

**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: University of Connecticut

Amount: \$6,515

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 11 to July 13, 2022

PPSD Contact Name: Earnest Cox

Contract Type: New Renewal Extension Amendment

Staff Recommendation:

It is recommended that the Providence School Board approve a contract/purchase with University of Connecticut (vendor name) for Professional Development (type of services) amounting in \$6,515 (total amount in dollars) for 25 individuals to attend the annual UCONN summer "Confratute" for Advanced Academics (school name(s)). If approved, the contract will begin 7/11/22 (date) and end 7/13/22 (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 Turnaround Action Plan calls for greater accountability in teaching and learn. Sending teachers to this event will assist them with gaining skills in differentiation of instruction for students who are above average learners that process information divergently. The District needs this purchase to assist our teachers in middle school with increased understanding of differentiation of instruction. The Confratute 2022 will be conducted online this year due to Covid. The regular cost is \$299 per attendee but the group rate is \$259 per attendee. Not participating will result in decreased differentiation in middle school classes.

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 Confratute is a gifted and talented thinktank led by Dr. Joseph Rensulli. The Confratute will provide three (3) full days of virtual professional development workshops to support and strengthen the content knowledge and teaching strategies for differentiated instruction for middle school teachers. A major focus of the three day-long virtual workshop will be providing pedagogy for advanced academic learners in middle schools. Other workshop offerings include how to effectively use technology in the classroom; how to engage student in interest-based reading, best practices in science and how to facilitate enrichment activities. PPSD has been participating with the group for the past 10 years.

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)?*

The Supervisor of Advanced Academics along with school leadership with monitor and track performance. The consultant must adhere to accountability requirements that include providing Dist staff with a full report of service delivery, listing:

- a. Number of administrator and faculty trained;
- b. Total number of workshops offered and descriptions;
- c. Feedback from participants, upon request.

Differentiaon of instruction will help with student engagement which leads to better achievement.

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
Nathan Bishop (5 Participants)	
Nathanael Greene (6 Participants)	
Roger Williams (5 Participants)	
West Broadway (9 Participants)	
24 X \$259 = 6,219 1 x 299=\$299	\$6,515
Total	\$6,515