

BALTIMORE COUNTY PUBLIC SCHOOLS

Verletta White ♦ Interim Superintendent ♦ 6901 North Charles Street ♦ Towson, MD ♦ 21204

RESPONSES TO BOARD MEMBER QUESTIONS

January 9, 2018

N. New Business Contracts

1. LKO-403-18 LEARNING MANAGEMENT SOFTWARE SYSTEM (LMS)
REQUEST FOR PROPOSAL REPLACES JNI-749-13

Please explain current LMS systems, include any integration with in-house STARS legacy system.

One of the main systems within BCPS One is the Learning Management System (LMS). The LMS is used by staff, educators, students and parents to support face to face, blended and online learning using an interconnected system of digital curriculum, content and assessments; student performance data; student grades; and communication. The current LMS is Engrade, provided by McGraw Hill Education.

The LMS is integrated with another main BCPS One system, the Student Information System (SIS), formerly known as STARS. The SIS is BCPS's official system of record for student information. The integration of the LMS and the SIS allows for 1) a daily feed from the SIS to the LMS to ensure accuracy of class rosters and 2) quarterly grade uploads from the LMS to the SIS so that manual entry of the final class grades is not required of teachers for report cards in the SIS.

Please provide vendor performance evaluation for JNI-749-13 (Engrade).

Current Board Policy and Superintendent's Rule 3231, Vendor Performance Evaluation, require an evaluation within 30 days of completion of the contract

Please explain why explored RFP instead of extending Engrade?

The existing LMS contract (JNI-749-13) will expire on October 1, 2018. As a result, the RFP process was initiated on August 3, 2017.

Please provide bid summary for other bids received (including annual per pupil cost).

BCPS received six proposals which were evaluated by committee and four no-bid responses. Demonstrations were held for all six firms, based on the demonstrations, best and final offers were requested from three firms. Per student costs ranged from \$3.45 to \$6.00.

Please provide ACTUAL annual per pupil cost for current Engrade LMS (and include other costs if related to STARS legacy system) over the last five years.

\$7.05 per user for the last 5 years. Users include students, teachers and administration.

Please provide projected annual per pupil cost for next five years.

\$3.45 per user for the next five years. Users include students. Parents, teachers and administrators are included at no additional cost.

What support will be provided by vendor to school system implementation team and users? What is timeframe for implementation?

The vendor will provide support to BCPS with the LMS implementation to ensure a successful transition by the start of the 2018-2019 school year including:

- Developing a project plan, including data population, content migration and user training plans in early 2018.*
- Coordination with BCPS' Department of Information Technology to configure the LMS, migrate curriculum content from the current LMS to the new LMS, and coordination with the Division of Curriculum & Instruction to conduct training sessions.*
- Participation in user acceptance testing via 2017-2018 school year marking period 4 Field Test*
- Consulting, monitoring and training for the LMS rollout.*

Did selection process include teachers, parents, PTA County Council, TABCO, CASE, advisory councils, students, or student council? Who, how and when?

Yes, various stakeholder groups were involved in the selection process. The process for selection and the groups included are explained below.

To ensure alignment to BCPS' Blueprint 2.0 Strategic Plan and in support of predefined LMS roadmap goals, extensive technical and functional requirements were included in the RFP. Requirements were obtained directly from LMS end users via the standard continuous improvement process, which included gathering:

- Ongoing feedback submitted from school staff via the BCPS One Request Support Form.*
- Input from teachers, students and parents via annual BCPS One Focus Group sessions. A breakdown of the focus group participants is provided below:*

<i>Focus Group Participants</i>	<i>Count</i>	<i>How were Participants Selected? (Participation for all focus groups was voluntary)</i>
<i>STAT Teachers</i>	<i>20</i>	<i>Elementary and secondary STAT teachers were invited to participate in the focus group on a STAT training day. Morning and afternoon sessions were offered.</i>
<i>Teachers</i>	<i>35</i>	<i>Focus groups were advertised to all teachers via the Weekly Bulletin and offered to teachers through the Professional Learning Registration System. An additional session was also offered directly to TABCO. Both elementary and secondary teachers attended.</i>
<i>School Administrators</i>	<i>16</i>	<i>School administrators were nominated by community superintendents to participate in focus groups. The focus groups were held during the June 2017 STAT Institute. Both elementary and secondary administrators attended.</i>
<i>Students</i>	<i>116</i>	<i>An elementary, middle and high school was selected from each of the four zones. Principals of the selected schools invited students to participate.</i>
<i>Parents</i>	<i>40</i>	<i>Feedback was solicited from parents during the May and June 2017 Build a Better Summer – Parent Expo, hosted by BCPS Parent University at the Rosedale and Catonsville libraries.</i>
<i>Total</i>	<i>227</i>	

