



SCHOOL BOARD ACTION REPORT

DATE: 03/27/2018
FROM: Dr. Larry Nyland, Superintendent
LEAD STAFF: Wyeth Jessee, Chief of Student Support Services

For Introduction: May 9, 2018
For Action: May 23, 2018

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 purchase agreements that total \$274,000 to provide a student data portal (Homeroom) to all schools and central office to further implement a multi-tiered system of support (MTSS).

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 \$274,000 for the student data portal Homeroom, in the form of the Contract Amendment Dated March 28, 2018, 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:** The student data portal Homeroom was field tested during the 2016-17 school year with full implementation for the 2017-18 school year. SPS staff members were trained on the use of Homeroom throughout the 2017-18 school year and the tool continues to be refined. The student data portal has supported the implementation of a Multi-Tiered System of Support (MTSS) and eliminating the opportunity gaps by allowing teacher and building teams to use data in a meaningful way and align supports to diverse student needs. Training and support will continue as buildings access the power of this data portal in the 2018-19 school year.
- b. **Alternatives:** Not fund a continued contract for Homeroom. This is not recommended because staff need access to student data in one central location in order to collaboratively plan instruction, monitor progress, and support students on their learning targets.
- c. **Research:** As part of the field test in 2016-17, 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 the use of the tool, and how it could shift the MTSS implementation process in support of eliminating opportunity gaps. Information gathering from field test

participants was strongly in support of a data portal tool to streamline the access to student data for the purpose of MTSS and eliminating the opportunity gaps.

Throughout the 2017-18 school year, a comprehensive and multi-faceted training plan was implemented. Teachers were able to access training independently on Schoology, face-to-face through planned trainings on the use of the tool at Central Office, and at their school with specially designed training with an MTSS Coach. These trainings have been growing from “How to use Homeroom” to “Accessing Student Data” in Professional Learning Communities (PLCs), Student Intervention Teams (SIT), and MTSS Leadership teams to plan supports to meet the needs of every student. As more teachers and leaders master the use of Homeroom, the reports are encouraging. The Student Data Portal Homeroom will be much more robust and flexibly used in the fall.

5. FISCAL IMPACT/REVENUE SOURCE

Fiscal impact to this action will be \$274,000.

The budget for School Data Solutions contract is contingent on Board approval of SMART Goal funding in the 2018-19 budget.

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 is an amendment to an existing contract, and while engagement is ongoing, the majority of engagement with the community occurred during our vendor selection process and field test of the Homeroom tool.

7. EQUITY ANALYSIS

Use of the Racial Equity Analysis tool helped us to determine that continuing this contract is in the best interest of our work to implement MTSS to eliminate opportunity gaps for historically marginalized populations.

8. STUDENT BENEFIT

Access to many student data points together in one location allows educators to learn how students are doing academically, socially, and emotionally, so they can better align supports to diverse student needs.

Having a data tool such as Homeroom allows for better sharing of instructional practices that eliminate gaps, leading to better outcomes 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 exceeds \$250,000 (Policy No. 6220).

11. BOARD COMMITTEE RECOMMENDATION

This motion was discussed at the CAI Committee meeting on April 17, 2018. The Committee reviewed the motion and _____.

12. TIMELINE FOR IMPLEMENTATION

Upon approval of this motion, professional development will continue to occur throughout the 18-19 school year for school-based MTSS teams, professional learning communities, central office staff, and data leads at each school who are prepared to advance their data-inquiry practice. We will also continue to work with the vendor to enhance and refine the tool.

13. ATTACHMENTS

- Amendment No. 2 (for approval)
- Reused Exhibit G
- Homeroom Usage Data Summary for 2017-Present
- Homeroom PD Outline for 2018-19 School Year

SEATTLE PUBLIC SCHOOLS
AMENDMENT NO. 2
CONTRACT NO. RFP09615
STUDENT DATA PORTAL/PLATFORM FOR SCHOOL-BASED
IMPLEMENTATION OF MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)



1. 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.
2. Whereas, the District and the Vendor entered into a contract dated February 13, 2017, herein incorporated by this reference; and
3. Whereas, the District intends to continue the development and training for the 104 schools in the District; and
4. 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.

