



MEMORANDUM

TO: ISD 110 Finance Committee

FROM: Jeni Super, Director of Human Resources
Pam Carman, Director of Finance & Operations

DATE: May 11, 2026

SUBJECT: Red Rover Expansion / Transition from Frontline for Hiring & Records – System Alignment and Next Steps

Purpose

The purpose of this memo is to provide the Finance Committee with an update on the proposed expansion of Red Rover to include hiring and records modules, replacing Frontline for these functions. This memo outlines system alignment, cost considerations, and seeks feedback on next steps prior to bringing a recommendation to the School Board on June 22, 2026.

Background/Context

Waconia Public Schools currently utilizes:

- Red Rover for electronic timesheets and absence management
- Frontline for hiring and employee records

As part of ongoing efforts to streamline systems and improve operational efficiency, the District has been evaluating the expansion of Red Rover to include hiring and records management. This would consolidate multiple HR functions into a more unified system and reduce reliance on platforms with overlapping functionality.

This approach aligns with the District's long-term technology strategy, including the transition from Skyward SMS to Skyward Qmlativ, which will serve as the District's primary enterprise system.

The District explored short-term contract flexibility with Frontline. Frontline has offered a quarterly extension through October 2026; however, this option includes a 15% cost uplift. While this represents an increased short-term cost, it provides necessary flexibility to appropriately sequence system transitions and reduce operational risk.

A detailed cost comparison is included as Attachment A.

Current State & Opportunity

Current State

- Red Rover is in use districtwide for timekeeping and absence management
- Frontline is used separately for hiring and records, resulting in:
 - Multiple systems for HR staff and administrators
 - Increased training and support complexity

Opportunity

Expanding Red Rover allows the District to:

- Streamline hiring, onboarding, and records management processes
- Improve data consistency and workflow efficiency
- Reduce administrative burden and system redundancy
- Better align systems in advance of the Skyward Qmlativ migration

Expanded Functionality & Value Considerations

Beyond the immediate hiring and record-keeping improvements, Red Rover provides an integrated platform that offers long-term operational value to the district.

- By moving to a unified system for hiring, records, timekeeping and absence management modules, the district eliminates duplicate data entry inherent in disconnected systems. Applicant data flows directly into required onboarding documents, employee records, time tracking, and absence management, significantly reducing administrative labor hours and potential data entry errors.
- Because the platform is built on a single database, a single employee profile powers every module. This enables sophisticated, automated workflows and role-based permissions that are impossible to maintain across siloed software.
- Red Rover Records provides a centralized, audit-ready organization for employee records. With granular access controls and license/certification management, the district reduces the legal and financial risks associated with non-compliance or lost documentation.

System Role Clarification (ERP / HCM Alignment)

Skyward Qmlativ will serve as the District's Enterprise Resource Planning (ERP) system, which includes core Human Capital Management (HCM) functions such as payroll, benefits administration, position control and records management. As such, Skyward will remain the District's primary system of record for all financial and personnel data.

Red Rover is not the District's HCM system. Rather, it functions as a complementary, integrated platform that supports specific operational workflows, including:

- Recruiting and hiring
- Onboarding and document management

- Absence management and timekeeping (implemented FY25)

Red Rover will integrate with Skyward to ensure alignment of employee data while enhancing front-end processes. This approach allows the District to:

- Maintain a single authoritative system of record within Skyward
- Improve efficiency and user experience in hiring and onboarding workflows
- Reduce duplicate data entry and manual processes
- Support a more cohesive and streamlined HR system environment

This delineation ensures a clear system architecture and aligns with the District's long-term technology strategy.

Hiring, Onboarding & Records – Operational Value

The proposed expansion of Red Rover is expected to:

- Improve the candidate experience through a more modern, user-friendly application process
- Increase speed to hire through configurable workflows and reduced manual steps
- Streamline onboarding through digital document collection and automated processes
- Eliminate duplicate data entry by integrating hiring and employee information within one system
- Centralize personnel records in a secure, searchable, and audit-ready environment

Implementation Timing & Sequencing Considerations

The timing of this transition is a critical factor in the overall recommendation.

- The District cannot implement the Red Rover expansion concurrently with the Skyward Qmlativ migration, as both initiatives require significant staff capacity, system configuration, and change management.
- The start of the school year represents a high-volume hiring period, making it operationally challenging to transition hiring and records systems during this time.

As a result, the proposed approach is to:

- Extend Frontline through October 2026 utilizing quarterly billing
- Avoid implementation of a new hiring system during peak hiring activity
- Sequence the Red Rover expansion following the start of the school year

The 15% premium associated with quarterly billing is being considered a short-term transition cost to:

- Reduce operational risk
- Ensure a more stable and controlled implementation
- Avoid disruption during critical hiring and onboarding periods

Implementation Plan (To Be Finalized)

The implementation timeline will be further refined; however, the anticipated sequencing includes:

- Continued use of Red Rover for timekeeping and absence management
- Temporary extension of Frontline through October 2026
- Transition of hiring and employee records to Red Rover following the peak hiring period
- Alignment with Skyward SMS and preparation for Skyward Qmlativ migration (Implementation beginning June 2027; Go-Live February 2028)

Financial Impact

- Cost comparison between Frontline and Red Rover is included in Attachment A
- Frontline extension includes a 15% premium for quarterly billing
- Red Rover expansion introduces additional module costs that require final evaluation

The cost associated with transitioning from Frontline to Red Rover was incorporated into the Preliminary FY27 budget; the only incremental cost is the 15% Frontline premium associated with the temporary quarterly extension.

Next Steps - Finance Committee Feedback Requested

Prior to bringing a recommendation to the School Board on June 22, 2026, administration is seeking feedback on:

- Additional information needed to support a decision
- Level of detail required for module justification (Hiring & Records)
- Risk considerations related to system transition
- Readiness to move forward with a formal recommendation