Feedback from school staff in response to a survey that was sent out in June of 2017. The survey respondents were:

<i>Respondent by Job Title</i>	<i>Count</i>
<i>School Administrators</i>	<i>73</i>
<i>Teachers</i>	<i>216</i>
<i>Resource Teachers</i>	<i>4</i>
<i>STAT Teachers</i>	<i>20</i>
<i>Total</i>	<i>313</i>

Requirement gathering sessions were also held with central office personnel throughout the summer of 2017 to specifically identify functional and technical needs. Requirement gathering sessions included representatives from the following central offices:

- *Division of Curriculum & Instruction*
- *Department of Academics*
- *Department of Academic Services*
- *Department of Curriculum Operations*
- *Department of Innovative Learning*
- *Department of Information Technology*
- *Office of Enterprise Applications*
- *Project Management Office*
- *Division of Research, Accountability, and Assessment*
- *Division of Organizational Effectiveness*
- *Directors of School Performance*

An LMS Product Review Committee was formed so that proposals and product demonstrations could be presented and evaluated by various stakeholder groups, including:

- *Teachers*
- *TABCO Executive Board*
- *Administrators*
- *CASE*
- *Special Education Citizens Advisory Committee*
- *Citizen's Advisory Committee for Gifted and Talented Education*
- *Information Technology*
- *Organizational Development*
- *Research, Accountability, and Assessment*
- *Academics*
- *Academic Services*
- *Special Education*
- *School Counseling*
- *Educational Options*
- *Innovation and Digital Safety*

Representation was also anticipated for the LMS Product Review Committee from the following stakeholder groups; however, representatives either did not attend any vendor demonstration or attended only some of the vendor demonstrations.

- *Human Resources*
- *Parent Teacher Association Council*

What impact will this purchase have on classroom teachers? Work load? Work flow?

The product design is very intuitive. Schoology requires minimal clicks to gain access to materials for all users. Schoology offers improved abilities for teachers regarding communication and collaboration tools, access to content, data collection and grading tools to streamline processes, user access views and navigation and a personalized experience.

Grading and Reporting

Schoology offers enhanced features for grading and reporting. The gradebook is interactive, and uses grades as well as icons and codes to communicate student progress. Rubrics, assignments, tests/quizzes, comments and completion codes are linked for ease of communication and convenience. Marking period grades will continue to be electronically transferred to the SIS.

How will assignments and assessments created by teachers in Engrade be transitioned to Schoology? Manually or digital conversion?

Teachers will receive three hours of paid professional learning, during which time they will begin to transfer teacher developed content they wish to save from Engrade to Schoology. Resources saved to teacher's OneDrive account can be instantly added to their resources in Schoology. Curriculum and associated content that teachers use in the LMS will be automatically transferred.

How will teachers be given time for Training required? And time for any transitions of assignments or assessments?

During marking period four, schools will offer opportunities for teachers to engage in paid professional learning referenced above. The specific schedule will be a site-based decision to meet individual school needs. In addition to the paid professional learning, teachers will receive access to an online "Getting Started with Schoology" course and will receive additional professional learning during back-to-school professional development days in August 2018.

What impact will this purchase have on school-based administrators and staff? Training?

Schoology offers increased functionality to school-based administrators for monitoring curriculum, instruction and assessment. Analytic tools give administrators insight into user visits, page views, average time spent in the platform by users, comments posted, submissions and files uploaded. Administrators will receive training on these features and will have digital access to training provided to teachers.

What impact on Central Office Curriculum and Instruction staff? Need to move curriculum?

Schoology offers increased functionality for the development and implementation curriculum, including the ability to create curriculum groups (e.g, Grade 1) and to deliver professional learning to teachers directly within the platform. Curriculum and system-created assessments will be electronically transferred from Engrade to Schoology and staff will review all digital assets to validate links and make any necessary corrections.

