

**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: Community Training & Assistance Center (CTAC)

Amount: \$ 255,000

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): June 1, 2022 - June 30, 2023

PPSD Contact Name: Joan Jackson

Contract Type: New Renewal Extension Amendment

Staff Recommendation:

It is recommended that the Providence School Board approve a contract/purchase with CTAC (vendor name) for Leadership Development (type of services) amounting in \$ 255,000.00 (total amount in dollars) for partner with Providence Public School District to provide the design and delivery of a Leadership Development Program as well as increasing the capacity of the school board to support the TAP implementation. (school name(s)). If approved, the contract will begin June 1, 2022 (date) and end June 30, 2023 (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?*

PPSD: CTAC will continue to partner with Providence Public School District to provide the design and delivery of a Leadership Development Program. The executive and senior leadership focus engages Central Office leaders in three (3), multi-week learning cycles, from July 1, 2022 through June 30, 2023. These cycles increase the capacity of leaders to support and lead principals on behalf of teachers and students. Throughout the multi-week learning cycles, CTAC conducts an ongoing review of learning and implementation in order to ensure we are responsive to the district needs and coaching is authentic and applicable.

School Board: CTAC will assist the School Board to support the TAP and provide consultations to plan and coordinate facilitated discussions, discuss ongoing issues and board-related needs, as well as additional capacity building needs.

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.**

CTAC works collaboratively with school leaders, teachers, parents, and community organizations to build their capacity for educational innovation to achieve sustainable, high-impact change. We work with our partners to:

Analyze challenges to identify their root causes and evaluate the effectiveness of improvement strategies.
Develop creative solutions to address problems in new, more effective ways.
Strengthen implementation of organizational and management solutions by providing intensive, on-site assistance to our partners.
Demonstrate results by conducting research and program evaluation.
Sustain the impact of initiatives through advanced capacity building and improvement science.

Our national reach and experience makes it possible to provide responsive, ongoing support to school systems, community-based organizations, coalitions, government agencies, and philanthropic institutions across the country.

CTAC is a returning vendor and this will be the second year of their work supporting PPSD's DOE TSL Grant.

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 CTAC will measure the overall impact of the leadership development program throughout the project timeline. As described above, each cycle the CTAC will gather information on the participants' perceptions of the quality, relevance, and usefulness of the trainings and their application of the concepts and learnings within their work. Further, we will track participant attendance and participation in each session to ensure fidelity to the program.

At the end of year two, principals and teacher leaders will be surveyed to understand their perceptions of Central Office impact and how those perceptions have changed. This aligns with the Turnaround Action Plan goal of increasing the percentage of school leaders who respond favorably to questions about PPSD's Central Office. Data activities will include surveys and interviews.

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
Year 2 Scope of Work PPSD Leadership Development	\$189,500.00
School Board Leadership Development	\$65,500.00
Total	255,000.00