

**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: Mind Research Institute

Amount: \$ 110,000

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: Matthew Joseph

Contract Type: New Renewal Extension Amendment

Staff Recommendation:

It is recommended that the Providence School Board approve a contract/purchase with Mind Research Institue (vendor name) for ST Math (type of services) amounting in \$ 110,000 (total amount in dollars) for eleven elementary schools (listed below) (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 program starts by teaching the foundational concepts visually, then connects the ideas to the symbols, language, and robust discourse.

With visual learning, students are better equipped to tackle unfamiliar math problems, recognize patterns, and build conceptual understanding. Without language barriers, the problem is accessible to all students, regardless of skill level or language background.

ST Math is mastery based, which means students must pass each level with a score of 100% (all puzzles correctly solved) before the next level in a sequence becomes available to them.

Each student has their own personalized journey and takes as long as they need to achieve mastery. This ensures that students are building and demonstrating a strong conceptual foundation.

Support our MLL learners because ST Math is not a language based program

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 Teaching and Learning team reviewed math supports for schools and ST Math was one of the recommendations to schools that supported student thinking as well as math reasoning. Other solutions did not align with our curriculum or used a data dashboard that met our standards.

In the process of review, Mind Research stated the below measures for success:

1. provide an online dashboard which offers:
 - individual student progress reports
 - class, school and district level student progress reports
 - identification of students who are at risk of being below grade level
2. provide evidence based, actionable learning activities for increasing math thinking and
3. provide professional development for onboarding, implementation and evaluation of impact around using strategies for decreasing chronic absenteeism for district staff
4. provide the district with annual performance and impact reports that clearly outline the embedded actionable strategies with instructional exemplars.
5. Content that is aligned to the Universal Design for Learning framework
6. Scaffolded instructional exemplars and resources aligned to standards that are included in the digital support to help educators design personalized instruction that meets students where they are at, while accommodating them to provide access to grade level standards.
7. Support that helps educators connect the dots between the instructional design and instructional delivery, making research-based instruction actionable within the classroom.
8. Supporting educators in creating data driven meaningful present math levels statements that link to specific goals and strategies proven effective in addressing specific learning barriers.
9. Supporting integration with LMS

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)?*

Dr. Matthew Joseph, Executive Director of Teaching and Learning, and Ruth Corley, Supervisor of Math, will serve as the leads for tracking accountability and performance metrics.

The Company must adhere to the following expectations for customer service by providing:

- Technical assistance to District and its schools when needed;
- Troubleshooting and resolution of issues with the Product and its functionality, preferably within a 24 hour period;
- Informal training for District and school staff in support of the use of the Product; and
- End of year usage reports that include both educator and student datapoints.

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
Asa Messer Elementary School	\$10,000
ASF Broad St. Elementary School	\$10,000
Bailey Elementary School	\$10,000
Carnevale Elementary School	\$10,000
Fogarty Elementary School	\$10,000
Lima Elementary School	\$10,000
Spaziano Elementary School	\$10,000
West Elementary School	\$10,000
King Elementary School	\$10,000
Feinstein Sackett St. Elementary School	\$10,000
Reservoir Ave Elementary School	\$10,000
Total	\$110,000