

# Agenda of Regular School Board Meeting

## The Board of Trustees Lakeland Joint School District No. 272

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A Regular School Board Meeting of the Board of Trustees of Lakeland Joint School District No. 272 will be held Monday, April 24, 2017, beginning at 6:00 PM in the Administrative Offices, 15506 N. WASHINGTON ST., RATHDRUM, ID 83858.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

- A. **Welcome Visitors/ Pledge of Allegiance 6:00 p.m.**
- B. **Call to Order 6:00 p.m.**
- C. **Accept/deny the resignation of Trustee Brian Wallace, Zone 4 and declaring Zone 4 vacant per IC 33-504 effective immediately for the remainder of his term which expires on July 1, 2017 and for the term commencing on July 1, 2017 and ending on July 1, 2021 in which he was duly elected per IC 33-502B** 3
- D. **Approve/deny the process of Zone 4 Trustee Appointment as presented** 4
- E. **Approve Agenda**
  - 1. **Amendments to the agenda**
    - a. **Add Action Item #4 Approve/deny Contracting Services with Skyward for the Student Management System**
      - 1) **Move Item F-Executive Session following Item H-Action Items**
      - 2) **Move Executive Session Action Items Following Executive Session at the end of the agenda**
- F. **Executive Session per Idaho Code 74-206 (1)(a)(b)&(f)**
  - 1. (f) To discuss controversies not yet being litigated but imminently likely to be litigated.
  - 2. (b) Personnel 2017-04-24
  - 3. (a) & (b) Personnel
  - 4. **Action Items Following Executive Session**
    - a. Approve/deny to ratify the Superintendent's decision to place Personnel 2017-04-24 on paid administrative leave until further notice
- G. **Staff Presentation**
  - 1. Dr. Becky Meyer & Mike Ferriola on Facilities
- H. **Action Items**
  - 1. Approve/deny Resignation as presented
  - 2. Approve/deny the Director of Human Resources Job Description as presented 7
  - 3. Approve/deny Job Description for School within a School Instructor 10

4. Approve/deny Contracting Services with Skyward for the Student Management System

11

I. **Executive Session**

J. **Executive Session Action Items**

K. **Discussion**

April 19, 2017

Brian Wallace  
13281 Glistening Ct  
Rathdrum, ID 83858

Mr. Larry Brown, Board Chairman  
Lakeland Joint School District #272  
15506 N. Washington St.  
Rathdrum, Idaho 83858

Dear Larry,

This letter is to formally communicate to you and to the district my intent to resign my position as Trustee of Zone 4 effective immediately. My resignation is needed due to my acceptance of the Lakeland CFO position beginning July 1, 2017.

I am very grateful for the opportunity to serve the Lakeland School District as a board member and for the professional and personal relationships that have been built. I want to take this opportunity to thank you and the other board members personally for your leadership, service to our community, and the knowledge and experience I have gained the past 8 years.

I wish the district well in its search for a new trustee and look forward to serving the district as CFO.

Sincerely,

A handwritten signature in cursive script that reads "B. Wallace". The signature is written in black ink and is positioned above the printed name.

Brian Wallace

# Section 33-504 – Idaho State Legislature

 [legislature.idaho.gov/statutesrules/idstat/Title33/T33CH5/SECT33-504/](http://legislature.idaho.gov/statutesrules/idstat/Title33/T33CH5/SECT33-504/)



Idaho Statutes

## TITLE 33 EDUCATION CHAPTER 5 DISTRICT TRUSTEES

33-504. Vacancies on boards of trustees. A vacancy shall be declared by the board of trustees when any nominee has been elected but has failed to qualify for office, or within thirty (30) days of when any trustee shall (a) die; (b) resign as trustee; (c) remove himself from his trustee zone of residence; (d) no longer be a resident or school district elector of the district; (e) refuse to serve as trustee; (f) without excuse acceptable to the board of trustees, fail to attend four (4) consecutive regular meetings of the board; or (g) be recalled and discharged from office as provided in law.

Such declaration of vacancy shall be made at any regular or special meeting of the board of trustees, at which any of the above-mentioned conditions are determined to exist.

The board of trustees shall appoint to such vacancy a person qualified to serve as trustee of the school district provided there remains in membership on the board of trustees a majority of the membership thereof, and the board shall notify the state superintendent of public instruction of the appointment. Such appointment shall be made within ninety (90) days of the declaration of vacancy. After ninety (90) days, if the board of trustees is unable to appoint a trustee from the zone vacated, the board of trustees may appoint a person at-large from within the boundaries of the school district to serve as the trustee from the zone where the vacancy occurred. Otherwise, after one hundred twenty (120) days from the declaration of vacancy, appointments shall be made by the board of county commissioners of the county in which the district is situate, or of the home county if the district be a joint district.

