



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: February 20, 2019

Purpose: Presentation/Report Recognition Discussion/ Possible Action

Closed/Executive Session Work Session Discussion Only Consent

From: Lorraine De Leon, Executive Director of School & Community Partnerships

Item Title: Service Delivery Agreement between AnLar LLC and South San Antonio ISD for the 2018-2020

Description:

South San Antonio ISD was awarded an additional \$750,000 to extend the Community Partnership Grant for the 2018-2020. Grant goals include the following: increase kindergarten readiness, increase the percent of 3rd and 5th graders who are proficient/meets on STAAR reading & math and expand wraparound services.

AnLar LLC will provide technical support the District to provide technical support for the grant.

Texas Education Agency secured procurement RFQ No: 701-18-044

Recommendation:

Approve the Service Delivery Agreement between AnLar LLC and South San Antonio ISD to provide technical support.

District Goal/Strategy:

Strategy 4 We will build partnerships with businesses and the community to promote parental involvement, support opportunities for student success, and increase student attendance and enrollment.

Funding Budget Code and Amount:

CFO Approval

Community Partnership Grant –Budget 429 not to exceed \$153,500

APPROVED BY:

SIGNATURE

DATE

Chief Officer:

[Signature]

2-4-19

Superintendent:

[Signature]

2/6/19



Proposed Scope of Work & Budget
South San Antonio ISD / TEA Community Partnerships Grant
AnLar LLC

Introduction

The following scope of work (SOW) for South San Antonio ISD (SSAISD) addresses the requested need for targeted Technical Assistance (TA) for the district's community partnership initiative in the implementation phase of the TEA Community Partnerships Grant.

South San Antonio ISD's Requested Need

SSAISD requests support with the continued implementation of their Community Partnerships Grant from TEA. Through the activities of this grant, SSAISD is seeking to achieve the following goals by 2022:

1. Have 75% of students kindergarten ready;
2. Have 50% or more of 3rd, 4th, and 5th-grade students score proficient or higher in math;
3. Have 50% or more of 3rd, 4th, and 5th-grade students score proficient or higher in reading;
4. Decrease discipline referrals by 50% for all elementary school campuses; and
5. Have 100% of students and their families have their critical needs met.

SSAISD has specifically identified the following activities it would like AnLar to provide TA and strategic planning for:

- The creation of a continuum of supports for children birth to kindergarten;
- The development of a demonstration preschool in the district;
- Improved social-emotional supports in early childhood;
- Improved family engagement;
- Increased educator capacity to work with diverse families, including those experiencing challenges; and
- Messaging and branding support for these activities.

The following activities, aligned with the required tasks of the grant, have been identified:

- Overall Project Management
 - Coordination and collaboration with SSAISD and its vendors to successfully implement grant activities
 - A project kickoff meeting with relevant stakeholders
 - Bi-weekly, project management meetings with AnLar and SSAISD
 - An overall project plan for this work
- Task 4: Data-Driven Performance Management
 - Establishing Community Agenda – Needs Assessment and Data-Driven Decision Making
 - Defining Common, Accessible, Measurable Performance Metrics
 - Web-based Dashboards and Scorecards
 - Data Usage - Compile, Analyze and Use Population Level Data & Indicators
 - Benchmarking Performance - Process for Progress Monitoring

- Task 5: Messaging and Branding Strategy
 - Communication Strategy
 - Branding
 - Internal/External Messaging (e.g., website, video, social media presence, etc.)
 - Storytelling
- Task 7: Performance Management Routines
 - Implement Data-Driven Performance Routines to Track Progress
 - Build Infrastructure to Support Ongoing Data Management and Analysis
- Task 10: Leadership and Community Trainings
 - Program Training (e.g., recruitment, hiring, retention, budgeting, advocacy, etc.)
 - Data-Driven Performance Management
 - Cross-Sector Leadership Topics
 - Workplace Coaching (e.g., building teams, management skills, etc.)
 - Change Management
- Task 11: Racial Equity and Access Trainings
 - Strategic Approach to Addressing Race & Racism
 - Social Determinants of Health
 - Culturally Responsive Strategies

We recognize that these tasks are provided by TEA as a guideline for districts participating in the Community Partnerships Grant. AnLar will work with SSAISD to identify which aspects of each task to focus on and how they relate to the goals and activities listed above. ***The project kickoff meeting will focus on aligning SSAISD's specific goals for this work with the identified tasks required of the grant.***

Deliverables for AnLar's Proposed Approach

Given AnLar's staff experience with system change activities as well as family engagement and early childhood expertise for technical assistance, we identified the following deliverables for each of the requests listed above:

