SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: November 16, 2026

Agenda Section: Consent

Agenda Item Title: Timely

From: Dr. Jennifer Gutierrez, Deputy Superintendent

Additional Presenters if Applicable: None

Description: Timely is a master scheduling program that helps secondary campuses create efficient schedules, optimize teacher and course-section assignments, and ensure students are scheduled appropriately. Before adopting Timely, staff created schedules manually using spreadsheets or whiteboards. The program streamlines scheduling and reduces the time needed to develop a master schedule.

Historical Data: License renewal second year utilizing Timely

Recommendation: To approve Timely in the amount of $45,000 that includes data sharing and continue these services for the 2026–2027 school year.

Purchasing Director and Approval Date:

Funding Budget Code and Amount: Local Funds Budget 199-E31-6395-00-824 -0-99-0-00

Goals: 1: Curriculum and Instruction - SSAISD will engage all students with a high-quality, research-based curriculum to achieve academic growth and excellence.

Timely

[SY2627] - South San ISD + Timely

South San Antonio ISD
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Reference: 20260722-154956491
Quote created: July 22, 2026
Quote expires: November 19, 2026
Quote created by: Joanna Norris

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Comments from Joanna

Timely helps school and systems leaders streamline scheduling processes, reduce manual work, and build efficient, student-centered schedules that align with student needs and organizational priorities — free from the constraints of spreadsheets or legacy tools.

Timely will provide Client access to the Timely scheduling platform, along with ongoing support from our team, for the following Client's schools:

Middle Schools:
Alan B Shepard Middle
Dwight Middle
Robert C Zamora Middle

High School:
South San Antonio HS

We're excited to share this quote as the next step in renewing our partnership for the 2026–27 school year.

License start date: September 1, 2026
License end date: August 31, 2027

Products & Services

Item & Description	Quantity	Unit Price	Total
Timely for Middle School	3	$10,000.00 / year	$30,000.00 / year
Timely for High School	1	$15,000.00 / year	$15,000.00 / year
		Annual subtotal	$45,000.00
		Total	**$45,000.00**

Terms and Conditions:

This price quote from Timely Schools, Inc. having an address at 19 Ruskin Street, MA 02132 (“Company”) has been prepared for the Customer Name displayed above. Customer's use of Timely's software and services shall be subject to the Timely Terms and Conditions of Use, (**Version 1.0**, as posted at www.timelyschools.com/msa-dsa as of the date of this quote).

Payment Terms:

All invoiced amounts are due within thirty (30) days of the invoice date (Net 30). Late payments may be subject to a late fee as described in Timely's Terms and Conditions of Use under section 4.1 Fees & Payment Terms.

Tax Exemption:

To the extent your purchase is subject to sales tax, tax will be applied at final invoicing. If tax exempt, please submit valid exemption certificate to procurement@timelyschools.com.

Signature

Signature

Date

Printed name

Questions? Contact me

Joanna Norris
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