

**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:** College Board (for Pre-AP)

**Amount:** \$ 41,000

**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):** July 1, 2022 to June 30, 2023

**PPSD Contact Name:** Evonne Alvarez, Scott Sutherland

**Contract Type:**       New                       Renewal                       Extension                       Amendment

**Staff Recommendation:**

It is recommended that the Providence School Board approve a contract/purchase with College Board (vendor name) for Pre-AP standards-based curriculum and virtual training (type of services) amounting in \$ 41,000 (total amount in dollars) for Classical, Central and Alvarez (school name(s)). If approved, the contract will begin 7/1/22 (date) and end 6/30/23 (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?*

The College Board will provide a standard's based curriculum that aligns with the National Common Core Standards and that is specifically designed to prepare students to take the national Advanced Placement Examination in designated areas.

This Pre-AP offering will be provided to three high schools during the first year of implementation: Alvarez, Classical, and Central High Schools. Courses will only be offered for the 9th and 10th grade levels during the first and second year of implementation. Each school will determine any unique implementation strategies as it relates to their particular learning environment. The projected impact is to raise the rigor for all students in the school and give more underrepresented students the opportunity to access accelerated pathways and be successful in any AP courses of their choosing.

### **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 College Board's mission is to connect students to college success and opportunity. They are a not-for-profit membership organization committed to excellence and equity in education.

The College Board is the sole source owner of Pre-AP.

### **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. Ruth Corley, Director of Mathematics, will serve as the lead for tracking accountability and performance metrics.
- b. The College Board will provide a standard's based curriculum that aligns with the National Common Core Standards and that is specifically designed to prepare students to take the national Advanced Placement Examination in designated areas.
- c. This purchase is aligned with the following TAP goals: Increasing the percentage of

**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.*

<b>Proposed Budget</b>	<b>Dollar Amount</b>
Alvarez (Pre-AP Algebra 1, Pre AP Biology class, Pre-AP English 9. (\$3,000 per class) (Print Copies 300 x \$5.00)	<b>\$10,500</b>
Classical (Pre-AP Algebra 1 and Pre- AP Biology HS- IncludesTeacher PL: Online Foundational Modules 2 X \$3,000 = \$6000) (Print Copies 400 students x \$5.00 = \$2000)	<b>\$8,000</b>
Central (Algebra 1, Geometry English 1, English 2 class Implementation \$12,000) (Print Copies 600 students x \$5.00 = \$3,000)	<b>\$15,000</b>
<b>Virtual Training (\$2,500 per school)</b>	<b>\$7,500</b>
<b>Total</b>	<b>\$41,000</b>