



SCHOOL BOARD ACTION REPORT

DATE: December 11, 2020
FROM: Denise Juneau, Superintendent
LEAD STAFF: JoLynn Berge, Chief Financial Officer, jdberge@seattleschools.org

For Introduction: December 16, 2020
For Action: December 16, 2020

1. TITLE

Approving a grant award from the Washington State Department of Enterprise Services CARES Act Fund for devices.

2. PURPOSE

This Board Action Report is to accept a grant award from the Washington State Department of Enterprise Services from the federal CARES Act in the amount of \$1,865,949.

3. RECOMMENDED MOTION

I move that the School Board authorize the Superintendent to accept a grant award from the Washington State Department of Enterprise Services from the federal CARES Act in the amount of \$1,865,949 with any minor additions, deletions, and modifications deemed necessary by the Superintendent and to take any necessary actions to accept this grant award. Immediate action is in the best interest of the district.

4. BACKGROUND INFORMATION

A. Background:

For the \$24 million in Coronavirus Relief Funds for school technology from the federal CARES Act, requests were submitted from 164 school districts and charter schools for over 110,000 student learning devices and over 21,000 devices for staff. The requests far exceeded the available funds, which will only support purchase of approximately 45,000 devices. With digital equity as a major consideration, OSPI determined school district allocations for student devices. The allocation methodology allowed for the school districts and charter schools that requested student devices to receive at least a portion of their request.

Seattle Public Schools was allotted 4,350 laptops and 103 iPads, valued at \$1,865,949.

In order to be eligible for reimbursement, devices purchased with these funds must be received by December 30, 2020. To facilitate efficient ordering and secure competitive pricing, the State has partnered with technology companies on State Master Contract to establish an ordering framework and secure the requested number and type of devices that can be delivered to school districts by December 30, 2020. The State provided that

information to districts on December 2, 2020, and we had to place the orders immediately in order to receive the devices by December 30, 2020.

These devices will help replace devices that we have identified as needing to be upgraded due to age and/or performance.

B. Alternatives: Not accept the funds. This is not recommended, as the loss of these funds would severely impact the ability to provide enough robust devices for remote learning.

C. Research: N/A

5. FISCAL IMPACT/REVENUE SOURCE

Fiscal impact to this action will be the receipt of devices valued at \$1,865,949. This is structured as a reimbursement grant where we pay for the devices and are then reimbursed through OSPI.

The revenue source for this motion is provided BEX V, with reimbursement by federal grant funds from the state.

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

7. EQUITY ANALYSIS

This motion was not put through the process of an equity analysis. The Grant, as determined by the state, used free and reduced lunch data as well as the number of devices districts requested to determine what each school district would receive.

8. STUDENT BENEFIT

Among the many benefits to students that access to technology will provide, three stand

out. Given regular and consistent access to technology, students will be able to:

- Leverage current digitally based learning tools needed for remote learning;
- Meet standards set forth by Washington State Superintendent of Public Instruction (OSPI) as well as the International Society for Technology in Education (ISTE); and
- Hone technology-based fluency resulting in graduating students that are “Seattle Ready.”

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. 6114, the acceptance of grant funds in excess of \$250,000 requires School Board approval.

11. BOARD COMMITTEE RECOMMENDATION

Because of the timing of notification and the fact that we had to submit all orders immediately in order to have them arrive in time, this did not go through committee.

12. TIMELINE FOR IMPLEMENTATION

The devices will be received by Seattle Public Schools by December 30 and will be imaged on-site, with delivery to schools beginning by the end of February.

13. ATTACHMENTS

- School Districts Instructions (from the state)

Phase 2 Learning Device Distribution Process

School District Instructions

December 1, 2020

Overview

For Phase 2 of the [\\$24 million in Coronavirus Relief Funds for school technology](#) project, requests were submitted from 164 school districts and charter schools for over 110,000 student learning devices and over 21,000 devices for staff. The requests far exceeded the available funds, which will only support purchase of approximately 45,000 devices. With digital equity as a major consideration, OSPI determined the following school district allocations for student devices in Phase 2: [Allocated Devices by School District](#). The allocation methodology allows for the 132 school districts and 3 charter schools that requested student devices to receive at least a portion of their request. Unfortunately, requests for staff devices will not be supported in Phase 2.

Districts will be responsible for placing orders for the number and type of devices allocated in Phase 2, and for seeking reimbursement from OSPI through the apportionment system.

In order to be eligible for reimbursement, devices purchased with Coronavirus Relief Funds must be received by December 30, 2020. To facilitate efficient ordering and secure competitive pricing, the State has partnered with technology companies on State Master Contract to establish an ordering framework and secure the requested number and type of devices that can be delivered to school districts by December 30, 2020.

School districts should start the ordering process as soon as possible to receive devices by December 30, 2020. Please be reminded that, per the requirements of the Coronavirus Relief Funds, you must retain all records, including all internal and external email/electronic communications, related to how the funds were spent, for what purpose/product(s), and how the product was used/distributed.

Following are details necessary for placing orders and seeking reimbursement.

