



SCHOOL BOARD ACTION REPORT

DATE: April 20, 2017
FROM: Dr. Larry Nyland, Superintendent
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For Introduction: May 3, 2017

For Action: May 17, 2017

1. TITLE

Approval of contracts for annual PowerSchool Maintenance and Support and for Online Registration Forms and Support

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 PowerSchool. The other contract is for a new Online Registration form service for 1 year.

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 \$242,550.00 plus tax for annual maintenance and support from May 2, 2017 to May 1, 2018.
- A 1-year agreement for set-up and services for a new Online Registration form service in the amount of \$120,760.50 from May 2017 to May 2018 with the option of a second year (estimated amount \$90,771.22) and third year (estimated amount \$91,678.93) renewal.

I further move that said contracts be executed in the form of two purchase orders dated May 17, 2017 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 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 four years. 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, transcripts, etc. The first contract proposed for approval under this BAR renews this agreement for another year.

The second contract approval proposed under this BAR is for new services and will cover development and implementation of new Online Registration forms, including the SPS Enrollment Form completed by new families and the 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 to PowerSchool will save over \$100,000 per year in Enrollment Services staff overtime and additional hourly substitute time that is required to enter enrollment forms manually. Adding the Student Verification Form online will save time for school staff who manually print and distribute the forms to each student and then collect and input the changed data. This new process will be quicker, more secure and result in better 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 new Online Registration forms service, there is no other product that integrates automatically with PowerSchool. Using a different forms product or developing our own online may be feasible in the future, but this option will result in a quicker solution with less investment. Keeping the current registration processes would continue to require a substantial amount of manual entry in Enrollment Services and at the schools, resulting in delayed availability of accurate data and greater chance of errors. Additionally, with the current process of distributing paper forms for student data verification, there is a greater risk of erroneous release of student data.
- c. **Research** Not Applicable.

5. FISCAL IMPACT/REVENUE SOURCE

The fiscal impact to this action will be \$390,095.30. The annual maintenance and support cost of PowerSchool is \$269,334.80 including taxes. The new Online Registration forms service cost is \$120,760.50 for license, subscription and set-up.

The funding source for the annual support motion is General maintenance fund while the Online Registration forms service is BTA IV 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 Building, Technology and Academics (BTA) levy program includes providing equitable access to schools and families across the city. Because the forms to be developed are accessed via the web, families may complete the online forms from their homes, any district locations, public libraries, etc. Additionally, the online forms will be ADA Accessible. Paper forms may still be 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. The new Online Registration forms service 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. BOARD COMMITTEE RECOMMENDATION

This motion was discussed at the Operations Committee meeting on April 20, 2017. The Committee reviewed the motion and moved this item forward to the full Board with a recommendation for approval.

12. TIMELINE FOR IMPLEMENTATION

Upon approval of this motion, the annual maintenance and support invoice covering May 2017 to May 2018 will be paid along with the first year license and subscription for Online Registration forms effective May 2017 to May 2018. The vendor will immediately start work to implement a new online enrollment form for use with school year 2017-2018.

13. ATTACHMENTS

- Annual PowerSchool Maintenance and Support Invoice No. INV115046
- PowerSchool Online Registration Quote #: Q-09152-14
- PowerSchool Sole Source Justification Form