Any person appointed as herein provided shall serve for the balance of the unexpired term of the office which was declared vacant and filled by appointment.

History:

[33-504, added 1963, ch. 13, sec. 54, p. 27; am. 1975, ch. 181, sec. 2, p. 497; am. 1984, ch. 94, sec. 2, p. 219; am. 1986, ch. 348, sec. 20, p. 864; am. 1987, ch. 141, sec. 1, p. 282; am. 2009, ch. 57, sec. 2, p. 161; am. 2009, ch. 341, sec. 42, p. 1018.]

[How current is this law?](#)

[Search the Idaho Statutes and Constitution](#)

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**LAKELAND JOINT SCHOOL DISTRICT #272**

**15506 N. Washington Street P.O. Box 39**

**Rathdrum, Idaho 83858**

**Phone: 208.687.0431 Fax: 208.687.1884 Web: lakeland272.org**

April 25, 2017

FOR IMMEDIATE RELEASE

**THE LAKELAND JOINT SCHOOL DISTRICT BOARD OF TRUSTEES ACCEPTING  
APPLICATIONS FOR TRUSTEE ZONE 4 VACANCY  
DEADLINE-**JUNE 15, 2017 AT 4:00 P.M.****

The Lakeland Joint School District Board of Trustees declared on Monday, April 24, 2017 a vacancy for the trustee position of Zone 4 effective April 24, 2017. Additionally, the Board outlined the process by which the Board will appoint a person to serve the remainder of the term through June 2021.

Incumbent Brian Wallace, who was first elected in 2009, tendered his resignation to the Board on April 24, 2017. Wallace was recently re-elected to his position in 2017 running un-opposed as of the filing deadlines for the May 2017 election. Per Idaho Code 33-502B if only one qualified candidate has filed then no election is required. The new appointed Trustee will serve the remaining balance of Wallace's term which ends in 2021. Mr. Wallace was recently hired as the new Chief Finance/Operations Officer for Lakeland Joint School District effective July 1, 2017.

The Board of Trustees invites any eligible community member interested in applying for the trustee position to submit an application by **JUNE 15, 2017 by 4:00 p.m.** to the Clerk of the Board, Brook A. Cunningham, at PO Box 39, 15506 N. Washington, Street, Rathdrum, ID 83858. Applicants may be called to participate in an interview process tentatively scheduled for Monday evening **JUNE 19, 2017.**

Board member eligibility requires the candidate be a registered voter in the school district with residency in the zone that he or she represents.

**Zone 4 encompasses:** the southwestern part of Lakeland Joint School District which includes Hauser Lake, Radiant Lake, and subdivisions surrounding Betty Kiefer Elementary. **A detailed map of the zone can be found the on the District's website here:** [http://web.lakeland272.org/board\\_of\\_trustees](http://web.lakeland272.org/board_of_trustees).

The application packet must include the following:

- 1.) **Letter of Interest** with contact information (telephone, email, and residential address) that includes: "A statement about your background; main reasons for applying for the school board trustee position and answers the following question-"if appointed, what are your top three objectives?" (Letter must be typed, no more than 2 pages, double spaced, 12 point font.)
- 2.) **Resume-** The Board of Trustees will review all applications and it is anticipated the Board may interview candidates and discuss appointing a candidate at a public meeting tentatively scheduled for **Monday, JUNE 19, 2017 at 6:00 p.m.**

**END**

Trustee Vacancy Timeline per ID Code 33-504

1. Appointment shall be made **within** ninety (90) days of the declaration of vacancy.  
**DEADLINE (07/23/2017).**
2. After ninety (90) days, if the board of trustees is unable to appoint a trustee from the zone vacated, the board of trustees may appoint a person at-large from within the boundaries of the school district to serve as the trustee from the zone where the vacancy occurred.
3. After one hundred twenty (120) days from the declaration of vacancy, appointments shall be made by the board of county commissioners of the county in which the district is situate, or of the home county if the district be a joint district.

