

**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:** American Reading Company

**Amount:** \$ 1,988,289.70

**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:**    Becca Salzman-Fiske

**Contract Type:**     New                     Renewal                     Extension                     Amendment

**Staff Recommendation:**

It is recommended that the Providence School Board approve a contract/purchase with American Reading Company (vendor name) for literacy materials, licenses and PD (type of services) amounting in \$ 1,988,289.70 (total amount in dollars) for all elementary and middle schools (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?*

This purchase is connected to the Excellence in Learning goals around high quality curriculum and elementary and middle literacy achievement.

The district needs this purchase to support literacy instruction in grades K-8. The total cost is the price of ARC curricular materials, site licenses, and professional development for 21 elementary schools and 7 middle schools.

The materials and services to be provided include:

- SchoolPace online data management system – SchoolPace is an online performance management system that provides student performance data for all stakeholders. Teachers, school administrators, and district administrators can access dashboards, reports, and graphs that show detailed information about reading progress. SchoolPace gives real-time, actionable insight into the volume of reading being completed, the amount of growth being made, and which reading standards are being mastered. Most of these analytics are driven by data from the eIRLA, a powerful formative assessment conferencing tool. With the eIRIA, teachers can track which standards each student has mastered and use embedded assessments to provide evidence of that mastery. This SchoolPace/eIRLA subscription is valid for one school for one school year, starting July 1, 2022 to June 30, 2023.

- IRLA eLibraries  
- Spanish eLibraries  
- Curriculum Resource Center  
- On-Site and Virtual Professional Development – The American Reading Company (ARC) will provide full days of professional development as described in this contract and in proposals. Trainings are customized to meet the needs of new and existing users. Please reference ARC's In-Person PD Policy found here as Appendix.

- In-Person Leadership Learning Series Professional Development for the 2022/2023 School year: 10+Schools - 10 days (Elementary)  
- In-Person Leadership Learning Series Professional Development for the 2022/2023 School year: 10+Schools - 10 days (Middle)  
- Individual In-Person Professional Development:10+ day pricing 2022/2023 School Year (per school/per district) (Elementary and Middle)

### **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.*

School Year 2022-2023 is year three of the district-wide implementation of American Reading Company as the centralized literacy curriculum for elementary and middle 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)?*

Dr. Matthew Joseph, Executive Director of Teaching and Learning, and Becca Salzman-Fiske, Supervisor of Literacy, 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
Total Supplies (Elementary + Middle School)	\$395,489.70
Elementary Site License	\$485,500.00
Middle School Site Licenses	\$81,300.00
Professional Development	\$1,026,000
<b>Total</b>	<b>\$1,988,289.70</b>