

**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: Instructure

Amount: \$ 3,524,062.50 (from Gates Foundation grant)

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): January 1, 2025 thru September 30, 2027

PPSD Contact Name: Craig Creller

Contract Type: New Renewal Extension Amendment

Staff Recommendation:

It is recommended that the Providence School Board approve a contract/purchase with Instructure (vendor name) for Research and Design (type of services) amounting in \$ 3,524,062.50 (total amount in dollars) for integrating Illustrative Math (IM) with our Learning Management System (Canvas) at all middle schools (school name(s)). If approved, the contract will begin 1-1-2025 (date) and end 9/30/2027 (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 project is 100% grant funded, privately, by the Bill and Melinda Gates Foundation (total = \$4,488,450.00)

- Grant Title: R&D partnership for Math Equity

- Goal: Create and integrate Illustrative Math into the CANVAS digital Learning Management System (LMS).

* PPSD won this 3-year competitive grant for many reasons:

- We are committed to excellence and equity in Mathematics.

- Middle school math achievement is part of our TAP plan. (By 2027, our goal is 50% proficiency in grade 8)

- We have had success with both Illustrative Math (IM) and Canvas which are the required components of this project.

- We need support and digital tools to dramatically raise our math performance at the middle school level.

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.*

- Both Vendors (Learn and Instructure/Canvas) are now owned by Instructure. In addition, these vendors are specifically named as partners in the grant (See attached documents for scope of each vendor)

- Remaining Balance of the grant (\$964,387.50) will be used by PPSD for the following (Now thru September 2027): Math Coaches (2) to work with all six (6) middle schools on the continued use of Canvas as our LMS and to improve the implementation of illustrative Math (IM), additional Professional learning for teachers in both Canvas, Illustrative Math implementation and specific math topics like Learning Targets, Small Group Instruction, Questioning, etc.

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)?*

- a. Part of the Responsibility of one vendor (LEARN) is to track and validate all data and research relating to this grant. The PPSD lead is our District Math Director.
- b. In addition to State test scores (RICAS), PPSD will track local unit quizzes, tests and other assessments, especially the End-of-Unit assessments which are taken Districtwide via our LMS (Canvas)
- c. This grant partnership is specifically tied to the TAP section "Excellence in Learning" grade 8 goal of 50% proficiency in mathematics by 2027

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
See attached grant award and scope of work form Vendors	
LEARN (Instructure)	\$1,403,625.00
Instructure	\$2,120,437.50
Total	\$3,524,062.50