

**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: Schoolkit _____

Amount: \$ 1,426,788.00 _____

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): September 1, 2022-June 30, 2023

PPSD Contact Name: Colene Van Brunt

Contract Type: New Renewal Extension Amendment

Staff Recommendation:

It is recommended that the Providence School Board approve a contract/purchase with Schoolkit (vendor name) for K-12 Mathematics Coaching (type of services) amounting in \$ 1,426,788.00 (total amount in dollars) for All Schools K-12 (school name(s)). If approved, the contract will begin 9/1/22 (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?*

To address the measurable objectives in the TAP plan, Excellence in Learning for mathematics, SchoolKit provides an opportunity to receive a combination of in-person and virtual coaching on a consistent basis. The district's literacy data has historically been higher in comparison to mathematics. In order to ensure our teachers are supported to increase achievement in mathematics, we need to implement a systematic and equitable coaching program across all K-12 schools. Spending these funds will provide professional development to teachers, mathematics coaches, and school leaders. Research shows that professional development leads to better instruction and improved student learning when it connects to the curriculum materials that teachers use, the district and state academic standards that guide their work, and the assessment and accountability measures that evaluate their success.

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.**

This contract is an amendment to an extension on a 2020 RFP. Because Schoolkit is committed to building high performing schools and believes that all students deserve excellent instruction that fully prepares them for life after graduation, we have partnered with them for the last two years for professional development and coaching around mathematics. This past year, Administrators and Math Coaches scored their experience a 3.75/4 and 3.6/4 respectively. In addition, Schoolkit has shown a willingness to align their approach and resources to Providence's systems and structures, which ensures consistent messaging across all schools.

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)?*

Colene Van Brunt, Executive Director of Teacher Development, in partnership with the Professional Development team, will track accountability and performance metrics in the following ways: Two remote days to establish goals for our work together and monitor the progress and impact of our services. This will take the form of regular meetings scheduled throughout our partnership. During this time, we will plan training logistics, review training survey data, hold quarterly coach check-ins, and consider long-term plans for the implications of our work together.

TAP Metric Alignment:

Excellence in Learning: Students meeting and exceeding expectations on the 3rd and 8th grade Math RICAS and Math SAT (Metrics 13, 15, 17); Students who are meeting their annual MLL targets (Metric 22).

World Class Talent: Increase the percentage of teachers who have access to job-embedded professional development (Metric 35).

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
2 Days of Remote Strategic Planning	\$6,160
518 on-site half-day coaching sessions for all K-12 Math Coaches	\$1,082,620
668 total hours of remote coaching for all K-12 Math Coaches	\$338,008
Total	\$1,426,788.00