**TITLE: HUMAN RESOURCES DIRECTOR (Pending Board Approval)**

**QUALIFICATIONS:**

1. Bachelor's degree or equivalent in education, personnel, or relevant field, at least five years of Human Resource experience, or an equivalent combination of education and experience. Preference given to SHRM-P, PHR (Society for Human Resource Management) certificate.
2. Background with extensive personnel experience in the public sector, educationally-related or service organization.
3. Knowledge of principles, practices, and trends of public personnel administration in such areas as the evaluation of certificated and classified employees, recruitment, classification, job analysis, performance management, employee relations and training, leave administration, negotiations, customer service, and wage and salary administration.
4. Familiarity with policies and laws which impact employer/employee relations, content of Interest Based Bargaining agreements, approaches to bargaining, law, risk management principles, and organizational psychology.
5. Knowledge of labor and employment laws and practices (e.g., FLSA, ERISA, EEOC Uniform Selection Guidelines, USERA, leave administration, investigative procedures, Workman's Compensation, & Unemployment etc.).
6. Strong understanding of "customer-centered" support and the ability to establish effective working relationships at all levels of the organization.
7. Ability to maintain a high level of discretion and confidentiality regarding district and employee information.
8. Strong oral and written communication and presentation skills.
9. Skill at conflict resolution.
10. Ability to work both independently and cooperatively, exercise judgment and creativity, strong interpersonal skills, and skill to organize work, set priorities, and meet deadlines.
11. Knowledge and skill in the effective use and application of office technology (including Google platform and electronic file management), internet-technology, and data-base systems and to maintain a high level of data accuracy and reliability.

**REPORTS TO:**

Superintendent or Designee

**JOB GOAL:**

Responsible for the administration and coordination of classified and certificated functions of the Human Resources Division. To plan, organize, and direct a comprehensive human resources program, including recruitment, selection, classification, wage and salary administration, position control, job analysis, employee relations, Interest Based Bargaining, leave and benefit administration, employee records management, employment reporting, and employee and supervisory assistance. To serve as the principal advisor to the Superintendent regarding federal and state law, Idaho Administrative Rules, and Board policy relating to employer/employee relations and advise, direct, and assist, as necessary, in their implementation.

HUMAN RESOURCES DIRECTOR

## MAJOR DUTIES AND RESPONSIBILITIES:

### Sharing Knowledge

1. Keep abreast and share new theories, trends, and practice pertaining to grievance, legal matters, conflict resolution, suspension and leaves of absence, and termination.
2. Interpret federal and state law, administrative rules, and Board policy relating to employer/employee relations and advise, direct, and assist, as necessary, in their implementation.
3. Interpret district policies, practices, and procedures to administrators, teachers, classified staff, and applicants.
4. Serve as a resource person for information relative to the federal and state law, administrative rules, and Board policy pertaining to education and personnel. Develop personnel policy proposals and recommendations for revisions in order to remain compliant with current law.
5. Conduct analyses for district and state reports.
6. File reports in a timely manner, seeking Board approval when appropriate.
7. Plan, direct, and manage the human resources function for the district's certificated and classified employees.
8. Manage and coordinate school and district programs for attracting, selecting, and developing personnel appropriate to specific programs, roles, and job needs.
9. Administer all classified and certificated personnel programs of the district in conformity with the requirements of appropriate federal and state law, administrative rules, and Board policy.
10. Manage and maintain a district-wide staffing profile.
11. Manage and maintain the record-keeping for a system of performance evaluation for employees.
12. Provide specialized assistance in the handling of employee issues.
13. Train subordinates.

### Employee Relations and Evaluations

1. Assist with Interest Based Bargaining.
2. Be responsible for representing the district in the investigation and resolution of compliance issues and contractual disputes.
3. In coordination with Administration, be responsible for employer/employee relations, bargaining, contract management, and grievance processing.
4. Participate as a representative of the district during employer/employee contract negotiations
5. Coordinate retirement incentive/option programs.
6. Consult with employees on retirement related issues.
7. Represent or, as appropriate, assist in representing the district at compliance agency hearings.
8. Provide leadership for the Human Resources staff.

Other

1. Monitor district human resource related litigation.
2. Work collaboratively with other departments, agencies, and work sites.
3. Assume responsibility for your continuing professional growth and development by such efforts as attendance of professional meetings, membership in professional organizations, enrollment in training courses, and by reading professional journals and other publications.
4. Represent the school district in a positive manner.
5. Know and follow school district policy.
6. Perform other duties as assigned.

EVALUATION:

Performance of this position will be evaluated annually by the Superintendent in conformance with federal and state laws, administrative rules and Board policy.

TERMS OF EMPLOYMENT:

This position is a Classified, "At Will" position and is appointed annually to serve at the pleasure of the Board. Starting Salary will not be less than \$55,000.