NOW, THEREFORE, District and Vendor agree as follows:

1. Term. The term of the contract is extended from September 1, 2018 to August 31, 2019.
2. Contract Amount. The contract amount for the extended term is revised to \$274,000.
3. Scope. The scope has been revised to continue the development and training for the implementation and is detailed
4. in attached Exhibit G.
5. 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

2018-19 SCOPE OF SERVICES

Seattle Public Schools (SPS) plans to continue partnering with School Data Solutions (SDS) on provision of a secure data platform (Homeroom) to support school-based implementation of a Multi-Tiered System of Supports (MTSS) in all schools for the 2018-19 school year. In 2017-18, we made the student data portal available to all schools (104 in total), for all students. Professional development was provided jointly between the vendor and SPS – see below – and included a combination of in-person use training, as well as online resources.

In 2018-19, we plan to work with School Data Solutions to continue improving usability and tailoring Homeroom to best meet the needs of our MTSS Team, Professional Learning Communities. Where necessary, we will partner with SDS to provide resources and coordinated professional development. Our Department of Technology will work with the vendor around any data migration, validation, or security purposes that arise

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
- 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 (see Year 3-7 pricing sheet for details; page 65 of original contract)

- Provide Homeroom license, ongoing support and maintenance
- 100 hours of ongoing advanced configuration*
- Provide database server
- Partner with SPS as needed to provide support, professional development, or resources

*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

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.

Summary of SPS Homeroom Users 2017-18 School Year to Date

Current Homeroom Users	
District	1713
District Total	1713

Northwest	
Elementary	222
K-8	59
Middle	35
High	16
Northwest Total	332

Northeast	
Elementary	185
K-8	7
Middle	13
High	6
Northeast Total	211

Central West	
Elementary	37
K-8	11
Middle	n/a
High	4
Central West Total	52

Central East	
Elementary	109
K-8	20
Middle	56
High	38
Central East Total	223

Southwest	
Elementary	211
K-8	39
Middle	3
High	77
Southwest Total	330

Southeast	
Elementary	207
K-8	11
Middle	119
High	17
Southeast Total	354

Service Schools	
Service	17
Service Schools Total	17

Central Office Staff	
Central Office	194
Central Office Total	194

DRAFT - 2018-19 Homeroom PD Outline

User Group	Venue/Type	Summary and Learning Targets	Timeline
Newly inducted SPS staff, or staff who are brand new to Homeroom	New Teacher Induction	<ul style="list-style-type: none"> Learn how to log in Learn how to navigate the system Create student groups 	August 2018
All SPS staff	Webinars and online training through Schoology	<ul style="list-style-type: none"> Basic Homeroom Use Intro to Missed Instruction Log 	August 2018 – June 2019
Schools receiving tiered supports	In-person individual/MTSS Team /Central Office Coaches	<ul style="list-style-type: none"> Basic Homeroom Training Support Using data in homeroom for PLCs and Problem-Solving Model School-Wide. 	September 2018-June 2019
All Schools – One Homeroom Lead per School (using existing leadership structures)	Regional 2-hour sessions 4 times per year	<ul style="list-style-type: none"> How to access and use Homeroom reports to push out to PLCs and other school teams. Develop Data Leader cohort in each building Teams share best practices and progress 	August 2018 – June 2019
Title/Lap/Levy Schools	Support at Title/Lap/Levy meetings & connected with other school-wide and regional trainings	<ul style="list-style-type: none"> Intro to Missed Instruction Log & accessing reports in Homeroom to inform instruction in PLCs 	August 2018 – June 2019
All SPS staff	Instructional Summits	<ul style="list-style-type: none"> Basic use of Homeroom Intro to Missed Instruction Log & accessing reports in Homeroom 	Summer Summit Fall Summit Winter Summit
Central Office Staff	Teaching and Learning Sessions – 2-hour sessions	<ul style="list-style-type: none"> Basic use of Homeroom tailored to support role Intro to Missed Instruction Log & accessing reports in Homeroom 	Offer on Friday Afternoons – Fall & Winter
Advanced Homeroom Users & Data Leads	2-hour sessions facilitated by teacher leaders	<ul style="list-style-type: none"> What's new in Homeroom? How are we using our data portal to inform instruction? 	September 2018-June 2019