerSchool has interfaces with other systems that help process new enrollments, assigning students to schools and providing reports to staff across the district to track student outcomes and the programs that support student learning.

Enrollment and Registration includes the SPS online enrollment process completed by new families and SPS student data verification form for all students' families to update their information. Families enter their information online, where it is validated at sites, and automatically entered into the PowerSchool database. Because the online forms are accessed via the web, families may complete the forms from their homes, any district or public locations, public libraries, and at the central office where assistance is offered. Putting the enrollment form online for automatic entry into PowerSchool saves over $100,000 per year in Enrollment Services staff overtime and additional hourly substitute time that was previously required when entering enrollment forms manually. Adding the student data verification form online saves time for school staff who manually print and distribute the forms to each student, then collect and input the changed data. The online process is quicker, more secure, and results in more accurate data entry. The language add-on ensures the above-mentioned forms are translated in the following languages: Spanish, Vietnamese and Chinese.

Students with disabilities under Section 504 of the Rehabilitation Act of 1973 receive specific supports from SPS. The goal of the PowerSchool 504 module enables all 504 coordinators, nurses, teachers and other groups who need access to a student's accommodation, to this secure application. Previously, 504 processes and accommodations were paper based which made storage and retrieval of accommodations difficult. Presently, the Special Programs 504 Module automates and digitally stores all documents associated with a 504 accommodation. Moreover, parent consent for 504 accommodations will be handled electronically through encrypted emails to ensure

Family Educational Rights and Privacy Act (FERPA) compliance and made accessible through The Source, PowerSchool's parent portal.

The subscriptions for technical support and professional development ensure the district personnel are trained and supported when any problems arise.

b. **Alternatives** Given our current investment and infrastructure, there are no credible alternatives other than doing annual upgrades which would be costlier. Registration could be canceled, but there have been huge efficiencies and money savings. Additionally, there is no other product that integrates with PowerSchool automatically. Also not renewing the Special Programs 504 Module would revert to paper-based processes which were expensive and inefficient. With a 36-month approved agreement term, the district is having the annual 3% upcharge fee waived along with having a $25,000 discount applied to the total amount.

c. **Research** Staff research alternative SISs and applications every year to ensure the needs of the district are consistently being met.

5. FISCAL IMPACT/REVENUE SOURCE

Fiscal impact to this action will be $1,096,429.15, plus applicable sales tax. This is the total amount after a savings of $25,000.

License and Subscription Fees	Quantity	Unit	Unit Price	Extended Price
PowerSchool Additional Support Contact	3	Year	$3,084.37	$9,253.11
PowerSchool Special Programs 504	49,000	Students	$1.05	$51,450.00
PowerSchool Maintenance and Support	49,500	Students	$15.57	$770,715.00
Unified Administration Enrollment Registration	49,500	Students	$5.57	$275,715.00
PD + Subscription	1	Students	$11,119.16	$11,119.16
Unified Administration Enrollment Additional Language	3	Each	$1,058.96	$3,176.88

The revenue source for this motion is Buildings, Technology and Academics/Athletics IV Capital Levy (BTA IV), SIS Modernization and Expansion.

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

Accurate support of our current systems is required for accurate and secure collection and reporting of student information. The development of the BTA IV levy projects included Student Systems improvements where stakeholders voiced need for better systems integration and better reporting of data to families. The Enrollment and Special Programs 504 Modules have received tremendous positive feedback from the enrollment office, 504 coordinators, nurses, teachers, and families. They universally appreciate the streamlined processes. Engagement will continue to help train and educate different groups on how to access these online features going forward.

This board action report was brought before the Information Technology Advisory Committee (ITAC) April 15, 2019. The department of Technology Services provided background about PowerSchool highlighting the additional programs and promise of future improvements and cost savings. Tier 2: Consult and Involve was identified as the most applicable level of engagement after considering the wide-ranging effect a student information system has.

7.   EQUITY ANALYSIS

The selection of projects in the BTA IV levy program included an equity analysis. Stakeholders were identified and how racial/ethnic groups are potentially impacted was addressed. This analysis continues through to this implementation. PowerSchool data is the cornerstone of analyzing data for equity analysis and other initiatives. Enrollment, program assignment, attendance, missed instruction, suspensions, and academic progress are keys to identifying opportunity gaps when the data are disaggregated and analyzed. Continuing to fund PowerSchool is imperative to continuing to track gaps and indicators. This data is shared across all groups who benefit from seeing data and trends. An unintended consequence may be the risk of using the data in labeling and stereotyping racial groups. Continuing to support PowerSchool and the data it provides will not ensure racial equity for every student by itself. It will take the efforts of all adults to leverage the data to drive decisions that help to support those furthest from educational justice and historically underserved backgrounds rather than potentially contributing to institutional racism.

About 21% of SPS students come from non-English speaking backgrounds. The additional language add-ons have been included to address the diverse needs of our families.

8.   STUDENT BENEFIT

Ongoing support of PowerSchool is necessary to ensure safe and accurate collection, storage, tracking and reporting of student data for schools and departments to function in service to students. Our online enrollment allows families to enter and update their information easily online for immediate reflection in PowerSchool for reference at the schools. Information on

family contacts, medical conditions, and many other items can be updated immediately to provide for better safety and security of our students. The Special Programs 504 Module allows for more efficient and responsive supports resulting in students receiving the support they need in a timelier and more organized way. The additional support and professional development subscriptions enable staff to grow their knowledge base regarding all of PowerSchool's programs, which in turn allow them to provide a better experience to 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

Per Board Policy No. 6220, Procurement, any contract over $250,000 must be brought before the Board for approval.

11. BOARD COMMITTEE RECOMMENDATION

This motion was discussed at the Curriculum and Instruction Committee meeting on May 21, 2019. The Committee reviewed the motion and _____.

12. TIMELINE FOR IMPLEMENTATION

Upon approval of this motion, the following license and subscription fees will be paid effective September 1, 2019 to August 31, 2022: Maintenance and Support, Unified Administration Enrollment Registration with additional language add-ons, Special Programs 504, additional support contacts and PD Plus.

13. ATTACHMENTS

- PowerSchool Quote #: Q-188326-1 (For Approval)
- PowerSchool Licensed Product and Services Agreement (For Reference)