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND AGREED TO BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Employee)

Adopted:

**NOTE:**

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

HUMAN RESOURCES DIRECTOR

**JOB DESCRIPTION**

**TITLE:** School within a School Instructor

**QUALIFICATIONS:** A valid teaching certificate issued by the state of Idaho, covering the area of assignment (K-8 Elementary Teaching Certificate, 6-12 Secondary Teaching Certificate, or K-12 Counselor).

**REPORTS:** Reports to the Lakeland Junior High Principal

**GOAL:** The School within a School Teacher will create a program that supports students who have previously experienced academic failure. The program will integrate new methods of instruction, hands-on experiences, and support beyond what is available in a conventional school setting. The teacher will facilitate learning and mentor students while transferring the ownership of learning and academic achievement to the students.

**PERFORMANCE RESPONSIBILITIES:** (Typical tasks include but shall not be limited to:)

1. Assume a leadership role in improving student achievement in the assigned content area.
2. Create a sense of community that allows a targeted group of students to feel safe to take risks.
3. Implement effective instructional strategies that are highly engaging for at-risk students.
4. Implement effective programs/techniques to teach Executive Functioning Skills for at-risk students.
5. Engage in continuous learning via professional development opportunities and reading in order to keep current with best practices and new research.
6. Promote implementation of state standards through adopted curricula by using teacher content knowledge, facilitating a better understanding of the structure of the written, taught, and tested curriculum, and through intentional utilization of standards to guide identification of essential knowledge and skills and any deficits that exist.
7. Collaborate with staff regarding effective differentiation and/or accommodations for students while in general education classrooms.
8. Identify a variety of resources to enhance classroom instruction and student engagement to improve student learning.
9. Utilize formative and summative data to improve student learning.
10. Performs such other duties as may be assigned.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation of professional personnel.

**APPROVED**

**BY:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**REVIEWED AND AGREED TO**

**BY:** \_\_\_\_\_ **DATE** \_\_\_\_\_  
(Employee)

Adopted: April 24, 2017



**SMS 2.0**

Rathdrum, ID

sm170517

*The following pricing for software and services is provided specifically for you. If you would like information on a product or service not included below, please contact your Account Executive.*

**Software as a Service Pricing - 3 Year Contract**

**Web Installation**

**The Skyward Student Management Suite Core Package includes:**

*Student Management, Curriculum Mapping, Educator Gradebook, Family Access, Graduation Requirements, Health Records, Lesson Plan, Response to Intervention and Test Score Import*

**School Management System Investment Summary**

	Full 12-Month Recurring Fees	Services	Full 12-Month Annual License Fee	Total
Student Management Suite				
Estimated Installation: Beginning of Fiscal Year	\$ 35,828.00	\$ 47,060.00	\$ -	\$ 82,888.00
System Wide Services and Software	-	17,510.00	7,376.00	24,886.00
<b>Total School Management System</b>	<b>\$ 35,828.00</b>	<b>\$ 64,570.00</b>	<b>\$ 7,376.00</b>	<b>\$ 107,774.00</b>

**School Management System Investment - Including the Full 12-Month Recurring Fees \*** **\$ 107,774.00**

School Management System Investment - No Proration \$ 35,828.00 \$ 64,570.00 \$ 7,376.00 \$ 107,774.00

**\* This Investment Summary reflects the recurring fees for a full 12-Month period.  
 The actual billing will be reflective of the actual installation date.  
 The customer recognizes and acknowledges that in subsequent years the full 12-Month recurring fee will be billed.**

**Investment Estimate**

Year 0	Estimated Installation Date through June 30, 2017 *	\$ 7,376.00
Year 1	July 1, 2017 through June 30, 2018	107,774.00
Year 2	July 1, 2018 through June 30, 2019	43,204.00
Year 3	July 1, 2019 through June 30, 2020	43,204.00
<b>Total Investment Estimate</b>		<b>\$ 201,558.00</b>

**See Terms and Conditions for revised payment terms.**

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**\* The estimated installation date is not a guaranteed installation date.  
 It is an estimate used by your Account Executive to more closely project the actual costs of the products shown on this proposal.  
 The actual installation date will be determined by Project Management once the sale is complete.**



