

**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: Kids Inc, School Neuropsychology Program

Amount: \$48,000

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): August, 2022 -July 2023

PPSD Contact Name: Natalie Fleming, Director of Social Emotional Learning & Mental Health

Contract Type: New Renewal Extension Amendment

Staff Recommendation:

It is recommended that the Providence School Board approve a contract/purchase with KIDS, Inc. (vendor name) for school neuropsychology certification program (type of services) amounting in \$48,000 (total amount in dollars) for eight PPSD School Psychology to attend a post-graduate school neuropsychology program (school name(s)). If approved, the contract will begin August, 2022 (date) and end July, 2023 (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?*

We recommend the approval of this contract to fund tuition for eight PPSD School Psychologists to attend the School Neuropsychology Institute to obtain a post-graduate certification. The post-graduate certification would be from August, 2022 through July, 2023. Having the eight PPSD School Psychologists receive this certification would increase capacity of our district as better serve the needs of our students.

This certification would:

- allow School Psychologists to integrate neuropsychological principles into their professional practice;
- provide School Psychologists with a blend of a knowledge base through a competency-based training in contemporary neuropsychological theory, assessment techniques and evidence based interventions;
- provide School Psychologists with competency based skills in administering and interpreting common neuropsychological instruments for school aged children;
- and provide supervised practice of those new skills.

This aligns with the TAP in the two priorities of World Class Talent and Efficient District Systems. As we increase the professional capacity of our employees, we will have the ability to conduct school related neuropsychological evaluations within district.

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.*

The School Neuropsychology Institute is managed by Kindergarten Interventions and Diagnostic Services (KIDS), Inc. KIDS, Inc. started as an educational test publishing company in 1987 which specialized in early childhood screening products. The School Neuropsychology Institute specializes in offering continuing education to certified/licensed school psychologists who work with children, their families and their educators. KIDS, Inc. is approved by the National Association of School Psychologists to offer continuing education for school psychologists. They are also approved by the American Psychological Association to offer continuing education for psychologists.

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)?*

