

REPORT NAME: Droplet Renewal

REPORT OF: Business Office

FOR: Information

STRATEGIC GOAL ALIGNMENT: Strategic Objective #2

STRATEGIC OBJECTIVE ALIGNMENT: Develop an aligned strategic infrastructure to focus the entire organization on teaching and learning in a way that supports all stakeholders to perform at the highest level of quality.

FISCAL FUND IMPACT: General Fund

IMPACT AMOUNT: \$32,445 annually for the next three years beginning February 27, 2026, for a total of \$97,335

EXECUTIVE SUMMARY/BACKGROUND: The Business Office recommends renewing the district's subscription to **Droplet**, the digital workflow platform currently used to manage several critical operational processes because the platform remains central to our internal workflow automation and compliance tracking.

Current Uses of Droplet

Droplet supports multiple high-volume, compliance-sensitive processes across the district, including:

- **Semi-Annual Certification Form** Ensures required documentation is completed, stored, and auditable.
- **Field Trip Admission Requests** Streamlines teacher submissions and administrative approvals.
- **Field Trip Transportation Requests** Coordinates transportation needs efficiently and reduces manual scheduling errors.
- **Conference/Workshop Requests** Provides a consistent workflow for professional development approvals and tracking.

These workflows reduce paper handling, improve turnaround time, and create a clear audit trail—critical for compliance, transparency, and operational efficiency.

Rationale for Renewal

Renewing Droplet supports the district's goals of:

- Increasing operational efficiency
- Strengthening compliance and documentation
- Reducing manual administrative workload

COST BENEFIT ANALYSIS:

RECOMMENDATION:

The Superintendent recommends that the Board approve moving forward with the renewal of Droplet.

IMPACT IF NOT APPROVED:

The District will need to develop new procedures for the semi-annual certification form, field trip admission requests, field trip transportation requests, and conference/workshop requests by February 27, 2026.

NEXT STEPS IF APPROVED:

SPS will work with Droplet to draft a purchase order.