**Pricing Detail**

**Student Management Suite**

**4,215 Students**

			Full 12-Month Recurring Fee <sup>1</sup>	Services	Full 12-Month Annual License Fee	Total
<b>Student Management Suite Software</b>						
<sup>2</sup> Core Package	\$ 5.00 /student		\$ 21,075.00	\$ -	\$ -	\$ 21,075.00
<sup>3</sup> Skyward Promotional Discount	\$ (0.50) / student		(2,108.00)	-	-	(2,108.00)
<i>Student Management</i>						
<i>Curriculum Mapping</i>						
<i>Educator Gradebook</i>						
<i>Family Access</i>						
<i>Graduation Requirements</i>						
<i>Health Records</i>						
<i>Lesson Plan</i>						
<i>Response to Intervention (RTI)</i>						
<i>State Reporting Training (Student Management Suite)</i>						
<i>Test Score Import</i>						
<b>Additional Functionality</b>						
eSign - Electronic Signature - 1 block			-	200.00	-	200.00
New Student Online Enrollment	\$ 1.50 / student		6,323.00	-	-	6,323.00
<b>Support</b>	\$ 2.00 /student		8,430.00	-	-	8,430.00
<b>Student Management Suite Training</b>						
<sup>4</sup> Professional Development Center	\$ 0.50 / student		2,108.00	-	-	2,108.00
On-Site Days (6)			-	9,900.00	-	9,900.00
Web Hours (141)			-	24,675.00	-	24,675.00
<sup>5</sup> <b>Student Management Suite Data Migrations</b>						
<i>Converting Vendor: PowerSchool</i>						
Demographics			-	3,120.00	-	3,120.00
<sup>6</sup> Grading History - Transcripts			-	5,070.00	-	5,070.00
Immunizations			-	1,365.00	-	1,365.00
Scheduling (Non-Elementary Only)			-	2,730.00	-	2,730.00
<b>Subtotal Student Management Suite</b>			<b>\$ 35,828.00</b>	<b>\$ 47,060.00</b>	<b>\$ -</b>	<b>\$ 82,888.00</b>
<sup>7</sup> <b>Total Student Management Suite Solution</b>						<b>\$ 82,888.00</b>

**System Wide Services and Software**

**4,215 Students**

			Full 12-Month Recurring Fee <sup>1</sup>	Services	Full 12-Month Annual License Fee	Total
<b>Installation</b>						
<sup>8</sup> Web Server Setup and Installation			\$ -	\$ 3,120.00	\$ -	\$ 3,120.00
System Administration Class			-	390.00	-	390.00
<b>SmartStart Implementation Service</b>						
Consultative Services - Student			-	7,000.00	-	7,000.00
Project Management			-	8,400.00	-	8,400.00
<sup>9</sup> Project Management Discount			-	(1,400.00)	-	(1,400.00)
<b>Third Party Software</b>						
<sup>10</sup> Skylert Software						
Full Unlimited			-	-	7,376.00	7,376.00
<b>Subtotal System Wide Services and Software</b>			<b>\$ -</b>	<b>\$ 17,510.00</b>	<b>\$ 7,376.00</b>	<b>\$ 24,886.00</b>
<b>Total System Wide Services and Software</b>						<b>\$ 24,886.00</b>



## Implementation and Training

### Project Management

This is going to be a significant project, and you need a professional to manage it. Skyward’s project management team will facilitate the flow of information to make your implementation a success. We are heavily versed in project management best practices and apply these in conjunction with our unique industry expertise for a smooth transition.

### Training

Unlike many of the one-size-fits-all training programs prevalent in our industry, Skyward delivers web and onsite sessions tailored to your best practices. We layer an initial level of consulting with your leadership team to define short- and long-term goals. We understand the comfort level of your staff is a strong indicator of long-term success, which is why these trainings are supplemented with our self-paced Professional Development Center. Skyward’s training model will provide a robust plan designed to fully train your staff without the need for purchasing additional hours. By utilizing Skyward’s proven methods, you are setting your team up for a successful implementation.

## Optional Products Not Included in Investment Overview

*The optional products are not included in the School Management System Investment Summary.*

*Products purchased in the future will be priced at the then-current rates.*

*Project Management fees will be applied at the then-current rates.*

Optional Products		Full 12-Month Recurring Fee <sup>1</sup>	Services	Full 12-Month Annual License Fee	Total
Course Learning Center	\$ 1.50 / student	\$ 6,323.00	\$ 350.00	\$ -	\$ 6,673.00
Fee Tracking	\$ 0.75 / student	3,161.00	2,100.00	-	5,261.00
Food Service	\$ 1.25 / student	5,269.00	3,150.00	-	8,419.00
Special Education	\$ 1.50 / student	6,323.00	4,200.00	-	10,523.00
Textbook Tracking	\$ 0.50 / student	2,108.00	1,050.00	-	3,158.00
Consultative Services - Student		-	700.00	-	700.00
Project Management		-	3,600.00	-	3,600.00
<b>Total Optional Products</b>		<b>\$ 23,184.00</b>	<b>\$ 15,150.00</b>	<b>\$ -</b>	<b>\$ 38,334.00</b>