Project Management (Proposed Timeline - March 1, 2019 - May 1, 2020)

1. Conduct an in-person kickoff meeting with SSAISD staff, Region 13, and other relevant stakeholders. The meeting will include a discussion of administrative issues, followed by a discussion of AnLar's portion of the project plan, roles, and responsibilities of project staff, proposed contract work, contract management, and methods of communication between AnLar and SSAISD project staff. As a result of the kickoff meeting, SSAISD, Region 13, and AnLar will have clear understanding of how to incorporate the goals for this work into the tasks identified by TEA for the Community Partnerships Grant.
2. Contribute to the Region 13 Project Plan development by outlining AnLar's expected activities and timelines based on agreed upon tasks.
3. Meet with SSAISD through biweekly conference calls following the kickoff meeting. At the kickoff meeting, AnLar staff, in coordination with SSAISD, will decide the schedule for the meetings and who should attend. AnLar staff will work collaboratively with SSAISD prior to each meeting to finalize an agenda and provide meeting minutes within seven days of each call.
4. Submit written quarterly status reports to SSAISD by the fifth day of each month until the conclusion of the contract to ensure that milestones, successes, issues, and risks to project success are communicated in a timely manner.

Task 4 – Data-Driven Performance Management (Proposed Timeline - March 1, 2019- June 30, 2019)

Note: AnLar proposes concluding this activity in August 2019 when Task 7: Launch Performance Management Routines will implement the plans developed in this task.

1. Review previously conducted data mapping and analysis including a current data source map, any existing needs assessments for data collection activities, analysis of relevant existing data, the identification of factors impacting student performance and barriers that may prohibit student growth and success, and the creation of a 10-15 page written report summarizing the results of the data collection and analysis activities completed.
2. Define performance metrics for this work in partnership with Region 13, including a review of the Theory of Action, defining measurement for each of the short, medium, and long term outcomes identified in the Theory of Action, the articulation of fidelity of implementation metrics for activities related to the Community Partnerships Initiative; the creation of a draft Evaluation Plan for this work, soliciting stakeholder feedback on the draft Evaluation Plan, and a finalized evaluation plan.
3. Develop and support the implementation new data collection tools as needed to collect data for this initiative, based on the results of the needs assessment and the evaluation plan, and in partnership with SSAISD and Region 13 as appropriate.

Task 5 -- Messaging and Branding Strategy (Proposed Timeline - March 1, 2019- August 31, 2020)

Note: AnLar proposes concluding this activity in August 2019 when Task 9: Ongoing Communication Support will implement the plans developed in this task. AnLar will ensure an appropriate transition to the vendor that manages Task 9.

1. Develop a communication plan including messaging, storytelling, and communication strategies based on a comprehensive review of the current strategies and tools being used by SSAISD and identified community partners, the collection of stakeholder input on current communication strategies and messaging, the creation of a professionally designed, draft Communications and Messaging Plan, including internal and external messaging and storytelling, the solicitation of stakeholder input and feedback on the draft plan, and the finalization of a professionally designed Communications and Messaging Plan based on stakeholder input.
2. Develop project branding including templates and messaging documents through a review of state and SSAISD branding and design requirements, the completion of a branding needs assessment, the creation of draft branding design, SSAISD review of draft branding, and the finalization of project branding materials for use by Region 13 implementation of ongoing communication support as part of Task 9.

Task 7 -- Launch Performance Management Routines (Proposed Timeline - July 1, 2019- May 1, 2020)

1. Facilitate the implementation of data collection activities by the LEA and community partners as detailed in the Evaluation Plan created in Task 4, including creating a bi-annual report that summarizes evaluation data collected to date, facilitating in partnership with Region 13 a review of the bi-annual report with SSAISD staff, ongoing updates to the evaluation plan and data collection procedures as needed, and facilitating an annual stakeholder review of data to inform ongoing performance management routines.
2. Increase capacity of SSAISD staff to support ongoing data collection and analysis by providing up to five (5) hours of training on data-based decision making and continuous quality improvement to SSAISD staff

and community partners and identifying and training of up to five (5) master cadre data specialists including up to seven (7) hours of training and coaching support.

Task 10 -- Leadership and Community Trainings (Proposed Timeline - March 1, 2019-May 1, 2020)

Note: AnLar understands that SSAISD may want to combine activities conducted as part of Tasks 10 and 11 into a comprehensive set of training activities and can support an aligned training plan if SSAISD so chooses. This possibility will be discussed as part of the kickoff meeting.

