

EXECUTIVE SUMMARY

First Amendment to Agreement 58-132E - Electronic Management System Agreement with Public Consulting Group

This request is to approve the First Amendment to the Agreement between Public Consulting Group, Inc. (PCG) and The School Board of Broward County, Florida, with a spending authority of \$269,000. The basis of the amendment is to include enhancements to the Gifted Educational Plan and the implementation of the Student Impacts Information (SII) Application.

The Agreement was approved on June 28, 2016 Item#8, with a contract term of July 1, 2016 through June 30, 2021 with a spending authority of \$2,845,000. This agreement provides access to an Internet-based Electronic Management system ("EMS computer software") for Individual Educational Plans, Gifted Education Plans and Service Plans for Private School students. In addition, it assists administrators and teachers with the reporting requirements of the Individuals with Disabilities Education Act of 2004, (9PL 105-17) ("IDEA"), and the license to access PCG's related proprietary systems and documentation including, but not necessarily limited to EasyFAX, SmartScan, the Gifted Module, Paperclip, Advanced Reporting and Behavior Plus.

Explanation of Gifted Plan Enhancement

Currently, all identified gifted students have an educational plan that is created through EdPlan's Gifted Module. The additional development hours will be used to revise current documents to assist with increasing compliance and creating new forms to increase compliance of services provided to students, and allow the District to monitor the services and provide feedback and assistance to schools who require help.

The following updates will be completed:

1. Rules of completion will be added to the EP process that will ensure all required fields are being completed and incomplete plans will not be able to be finalized until all errors have been corrected.
2. Updates will be made to the look and feel of the EP process to be in line with the IEP process.
3. Additional functionality will be added to the system, allowing teachers to create consultation logs electronically. The logs will be monitored by district staff and can be viewed by parents through Virtual Counselor, and will provide documentation of services provided.
4. An Interim EP document will be made available for teachers that will greatly reduce time spent on creating a new plan. At this time, if there are any changes to an EP (errors, updates or minor changes), the EP must be closed out entirely, and a new plan created.
5. There are three (3) documents/letters that are being created in EdPlan in which a parent signature is required. A barcode will be added to those three (3) documents, that will allow for easy upload into EdPlan, with functionality that is currently in use. By scanning the documents in the system, they will remain attached to the student's record and made available for years to come with the click of a button, eliminating the need for paper storage.

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6. A report will be created that will allow the Gifted administrators to easily identify any gifted students who have not had a Progress Report created within a certain time frame. All the data is stored in EdPlan, so this will become a standard report that will be able to run at any time. The report will be used to track compliance and hold teachers accountable for the Gifted students on their caseload.
7. The Gifted Eligibility Matrix (GEM) is a document that is currently being completed by paper and pencil, and it will be added as an electronic document to EdPlan. Teachers are currently manually writing in the score information and adding the total points to help determine if a student meets Broward's Gifted "Plan B Criteria." With the new electronic document, the teachers will fill in the information on the form, and the system will automatically calculate the total score and identify if the student does/does not qualify. These documents will also be used as another compliance check when a student's Gifted Eligibility is entered into the system; if a student is being made eligible for a "Criteria Code B," the system will not allow this to be finalized unless the student has a finalized GEM.

All of the above documents and revisions will greatly improve compliance for all educational plans and allow the district to monitor schools that require professional development in the creation of educational plans and the services provided for gifted eligible students.

Explanation of SII Application Enhancement

Differentiated instruction is a method of designing and delivering instruction to best reach each student. Differentiated instruction requires more work lesson planning and many teachers struggle to find the extra time in their schedule. Information, from Individualized Education Plans (IEP), 504 and English Language Learners (ELL) plans, can assist teachers as they design differentiated lessons for their students. Preparing lessons, assignments, and assessments while keeping accommodations in mind improves instruction and ultimately student learning. Incorporating student accommodations is also required for compliance with all student plans. This simple lookup can be time-consuming when creating lessons for the class. The information is hosted in other curriculum planning applications, separate from Canvas where the lesson is being built. Consolidating the student impacts contained in these various Student Planning applications into Canvas will streamline and improve the teacher's lesson planning process and make it possible for parents and students to see which accommodations were implemented. Teachers already differentiate their instruction through best practices. A system which can remind them will assist in documentation and thus reinforce the positive benefits. Many times, teachers struggle with documentation within their lesson plan materials. Canvas provides various specialists and support personnel an increased opportunity for streamlined collaboration. Making student accommodations easily visible and accessible to classroom teachers, students, and parents within a teacher's lesson planning process will improve access to the general education curriculum and the school's compliance requirements.

The District has worked with PCG for over fourteen (14) years as the provider of software for our IEPs, EP, and Private School Service Plans. PCG has provided a product that district users have come to appreciate and rely on. The District finds the program user-friendly, which has allowed the District to monitor compliance and pull needed data on students.

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Financial Impact

The total spending authority requested is \$269,000 as detailed below:

Gifted Education Plan	\$ 44,000
Student Impacts Information (SII) Application	\$225,000
Total	\$269,000

Gifted Education Plan

The budget of \$44,000 will be taken from Innovative Learning Department’s budget and includes the below:

Item	Hours	Cost
Gifted Eligibility Matrix	40	\$8,000
Interim EP	60	\$12,000
Gifted Process and Document Improvements	120	\$24,000
Total	220	\$44,000

Student Impacts Information (SII) Application

The budget of \$225,000 will be taken from the Digital Classroom Plan and includes the below:

Item	Cost
Total SII Development Costs	\$317,465
Less PCG Investment	(\$142,465)
Total Development to BCPS	\$175,000
Add Annual Hosting and Technical Support	\$50,000
Total	\$225,000

The total new spending authority will be \$3,114,000.