## Optional Services

### OpenEdge Management

OpenEdge (OE) Management provides a tool to monitor all your Skyward database services to ensure peak performance and up time. OE Management monitors your database and associated web services and will send immediate notifications for any issues that arise as well as report on performance. Additionally, the notification will include critical information that will enhance analysis and troubleshooting. The summary pricing below includes your first year of license fees and setup/training.

**The first year pricing for your district to run OpenEdge Management for 4215 students would be: \$ 4,212.00 \***

*If you are interested in learning more about OpenEdge Management or would like a complete OpenEdge Management proposal, please contact your Skyward Account Executive for further information.*



## Software Modules and Data Migrations Not Included on this Proposal

### Student Management Suite Software Modules

- Course Learning Center
- Fee Tracking
- Food Service
- LMS API
- Skylert Interface
- Special Education
- Textbook Tracking

### System Wide Software Modules

- Schools Interoperability Framework (SIF) Agent
- Crystal Reports

### Student Management Suite Data Migrations

- Curriculum / Course Master - Elementary
- Examinations
- Fee Balances
- Food Service Balances / PINs
- Office Visits

## Pricing Footnotes

**See Terms and Conditions for revised payment terms.**

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<sup>1</sup> This is a 3-Year Contract with automatic renewal after the initial term. The contract will renew at the then-current rate.

<sup>2</sup> The rate per student for the recurring fee will remain unchanged as stated in the Pricing Detail section above through June 30, 2020. The initial count is based on the student count as available from Market Data Retrieval (MDR) a division of Dun and Bradstreet. The recurring fee can fluctuate for subsequent years based on obtaining enrollment information directly from each applicable state.

<sup>3</sup> This proposal includes a discount off of the Skyward recurring fees.

This discount is valid for a limited time and may be discontinued without prior notice.

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<sup>4</sup> Skyward's Professional Development Center (PDC) is included on this proposal. The PDC is a self-paced learning center to assist in training all staff. It includes online tutorials, simulations, and testing options. Your entire staff will have unlimited access to Skyward's on-line library and training materials for select modules.

<sup>5</sup> All data must be provided in an ASCII, SQL Database or Excel format. Any other format will result in additional charges based on programming estimates at then-current rate per hour. In some instances it is not possible to identify the fields required for the data migration. If this occurs, Skyward will not be responsible for manual data entry of these fields under the data migration agreement. Field and record layouts will be provided by customer, if needed.

<sup>6</sup> The Grade History data migration is completed for the purpose of printing transcripts at the High School level only.

<sup>7</sup> Pre-printed forms for report cards can only be printed using supported laser printers.

Skyward PaC software requires client access to utilize features that integrate with Microsoft products Excel and Word.

Skyward Web based products like EA+ do not require client access to Microsoft Office products.

Crystal Reports can be purchased directly from Skyward for additional custom reporting functionality and/or web Custom Reports.

Third-party product licenses may be subject to an annual increase.

Skyward requires an SSL (Secure Socket Layer) certificate to run any web-based applications.

Skyward's IT Services can provide you more information including cost and installation of an SSL certificate.

<sup>8</sup> Prior to the acceptance of the proposal Skyward must verify web access to your server.

If not available, Skyward will provide a quote for on-site installation and setup.

### Web Installation - Hardware Scope of Work

Installation of one (1) database server. Includes Progress installation, Skyward program installation, Monolith Setup, and backup script setup.

Installation of one (1) program server. Includes Skyward program installation, configuring up to 2 clients, and Monolith product update feature.

Installation of one (1) separate Webspeed server.

Load and configure converted data (via the web).

Training on Database administration.

<sup>9</sup> This proposal includes a Project Management discount. This discount applies when purchasing a core product.

Future sub module purchases will include standard Project Management fees.

<sup>10</sup> Full Unlimited

Pricing includes unlimited voice and email notifications, interactive messaging / surveys, SMS text, automation and more.

Annual License and Support includes 24x7x365 customer service plus ongoing support for up to 3 users per school site and up to 5 district-level users.

Skylert is the only application integrated with the Skyward solution and offers real-time access and initiation of calls.

Additionally, administrators may also call the School Messenger support line to initiate a call if accessibility to the web is not possible.

