



MEMO

TO: Weber School District Board Members and Superintendent Butters

FROM: Jamie Ellis

DATE: October 2, 2024

SUBJECT: Request to Approve Guardian Case Management System

The Human Resources, Legal, Policy and Compliance, and the Student Educational Access and Opportunity Departments would like to request approval of the Guardian Case Management Software system. While administrators use PowerSchool to document student incidents of misconduct, we currently have nothing to document and track employee incidents of misconduct (including maintaining digital copies of all our employee investigative files). This system will primarily be used to help track and process employee investigations, but can also create workflows and places to document ADA requests and accommodations for employees, claims of discrimination or harassment by employees or students, employee and student Title IX investigations, allegations of bullying by staff, and other student matters that rise to the district level for investigation and/or review.

Through a bidding process, Guardian Case Management was chosen due to its cost effectiveness, its use in other districts in the state, and its ability to be adapted to fit our district's needs.

The annual cost of this product has been quoted for 27,300 per year with a one-time setup fee of 13,000. After our initial year, we will evaluate the effectiveness of the system and associated cost.