

**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:** Todd Whitaker

**Amount:** \$950.00

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

**Check box for fiscal year:**               FY22    FY23    FY24

**Purchase or Contract:**                   Purchase    Contract

**Length of Contract** (*list start date and end date*): \_\_\_\_\_

**PPSD Contact Name:** Courtney Monterey

**Contract Type:**       New                       Renewal                       Extension                       Amendment

**Staff Recommendation:**

It is recommended that the Providence School Board approve a contract/purchase with Todd Whitaker (*vendor name*) for Work Shop Session (PD) (*type of services*) amounting in \$950.00 (*total amount in dollars*) for Nine Hundred Fifty Dollars (*school name(s)*). If approved, the contract will begin \_\_\_\_\_ (*date*) and end \_\_\_\_\_ (*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?*
- d. *What are the implications of not spending this money?*

Fogarty has gone from a one star to two star school due to consistent school-based leadership and deliberate school improvement work funded by their Empowerment Grant. The consultant's scholarship and workshop contributed to Fogarty's Empowerment plan and the plan's leading pillars for success. These guiding principles are: enhanced campus autonomy, laboratory educators, family engagement and teacher-to-teacher collaboration for professional development. The consultant's workshop supported Fogarty to close out their Empowerment Grant by bringing new hires up to speed with previous school improvement work and substantiating the progress that has led Fogarty towards higher academic achievement. This purchase, however, was paid for using the school's local funds.

### **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.*

Todd Whitaker is an educator, author and leading scholar on staff motivation, teacher leadership, and principal effectiveness. Todd Whitaker's unique qualifications and education scholarship has been implemented at Fogarty by Principal Monterey over the past four years. To further support this implementation and to support their work as an Empowerment school, Todd Whitaker led a two-hour in-person workshop session on teacher excellence.

### **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)?*