Skyward requires an SSL (Secure Socket Layer) certificate to run any web-based applications.

Skyward's IT Services can provide you more information including cost and installation of an SSL certificate.



## Training Footnotes

*Skyward consultation and training is sold as a number of days and web hours identified on the proposal. The number of days and hours sold is an estimate of customer needs based on a combination of preliminary information gathered from the customer prior to the sale and Skyward's past training experience. It will be at the discretion of the Skyward and Customer Project Managers to use the days and web hours in a manner that best suits the customer. Any time spent by Skyward consultants for preparation, follow up, and the creation of training materials or other deliverables is also considered billable and will be deducted from this consulting time at the consulting rate. The customer can purchase additional consulting hours if more consulting time is needed/desired.*

**Skyward On-Site Training Policy.** A maximum of 10 people may attend each on-site day unless otherwise noted in this proposal. Should more people attend the training over the numbers stated, the customer will be charged an additional \$200 for each person.

**Web training** allows Skyward to remotely present, discuss, and review our product directly with you. This application utilizes the Internet and is conducted live between your staff (at their own workstation) and a Skyward service representative without the need for them to travel to your location. This provides you with a lower cost of training and/or implementation along with greater flexibility of your installation timeline.

The **System Administration class** was designed to provide the information necessary to maintain and administer the Skyward system. This course will cover a full range of administrative tasks from basic to advanced levels including terminology, database administration tasks, server administration, and web application administration.

The training for **Educator Gradebook** is based on a 'Train the Trainer' approach. Skyward trainers will provide in-depth training to a select group of staff members designated for training remaining customer staff on this software module.

## Student Management Suite

	Web Hours	On-Site Days
Student Management	80	6
State Reporting	10	-
Curriculum Mapping	3	-
Educator Gradebook	15	-
Family Access	4	-
Graduation Requirements	6	-
Health Records	6	-
Lesson Plan	2	-
Response to Intervention	6	-
Test Score Import	3	-
New Student Online Enrollment	6	-
Consulting	40	-
<b>Student Management Suite Total</b>	<b>181</b>	<b>6</b>



## Custom Forms (Checks, W-2's, etc.) and Peripherals

**Nelco** is the exclusively recommended supplier of preprinted, blank laser, pressure seal (blank and preprinted) checks and MICR toner cartridges. To request free samples or to place your order, visit [www.skywardforms.com](http://www.skywardforms.com) or contact Nelco's customer service center at 1-800-266-4669.

**School Technology Associates, Inc.** has worked with Skyward for over 18 years and offers a complete line of hardware, software, service, and support for peripheral equipment needed to run Skyward's Food Service, Fixed Assets, and TrueTime software. All items have been completely tested by Skyward and are in use by other Skyward customers nationwide.

Dan Hoerl, President  
School Technology Associates, Inc.  
15134W Pierce Lane  
Stone Lake, WI 54876  
(612) 860-8960 - Cell Phone

*Your one-stop source for your Skyward needs.*  
(877) 436-4657 - Toll Free Order Line  
(877) 466-7157 - Toll Free Fax Line  
[www.k12sta.com](http://www.k12sta.com)

**BMI Systems Group** is a full service systems integrator specializing in creating procedures, software applications and sourcing supplies, and scanning hardware for automating and integrating advanced data collection systems with your current applications. We have built our reputation by developing and marketing reliable and cost effective systems designed to work in conjunction with your organization's Skyward School Business Suite Solution.

BMI Systems Group has interfaced with Skyward's Fixed Asset Module for over 8 years with many successful installations. For over 27 years, BMI Systems Group has designed and installed innovative solutions that consistently perform well in real world situations. Our products are in over 500 School Districts in 47 of the 50 states. Please visit our website: [www.bmisys.com](http://www.bmisys.com).

## Annual Fee Information

### Annual Support License

- Unlimited support requests for designated support contacts
- Live chat support
- Periodic product webinars
- Quarterly customer newsletter

### Annual Software License

- Product updates throughout the year
- State and Federal required reports

## Terms and Conditions

- See attached Terms and Conditions page for further information.  
The Terms and Conditions page must be executed by an authorized representative.
- The Sales Agreement will be sent to you for execution.  
The Sales Agreement page must be executed by both Skyward and an authorized representative to be valid.



## TERMS AND CONDITIONS

All proposals are valid for 30 days from date of proposal.

This information is distributed exclusively by Skyward, Inc. It is to be used by the Lakeland JSD 272 administrative staff only. Any copying or distributing of the proposal, or any part of the proposal, to sources outside the Lakeland JSD 272 is prohibited without written consent, which shall not unreasonably be withheld, of Skyward, Inc.

