

## **SCHOOL BOARD ACTION REPORT**

**DATE:** 5/21/19  
**FROM:** Denise Juneau, Superintendent  
**LEAD STAFF:** Wyeth Jessee, Chief of Student Support Services

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

### **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 \$300,765 which would continue to provide a student data portal (Homeroom) to all schools and central office to further implement a multi-tiered system of support (MTSS).

Homeroom is differentiated from our other data portals in the following ways:

- Supports one stop/single pane access to student data for teachers, building leaders, and central support staff. The portal integrates data from PowerSchool and ATLAS and other external sources.
- Allows for data upload and assessment definition at the teacher, building, and central levels, (e.g. classroom assessments).
- Supports MTSS, PLC, TPEP data collaboration.
- Focus groups of students can be created and shared with ease in one platform.
- Connection of intervention plans to focus groups that streamline communication of plans and progress.
- Platform provides multiple views of data determined by the user to support real-time decision-making.
- Student data can be viewed from big picture of school or grade to specific teachers to individual students.
- Assists the removal of barriers like spreadsheets and individuals as the holders of student data.

### **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 \$300,765 for the student data portal Homeroom, in the form of the Contract Amendment dated May 21, 2019, 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 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 2019-20 school year.

- a. Homeroom was used district-wide at all schools in 2018-19, with some schools accessing it over 600 times to date. Homeroom has become an integral part of how we make decisions about instruction and support for students as part of MTSS.
- b. **Alternatives:** An alternative is to not fund a continued contract for Homeroom, which 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 Teams), 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 + tax = \$300,765

The revenue source for this motion is general funds, specifically funds allotted for 19-20 SMART goals.

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**

Contracts with an initial value exceeding \$250,000, or changes or amendments of more than \$250,000 require Board approval (Policy No. 6220).

**11. BOARD COMMITTEE RECOMMENDATION**

This motion was discussed at the Curriculum and Instruction Policy Committee meeting on May 21, 2019. The Committee reviewed the motion and has moved it forward for approval.

**12. TIMELINE FOR IMPLEMENTATION**

Upon approval of this motion, professional development will continue to occur throughout the 19-20 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. 3 (for approval)
- Exhibit I, 2019-20 Scope of Services (for reference)
- Homeroom Usage Data Summary for school year 2018-19 (Present date 4/30/19) (for reference)

## SEATTLE PUBLIC SCHOOLS CONTRACT AMENDMENT FORM

<b>CONTRACTOR NAME AND ADDRESS</b> (Legal Name – MUST match registered Name with Tax ID Number)	<b>CONTRACT AMENDMENT <u>MUST</u> BE FULLY EXECUTED IN ADVANCE OF SERVICES</b>	
PO Number (Ex: 7500000001):	Amendment Number: 3	RFP/RFQ/Contract Number: RFP09615
Name: School Data Solutions, Inc	WA Business License (UBI#): 602 004 598	
DBA:	Phone:	Fax:
Address: 703 W 7th Ave	E-mail: joe@schooldata.net	
City/State/Zip: Spokane, WA 99204-2806	Vendor Number: 207745	

This Contract Amendment is made between the Seattle School District (“the District”) and the above-named contractor (the “Contractor”) under the above-referenced PO Number. All terms and conditions in the above referenced contract shall apply.

District employees, other than personnel in the District Financial Services Department, are not authorized to make promises for contractual services, promises for a particular period of time or promises of a particular level of payment. Any verbal or written statements to that effect by District employees other than Financial Services personnel are null and void.

<b>CHANGE to an existing Contract</b> - Identify the nature of amendment (Check all that apply): <input checked="" type="checkbox"/> Extension of Time (1) <input type="checkbox"/> Dollar Amount Increase (3) <input type="checkbox"/> Dollar Amount Decrease (3) <input type="checkbox"/> Cost Center Revision (2) <input type="checkbox"/> Other (4):							
Explain the change in conditions since the initial contract and other applicable considerations that clearly justify the decision to amend the original contract or last approved amendment:							
For sections 1-4 below, complete only what is relevant to the nature of your change noted above.							
1) Last Approved End of Service Date: 9/1/18 Revised End of Service Date: 8/31/19	2) Last Approved Cost Center: 2G001311BO Revised Cost Center: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 70%;">Cost Center</th> <th style="width: 30%;">Amount (\$)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Cost Center	Amount (\$)				
Cost Center	Amount (\$)						
3) Original Approved Contract Amount (\$): 366,750.00 Total Amount Added From Previous Mods (\$): 274,000.00 Amount of Increase/Decrease for this Mod (\$):	4) Contract Language to Add or Revise (attach separate document(s), listing new exhibits, if needed):						
<b>REVISED Total Contract Amount Not to Exceed (\$): 274,000+tax = 300,765.00</b>							

1. Capital funds may not be combined with grant or general funds; a separate Contract Amendment should be established.
2. If the modification is solely to revise budget coding, it is considered an administrative change and the contractor is not required to sign the amendment.
3. A certificate of insurance will be required if the revised total contract amount now exceeds \$50,000.

## 2019-20 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 2019-20 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 2019-20, 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 (105 schools for 19-20). 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

### 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.

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Summary of SPS Homeroom Usage  
2018-19 School Year to Date

Current Homeroom Sessions (As of May 10, 2019)	
District Total	26,782
Goal % of 27,000	99%

Sessions by School Level	
Elementary Schools	16,629
K-8 Schools	2,986
Middle Schools	2,171
High Schools	1,290
Alternative/Other School Sites K-12	133

Central Office Staff Sessions	
All District Level Staff	3,573

Top 10 Schools	Sessions
Leschi Elementary	911
Van Asselt Elementary	861
Roxhill Elementary	776
Broadview-Thomson K-8 School	742
Thurgood Marshall Elementary	695
Mercer International Middle School	641
West Woodland Elementary	561
Louisa Boren STEM K-8 School	557
Loyal Heights Elementary	549
South Shore PK-8 School	497

2019/20 Next steps:

- Homeroom Version 2 (V2) will be available in August. The revised platform will increase staff accessibility to data by providing targeted views of aligned to grade, content, and district level focus.