

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: Center for Leadership for Educational Equity

Amount: \$63,750

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*): September 1, 2023 - June 30 2025

PPSD Contact Name: Zack Scott

Contract Type: ☒ New ☐ Renewal ☐ Extension ☐ Amendment

Staff Recommendation:

It is recommended that the Providence School Board approve a contract/purchase with

Center for Leadership for Educational Equity (*vendor name*) for tuition for aspiring principals (*type of services*)

amounting in \$ 63,750 (total amount in dollars) for district-wide use

_____ (school name(s)). If

approved, the contract will begin September 1, 2023 (date) and end June 30, 2025 (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?*

This contract is to support 5 PPSD educators to participate in the Center for Leadership for Educational Equity (CLEE)'s Principal Residency Network (PRN) program. Established in 2000, the PRN is a non-traditional residency-based school administrator certification program which has earned the status of "approved with distinction" by the Rhode Island Department of Education. The research used to develop and support the PRN evidence-based professional development practices is cited in RAND's evidence review of school leadership practices (Herman et al., 2017).

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.*

CLEE is a 501(c)(3) non-profit in Rhode Island. The mission of CLEE is to provide leaders with professional learning and support to create equitable outcomes for all students. CLEE's nationally-recognized programs drive student success by developing shared leadership to address the root causes of educational inequities, transforming instructional practices and systems. The PRN is a unique, non-traditional pathway that utilizes a residency-based model for school leader development.

Given the unique nature of the PRN program - a residency-based principal preparation program - PPSD identified CLEE as a sole source vendor for this service.

PPSD has extensive experience with CLEE and the PRN program as a significant number of PPSD's current certified administrators participated in the program.

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)?*

In terms of TAP alignment, this agreement is aligned with multiple World Class Talent metrics:

- Increase the percentage of principals who demonstrate proficiency on the principal competencies
- Increase the percentage of one- and two-star schools led by a high-performing principal

Proposed Budget	Dollar Amount
5 candidates @ \$12,750 per candidate (Classic 1 Year Pathway)	\$63,750
Total	\$63,750