



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: May 19, 2025

Agenda Section: Consent

Agenda Item Title: Approval to purchase the **Timely** Platform (a strategic master scheduling system) for South San Antonio HS (2024-2025) and all secondary campuses in SY 2025-2026

From/Presenters: Dr. Jennifer Gutierrez, Deputy Superintendent

Description: At South San Antonio ISD, we recognize that building effective school schedules is essential to supporting our academic, staffing, and budgetary goals. Currently, our district and campus leaders face significant challenges in creating schedules, often relying on manual, disconnected tools such as Google Sheets, whiteboards, and bulletin paper that do not interface with our student information system. Scheduling should not be a cumbersome process; instead, it should be a strategic opportunity to enhance student achievement, strengthen teacher experiences, and maximize the efficiency of our resources.

Given that 60–80% of a school’s budget is tied to personnel costs, few decisions are more critical than how we structure the daily experiences of our teachers and students. A well-designed schedule is a direct reflection of a school’s values and priorities, impacting everything from instructional quality to operational efficiency.

To better align scheduling practices with South San Antonio ISD’s commitment to academic excellence and operational effectiveness, we propose the adoption of Timely, a scheduling solution designed specifically for middle and high schools. Timely offers advanced optimization technology and personalized support from experienced educators who have worked through similar challenges. By partnering with Timely, South San Antonio ISD can streamline the scheduling process, promote academic innovation, create flexible staffing models, and improve budget management — ultimately supporting better outcomes for both students and staff.

Historical Data: In South San Antonio ISD, campus administrators and counselors currently spend an average of 300–500 hours collectively each year developing master schedules manually. Despite this effort, scheduling conflicts, course imbalances, and staff underutilization persist, impacting academic programming and budget efficiency. An analysis of Fall 2024 course offerings revealed that 18% of student course requests could not be fulfilled, largely due to scheduling constraints.

These challenges are clearly reflected in the data below, which underscores the urgent need for a more strategic and efficient scheduling solution.

Category	Current State (South San Antonio ISD)	Impact
Scheduling Tools	Google Sheets, Whiteboards, Manual Paper Processes	Inefficient, error-prone, time-consuming
Time Spent on Scheduling	~300–500 staff hours per year (per campus)	Delays, overtime costs
Scheduling Accuracy	Estimated 10–20% schedule conflicts per year	Manual adjustments, student disruptions
Course Request Fulfillment	82% of student course requests accommodated	Limited elective and AP offerings
Staff Utilization	Instances of underloaded or overloaded teacher schedules	Inefficient staffing, budget waste
Budget Impact (Personnel)	65–70% of total district budget spent on personnel	Small inefficiencies = high cost
Past Improvement Efforts	Ad-hoc trainings and manual "checklists"	Limited success, continued frustration

Below you will see the potential benefits with the use of Timely:

Category	Current Approach	With Timely
Scheduling Completion Time	6–8 weeks	2–3 weeks
Staff Hours Required	300–500 hours	100–150 hours
Scheduling Conflicts	10–20% of students impacted	<5% of students impacted
Course Request Fulfillment	82%	95%+
Staff Utilization	Inconsistent	Optimized based on staffing needs
Budget Efficiency	High risk of inefficiency	Data-driven, strategic scheduling

Currently, Timely is being used by fifty-five districts across sixteen states totaling 284 schools. The following Texas school districts are currently using Timely: Abilene ISD, Aldine ISD, Arlington ISD, Austin ISD, Dallas ISD, Edgewood ISD, Garland ISD, Hearne ISD, Houston ISD, La Joya ISD, Longview ISD, Lubbock ISD, Mesquite ISD, Pflugerville ISD, Richardson ISD, and Temple ISD.

Recommendation: Approve the purchase of the Timely Platform for the 2024-2025 school year for South San Antonio High School (\$15,000) and the purchase for the use at all four secondary campuses (Dwight MS, Shepard MS, Zamora MS, South San Antonio HS) for the 2025-2026 school year (\$45,000).

Purchasing Director and Approval Date: Kathleen Antoon, Director of Assessment & Accountability, April 17, 2025

Funding Budget Code and Amount:

(2024-2025) #199 E 11 6395 00 001 011000 - \$15,000

(2025-2026) Various budgets (district wide basis) - \$45,000

Goal: 1. SSAISD will increase academic achievement for all students and thus closing the gap between student populations in pursuit of advanced performance.



South San Antonio (TX)

South San ISD

1450 Gillette Blvd
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Reference: 20250417-141651680

Quote created: April 17, 2025

Quote expires: July 16, 2025

Quote created by: Laura Miller

School Success Manager

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Products & Services

Item & Description	Quantity	Unit Price	Total
High School	1	\$15,000.00	\$15,000.00
One-time subtotal			\$15,000.00
Total			\$15,000.00

Terms and conditions:

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Signature

Before you sign this quote, an email must be sent to you to verify your identity. Find your profile below to request a verification email.

Kathleen Antoon

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Questions? Contact me



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Timely Schools, LLC



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Reference: 20250417-142306356

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School Success Manager

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Products & Services

Item & Description	Quantity	Unit Price	Total
High School	1	\$15,000.00	\$15,000.00
Middle School	3	\$10,000.00	\$30,000.00
One-time subtotal			\$45,000.00
Total			\$45,000.00

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Questions? Contact me



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