

**SCHOOL BOARD
FINANCE SUMMARY FORM**

The purpose of the document is to present the Providence School Board and Finance Committee with the necessary information to make data-informed decisions about the district's spending as it pertains to contracts.

Instructions:

1. Please complete this form as fully and accurately as possible according to the guidance provided in each section.
 - a. The form must be completed if:
 - i. the total of the purchase or contract exceeds \$200,000
 - ii. the contract is for a term of more than one year
 - iii. the purchase or contract was NOT the result of formal competitive bidding or cooperative purchasing (i.e. it is a sole source purchase)
2. Once this form has been completed, send a copy to the Director of Purchasing and the Board Services Team. They will notify you of the next Finance Committee meeting and host a contract presentation review prior. Finance Committee typically meets the second Wednesday of the month. Only purchases/contracts that have already been reviewed and approved by the Superintendent will be scheduled before the Finance Committee.

Vendor Name: City Year Providence

Amount: \$450,000

Source of Funds and Fiscal Year: District-Based School-Based

Check box for fiscal year: FY24 FY25 FY26

Purchase or Contract: Purchase Contract

Length of Contract (list start date and end date): 8/28/23 - 6/30/24

PPSD Contact Name: Jael Lopes/Carina Pinto De Chacon

Contract Type: New Renewal Extension Amendment

Staff Recommendation:

It is recommended that the Providence School Board approve a contract/purchase with City Year Providence (vendor name) for student and school supports (type of services) amounting in \$450,000 (total amount in dollars) for student and school supports Asa Messer, Bailey, Levinton, Pleasant View and Young Woods (school name(s)). If approved, the contract will begin 8/28/23 (date) and end 6/30/24 (date), approximately.

Justification of Spending:

Provide 5-7 points that support the recommendation as to why funds should be spent this way.

Use the prompts to help guide your response.

- a. *How is this connected to the Turnaround Action Plan/ aligned to the district's vision?*
- b. *Why does the district need this purchase?*
- c. *Why is the dollar amount requested the necessary amount? What is the funding source?*
- d. *What are the implications of not spending this money?*

City Year AmeriCorps members will provide the following supports to students and schools:

- 1) Academic Support & Intervention- Students receive individual interventions through one-on-one & small group tutoring and whole classroom support under the direction of the teacher.
- 2) Teacher Support - AmeriCorps members will support the teacher with class culture, behavior management and community building.
- 3) Social Emotional Skill Development- AmeriCorps members will encourage students to learn and lead, and through their experiences, students will gain a broader sense of self and acquire critical strengths, skills, and learning mindsets and contribute to positive school culture, climate, and community.
- 4) Attendance Coaching & Improvement- AmeriCorps members will provide attendance coaching to chronically absent students and those beginning to exhibit attendance challenges
- 5) School Culture & Climate- AmeriCorps members will implement an array of school-wide enrichment activities shown to deepen students' connections to school and build a sense of community and belonging, teach interpersonal skills, and foster a culture of high expectations and joyful learning.

Justification of Vendor Selection

Provide 3-5 bullet points that support the recommendation as to how this vendor was selected. You may attach any documents with additional data on their performance (please note below that this information is attached).

Use the below prompts to help guide your response.

- a. *Provide a 3-5 sentence summary of the vendor (can cut and paste contract Executive Summary) about who they are and what they do.*
- b. *What was the procurement process for selecting the vendor?*
 - i. *Which PPSD staff members were involved in that procurement process?*
- c. *If this is a returning vendor:*
 - i. *Share a summary of our experience with this vendor.*

City Year helps students and schools succeed by delivering holistic support to students, classrooms and the whole school, working to ensure that students in systemically under-resourced schools are prepared with the skills and mindsets to thrive and contribute to their communities. City Year's approach is based on research about how students learn and our strategies and activities to encourage learning are based on a Response to Intervention model, with a focus on Tier 1 and Tier 2. We are exercising option year two An RFQ was issued Fall of 2022 .

Accountability Measures

*In 3-5 bullet points, describe the accountability measures that will ensure that the vendor meets all requirements set forth in the contract and that the district is able to maintain a record of the quality of the services. These need to be performance-based in nature. Every contract should include explicit language requiring vendor accountability, i.e. required program evaluation or the submission of a final report summarizing progress against each itemized deliverable. **Note: if this contract is a purchase agreement, you can skip this section.***

Use the below questions to guide your response.

- a. *Which PPSD staff member will serve as the lead for tracking accountability and performance metrics?*
- b. *What accountability measures have you agreed upon in your contract (can copy and paste from draft contract)?*
- c. *How is this purchase tied to overall student achievement (refer to TAP specific goals if possible)?*

Jael Lopes -Lead for tracking accountability and performance metrics
 700 hours of service to students and schools,;
 750 hours of direct classroom support.
 200 Student attendance interventions and incentives;
 200 students will receive social-emotional and
 250 will receive academic supports in ELA and Math through City Year's Tier 2 tutoring programs.

Spending Breakdown

In the table below, list the deliverables of the purchase or contract and their associated cost to justify the total cost of the purchase. If easier, please attach an excel file or other document.

| Proposed Budget | Dollar Amount |
|--------------------------------------|----------------|
| \$15,000 per Americorps Members (30) | \$450,000 |
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| Total | 450,000 |