Before Placing Orders

1. Review the [list of Organizations with Master Contract Agreements](#) to confirm that your school district already has an executed Master Contracts Usage Agreement (MCUA), a one-time agreement allowing organizations to use Washington State master contracts. If your school district is not on the list:
 - a. Please fill out and sign [Master Contracts Usage Agreement](#)
 - b. Email signed copy of MCUA to: MCUA@des.wa.gov
 - c. For any questions regarding MCUA, please call 360.407.2210
2. Review the list of [Allocated Devices by School District](#) as to the number and type of devices that have been allocated and secured with selected partners for your school district.
3. Review the technical specifications of the allocated devices **as provided on the purchase order template for each device type** to ensure they meet the requirements of the school district's IT department. By placing the purchase order through this program, the school district acknowledges that the district understands and accepts the technical specifications of the devices being purchased.

Placing Orders with Selected Partners

NOTE: Before placing orders, please remember to review the final [Allocated Devices by School District](#) document to confirm which devices to order for your district.

LAPTOP ORDERING:

Dell Latitude 3190 2-in-1

1. These orders will be placed with Dell's authorized reseller CDW-G under the [NASPO Dell Computer Equipment WA Master Contract 05815](#).
2. Populate the provided [Dell 3190 template purchase order](#) (PO) with your billing and shipping information, and any additional unique information specific to your district. If prefer to use your own standard PO form, transfer the product, pricing and terms and conditions from the template state PO to your PO form (Important!).
3. Send the PO to the following:
 - CDW-G Team: Scott.Swanson@cdw.com, Scott Swanson can be reached at 224.565.8711.
 - OSPI (for order tracking purposes only): Jami Peterson, jami.peterson@k12.wa.us

CHROMEBOOK ORDERING:

NOTE: Districts have been allocated either a Dell or HP Chromebook. **IT IS CRITICAL that districts only order the type of Chromebook that has been allocated to the district.** Review the final [Allocated Devices by School District](#) for the number and type of Chromebook districts have been allocated.

Dell Chromebook 3100 2-in-1

1. These orders will be placed with Dell's authorized reseller CDW-G under the [NASPO Dell Computer Equipment WA Master Contract 05815](#). CDW-G will be coordinate registering Google licenses package under the unique school district domain.
2. Populate the provided [Dell Chromebook template purchase order](#) (PO) with your billing and shipping information, and any additional unique information specific to your district. If you need to use your own standard PO form, transfer the product, pricing and terms and conditions from the template state PO to your PO form (Important!).
3. Send the PO to the following:
 - CDW-G Team: Scott.Swanson@cdw.com, Scott Swanson can be reached at 224.565.8711.
 - OSPI (for order tracking purposes only): Jami Peterson, jami.peterson@k12.wa.us

HP Chromebook 11/11A G8

1. These orders will be placed with HP's authorized reseller MicroK12 under the [NASPO HP Computer Equipment WA Master Contract 05815](#). MicroK12 will coordinate registering Google licenses package under the unique school district domain.
2. Populate the provided [HP Chromebook 11 template purchase order](#) (PO) or [HP Chromebook 11A template PO](#) with your billing and shipping information, and any additional unique information specific to your district. If you need to use your own standard PO, transfer the product, pricing and terms and conditions from the template state PO to your PO form (Important!).
3. Send the PO to the following:
 - MicroK12 Team: orders@microk12.com, Sales Team can be reached at 800.658.1000 Option 1.

- OSPI (for order tracking purposes only): Jami Peterson, jami.peterson@k12.wa.us

APPLE IPAD ORDERING:

1. These orders will be placed directly with Apple under the [NASPO Apple Computer Equipment WA Master Contract 05815](#). Apple team will be contacting school districts to confirm if school districts will be needing any additional imaging services, but these additional services will have to be ordered and paid for separately and will not be reimbursed through CARES Act funding.
2. Populate the provided [Apple iPads template purchase order](#) (PO) with your billing and shipping information, and any additional unique information specific to your district. If you need to use your own standard PO, transfer the product, pricing and terms and conditions from the template state PO to your PO form (Important!).
3. Send the PO to the following:
 - Apple Team: Institutionorders@apple.com or your Apple Account executive. If you do not know your Apple Account Executive, please email Education1@Apple.com and your representative will reach out to you.
 - OSPI (for order tracking purposes only): Jami Peterson, jami.peterson@k12.wa.us

Questions: Please direct ordering process questions to Mike Dombrowsky, DES Procurement Strategist at mike.dombrowsky@des.wa.gov.

How to Request Coronavirus Relief Funds Reimbursement

Phase 2 districts are eligible to receive reimbursement for the full cost orders aligned to their Phase 2 device allocations from OSPI through the apportionment system.

1. **Reimbursement request process:** In order for reimbursement to take place districts will need send an email to OSPI at SAFS@k12.wa.us. The email must include the following subject and information in the body of the email:
 - a. Subject - "Request for Reimbursement of DES CARES Act Funds".
 - b. Body of Email:
 - i. Name of District
 - ii. Primary Contact Email and Phone Number (if different than sender)
 - iii. Number of Machines Ordered
 - iv. Type of Machines Ordered
 - v. Total Cost of Order
 - vi. Date of Order
 - vii. Anticipated Delivery Date of Order
2. **Timing of district reimbursements:**
 - If OSPI receives and verifies requests for reimbursements prior to the 20th calendar day of the month, payment will be receive in that same month's apportionment payment.
 - The earliest disbursement of these funds will be January 2021 due to some minor programming in the apportionment system needed to accommodate payments from this fund source.
3. **Questions:** Direct questions about the reimbursement process to T.J. Kelly, CFO, OSPI at thomas.kelly@k12.wa.us