1. Conduct a training needs assessment to identify and clarify SSAISD and community partner training needs related to tasks 10 and 11.
2. Develop an online community of practice (CoP) for participants in training activities related to tasks 10 and 11 for SSAISD educators and community partners including identifying goals and anticipated outcomes for the CoP, developing a CoP website with a discussion board and related resources, facilitating up to five (5) virtual CoP meetings, and collecting data on and conducting evaluation of CoP activities.
3. Develop and implement program leadership and change management training including up to fifteen(15) hours of virtual or face-to-face trainings on topics identified by AnLar and SSAISD to meet project objectives. AnLar will develop the content for these trainings, deliver the training, and evaluate training activities.
4. Provide coaching support for SSAISD staff and community partners based on the training needs assessment including up to three (3) coaching sessions for SSAISD staff and community partners and evaluation of coaching activities.
5. Create a training resource library for tasks 10 and 11 incorporating existing SSAISD resources and new training resources as needed based on the training needs assessment. AnLar will create an online repository of these resources for SSAISD staff, community partners, and families to access.

Task 11 -- Racial Equity and Access Trainings (Proposed Timeline - March 1, 2019-May 1, 2020)

1. Develop and implement a racial equity and access training including up to ten (10) hours of virtual or face-to-face trainings on topics identified by AnLar and SSAISD to meet project objectives. AnLar will develop the content for these trainings, deliver the training, and evaluate training activities.

Estimates for Deliverables

The estimated time for this task order will be from March 1, 2019 through May 30, 2020. The following are the roles and responsibilities for staff proposed in order to achieve the tasks listed above. The rates included below are inclusive of all costs including staff time, travel, materials, and indirect costs.

- **Overall Project Management**

- AnLar understands that Region 13 will lead the overall project management activities for this grant in partnership with SSAISD. In order to meet the Deliverables 1-3 related to project management of the tasks listed above, we estimate that this will require time for relevant AnLar staff to participate in the project kickoff meeting, bi-weekly status meetings with SSAISD staff, develop quarterly reports, and answer any project related questions. AnLar will also use this time to collaborate with SSAISD's other vendor(s) for Community Partnership Grant activities including Region 13. Project management will require both virtual and onsite support from AnLar staff. This will require staff time for a project director, project manager, senior content experts, and communications expert (as needed), as well as any relevant project support staff at \$9,500 for the time period from March 1, 2019 to May 1, 2020.

- **Task 4: Data-Driven Performance Management**
 - To meet the deliverables listed above in Task 4, we estimate this will require time for relevant AnLar staff to participate in the activities, including the project director, project manager, senior content experts, and research staff up to 230 hours. Total for task: \$23,000.00
- **Task 5: Messaging and Branding Strategy**
 - To meet the deliverables listed above in Task 5, we estimate this will require time for relevant AnLar staff to participate the activities, including the project director, project manager, senior content experts, and professional design staff, up to 200 hours. Total for task: \$20,000.00
- **Task 7: Performance Management Routines**
 - To meet the deliverables listed above in Task 7, we estimate this will require time for relevant AnLar staff to participate in the activities, including the project director, project manager, senior content experts, and research staff up to 215 hours. Total for task: \$21,500.00
- **Task 10: Leadership and Community Trainings**
 - To meet the deliverables listed above in Task 10, we estimate this will require time for relevant AnLar staff to participate in the activities, including the project director, project manager, senior content experts, and trainers up to 290 hours. This price includes delivery of up to five (5) community of practice sessions for participants in training associated with tasks 10 and 11, fifteen (15) hours of training and three (3) coaching sessions. Total for task: \$29,000.00
- **Task 11: Racial Equity and Access Trainings**
 - To meet the deliverables listed above in Task 10, we estimate this will require time for relevant AnLar staff to participate in the activities, including the project director, project manager, senior content experts, and trainers up to 170 hours. This price includes delivery of up to ten (10) hours of training and activities that span tasks 10 and 11 such as the online community of practice and the training resource library. Total for task: \$17,000.00

Based on the assumptions above, we estimate the overall cost of the proposal to be \$120,000 from March 1, 2019 - May 1, 2020. This cost includes up to five (5) trips for AnLar staff to participate in face-to-face meetings and training activities with SSAISD staff, stakeholders, and community partners. AnLar will work with SSAISD staff to maximize the value of these trips by planning multiple activities for each and aligning travel with other district activities. AnLar is happy to engage in additional discussions with SSAISD to further tailor the content and scope of this proposal to meet the district's needs.