### Software

**Classroom Training:** Skyward classroom training shown in this proposal is calculated on the basis that up to 3 people may attend each class (with initial software purchase). Classroom training is to be provided at the Skyward Branch Office. Skyward reserves the right to cancel due to low enrollment. Additional training may be purchased at the then-current price per person, per class day.

**On-site Training:** On-site training is based on the customer having training facilities available. Additional on-site training may be purchased at the then-current rate. Up to 10 people, per instructor, may attend the on-site training. One day of training consists of 6 hours on-site.

**Skyward on-site training policy:** A maximum of 10 people may attend each on-site day unless otherwise noted in the training grid. Should more people attend the training over the numbers stated, the customer will be charged an additional \$200 for each person.

**Cancellation of Training Days:** The customer must cancel 24 hours in advance of scheduled training. If the training is not cancelled according to this policy, the customer will be billed for the scheduled classroom or on-site training.

**Expiration of Training Days:** The customer may utilize Classroom and On-Site training days, included with the purchase of Skyward software, for a period of up to twelve (12) months. The twelve-month period will commence upon implementation of each respective software module. Training days not utilized within the twelve-month period will expire and are non-refundable.

Skyward software systems will be installed by Customer Service Representatives. Customers running on an existing network installed by any other than Skyward must have their technical support person at the site to provide any assistance during the software loading. If no one is available, Skyward will bill the customer at the then-current rate.

Skyward PaC software only supports printers with drivers certified for the Windows Operating System. Skyward Web Based products like EA+ and Employee Access support print drivers that are certified for the Windows or Mac Operating System. Pre-printed forms for report cards can only be printed using supported laser printers.

### Third Party Software and Hardware

Third party software and hardware proposals are for informational purposes only. Third party software and hardware prices should be verified by customer prior to ordering software and hardware.

This proposal is being presented without a Technology Analysis from our Networking Engineers. Data gathered for this proposal was provided by the customer to Skyward. Any additional required services or hardware will be billed at our normal rates. To ensure accuracy we recommend a Skyward Technology Analysis be initiated prior to ordering.

In the event Skyward provides any third party software and/or hardware as part of this Agreement (i.e. Skyward procures, assembles, delivers and/or installs such software and hardware, or provides training), customer agrees that it shall benefit by and be bound by any and all warranties, warranty limitations, license agreements, and any other rights and obligations provided by the third party software and/or hardware supplier to the purchasers and users of its products, whether provided in written or electronic format. Skyward will provide additional information on the manufacturers coverage and options upon request.

**Skyward does not provide any warranties for third party software and hardware.**

### Payment Terms:

#### 1. Skyward and 3rd Party Annual Software License

**The Annual Skyward Software License will begin 7/1/2017 and run through June 30 of the current fiscal year and is due 7/16/2017.**

Subsequent years of Skyward Annual Software License will be billed on a June 30 fiscal year basis at the agreed rate and are due July 1.

The contract will renew at the then-current rate.

Third Party Annual License fees will be billed upon start of license as indicated by the third party vendor. For the initial year, the license will be prorated through June 30 if permission has been granted by said vendor. Subsequent years, therefore, would be billed on a June 30 fiscal year basis at the then-current rate.

#### 2. Scheduling of Installation

Installation of purchased software must occur within 12 months of the date Skyward receives PO. Purchases subsequent to this conversion will be quoted at the then-current price.

#### 3. Professional Services

a. **Installation and Training Services – Billed for all training and installation services upon installation of any Skyward programs onto Customer's system, due 7/16/2017.**

b. **Project Management/Consultative Services – Billed upon execution of Software Agreement and/or Terms and Conditions, due 7/16/2017.**

Project Management hours must be used within 24 months of purchase. Unused hours will be cancelled and are not refundable.

c. **Data Migration Fees – Billed for all data migration services upon installation of any Skyward programs onto Customer's system, due 7/16/2017.**

State data used for the data migration must come from one system.

d. **Hardware Implementation – Billed upon completion of hardware installation, due 7/16/2017.**

#### 4. Subsequent years after contract expiration:

Subsequent years following initial term will automatically renew as a single year contract.

The contract will renew at the then-current rate.

#### 5. Third Party Software and Hardware - Payment due upon delivery.

**Customer agrees to the terms and conditions listed above and set forth in the Proposal(s).**

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5.14.15

Customer Signature

Printed Name

Date