Is this contract subject to Board Policy and Superintendent's Rule 3231, Vendor Performance Evaluation? If not, why not?

Yes, this contract is subject to Board Policy and Superintendent's Rule 3231.

By what metric, how and when will the Board be informed of the performance of this contract item/system/curriculum/product, etc.?

Purchasing procedure is being revised to require a vendor performance report every six months after Board approval. The report is an automated survey for goods and services. Matrix questions address aspects of the contract such as level of service, communication, project management, delivery of goods and adherence to budget

Ethics Policies related to “appearance of influence, impropriety” Board Policy # 8361 and others. Please indicate for the last four years, if the former superintendent, current interim superintendent, board members, any staff or employee, with direct or indirect influence on this contract, have received any gift over \$20 including travel, meal, entertainment, lodging, conference fees, or anything else by the vendor receiving this contract? This includes any amounts reimbursed to BCPS or personnel for same items listed. If yes, please provide names of BCPS personnel, dates, gift item and dollar amounts (actual if reasonably known or estimated.)

Please indicate for the last four years, if the superintendent, current Interim superintendent, board members, any staff or employee with direct or indirect influence on this contract, have been paid speaking/consulting fees or any other income by the vendor receiving this contract? If yes, please provide names of BCPS personnel, dates, gift item and dollar amounts (actual if reasonably known or estimated.)

In the past four years, please indicate if any employee of the vendor has been in BCPS schools or offices in any way. If yes, please provide name and title of BCPS personnel, dates, name and title of vendor personnel, type and reason for interaction.

Every effort is made to uphold all Baltimore County Public Schools' policies, including but not limited to, BCPS ethics policies for every contract.

Is this vendor an ERDI client? Did any BCPS personnel participate on any panel with the vendor?

BCPS does not maintain a list of ERDI clients.

Has proposed Vendor made donations to Education Foundation or school system directly?

The Office of Purchasing does not maintain Education Foundation records.

2. JBO-711-18 ECONOMIC AND DEMOGRAPHIC ANALYTICS PARTNER

Please provide Brief description of Deliverables and timeframe.

Services will on be continuous through-out the term of the contract. Services include annual evaluation of enrollment projection methodology; including multi-year accuracy comparisons, modeling the impact of potential changes in residential development and settlement patterns, analysis of and adjustment for changes in policies, laws and other regulations that may impact the calculation and use of enrollment projections.

What input will Board members have?

As indicated, reports may be presented to the Board.

3. MWE-808-18 EVALUATION OF HIGH SCHOOL CAPACITY AND ENROLLMENT

Please provide brief description of deliverables and timeframe.

Deliverables:

- a. A written community engagement plan that identifies an outreach and engagement strategy with identified audiences, methods and key tasks.*
- b. A draft report and final Capacity Study report which identifies short-, mid—and long-term opportunities and options to address capacity needs in high schools, including the advantages, limitations and costs estimates of each. The draft and final reports should include a summary of data, information and analysis completed that supports the proposed recommendations.*
- c. Formal multi-media presentation of results.*

Timetable:

January 2018 – March 2018:

- Data collection, review and evaluation*
- Meet with BCPS staff to create the plan for community engagement and input.*

April 2018:

- Develop preliminary draft options*
- Coordinate with BCPS and schedule community engagement*

May 2018:

- BCPS review of preliminary draft options*
- Coordinate with BCPS and schedule community engagement*

June 2018:

- Community engagement and input meetings*

July 2018 – August 2018:

- Finalize draft Capacity Study Report*

September 2018:

- Baltimore County Board of Education approval*

What input will Board members have?

See above.

4. JBO-708-18 DRAIN CLEANING AND ASSOCIATED SERVICES *CONTRACT MODIFICATION JUST APPROVED LAST MONTH*, why modification so soon?

As shared during last month's meeting, one of the award vendors was inadvertently left off the exhibit.

JBO-708-18 DRAIN CLEANING AND ASSOC SERVICES 20171205

Was roof drain inspection utilized in Lansdowne High School?

The roof drains at Lansdowne HS that were causing the flooding were discovered by our own third party consultant during the design process. The drain cleaning contract was not used.

5. LKO-407-18 FLOOR TILE AND ASSOCIATED SUPPLIES – NO QUESTIONS