SCHOOL BOARD ACTION REPORT

DATE: May 10, 2018
FROM: Dr. Larry Nyland, Superintendent
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For Introduction: May 23, 2018
For Action: June 6, 2018

1.   TITLE

Approval of contracts for annual PowerSchool Maintenance and Support plus Online Registration Subscription

2.   PURPOSE

The purpose of this Board Action Report is to approve two separate contracts with PowerSchool. One contract is for the annual maintenance and support of the PowerSchool Student Information System. The other contract is for Online Registration, a separate subscription from PowerSchool.

3.   RECOMMENDED MOTION

I move that the School Board authorize the Superintendent to execute two contracts with PowerSchool as follows:

- A one-year renewal with PowerSchool in the amount of $278,827.48 including tax for annual maintenance and support from May 2, 2018 to May 1, 2019.
- A one-year agreement for Online Registration fees in the amount of $102,046.19 including tax from June 6, 2018 to June 5, 2019,

and to take any necessary actions to implement the two contracts.

4.   BACKGROUND INFORMATION

a. **Background** The original license agreement with PowerSchool (formerly Pearson) was entered into in October 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 five years. The first contract proposed for approval under this BAR renews this agreement for another year.

Seattle Public Schools (SPS) uses the PowerSchool product as its Student Information System (SIS) to manage, track and report on student information including data on student demographics, classes, attendance, grades, credits, transcripts, etc. PowerSchool includes PowerTeacher 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. In addition, it includes a parent 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 has links to other online applications where families may do things like access Schoology to review student assignments; 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, assign students to schools and provide reports to staff across the district to track student outcomes and the programs that support student learning.

The second contract approval proposed under this BAR is for the second out of a possible three renewals of Online Registration forms, including the SPS Enrollment Form completed by new families and SPS Student Verification form that is sent out annually to all students' families to update their student information. Families will enter their information online, where it will be validated as needed 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 locations, public libraries, etc. Putting the Enrollment Form online for automatic entry into PowerSchool saves over $100,000.00 per year in Enrollment Services staff overtime and additional hourly substitute time that was required when entering enrollment forms manually. Adding the Student 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.

b. **Alternatives** Given our current investment and infrastructure, there are no credible alternatives to the approval of the annual maintenance and support. For the Online Registration forms service, there is no other product that integrates automatically with PowerSchool.

c. **Research** Not Applicable.

5.   FISCAL IMPACT/REVENUE SOURCE

The fiscal impact to this action will be $380,873.67. The annual maintenance and support cost of PowerSchool is $278,827.48 including taxes. The registration fees cost is $102,046.19 including taxes.

The funding source for the annual support motion is General maintenance fund while the Online Registration forms service is Buildings, Technology and Academics (BTA IV) levy funding for Student Information System Support.

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

Annual 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 Services improvements like the Online Registration forms.

7.   EQUITY ANALYSIS

This action did not undergo a specific equity analysis. The selection of projects in the BTA IV levy program includes providing equitable access to schools and families across the city. Because the Online Registration forms are accessed via the web, families may complete the online forms from their homes, any district locations, public libraries, etc. Additionally, the online forms are Americans with Disabilities Act (ADA) Accessible with paper forms made available as needed.

8.   STUDENT BENEFIT

Ongoing support of PowerSchool is necessary to ensure safe and accurate collection, storage, tracking and reporting of student data in order for schools and departments to function in service to students. Online Registration 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.

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.   <u>**BOARD COMMITTEE RECOMMENDATION**</u>

This motion was discussed at the Operations Committee meeting on May 10, 2018. The Committee reviewed the motion and moved this item forward to the full Board with a recommendation for consideration.

12.   <u>**TIMELINE FOR IMPLEMENTATION**</u>

Upon approval of this motion, the annual maintenance and support invoice covering May 2018 to May 2019 will be paid along with annual registration fees effective June 2018 to June 2019.

13.   <u>**ATTACHMENTS**</u>

- N/A