Archdiocese of Seattle
CATHOLIC SCHOOLS

2017 - 2018 Archdiocese of Seattle PowerSchool Consortium Overview

Please note: This document is used as the primary organizational statement to honor the guiding principles of the structure of the PS Consortium established in May 2009. It has be updated for cost figures for the new 2017 - 2018 PS Consortium membership.

PowerSchool Consortium Organizational Structure and Coordination

1. **The role of participating consortium schools**

   Each school entering into the consortium enters in with respect for the full group while recognizing each school has specific local hopes and challenges. The goal is not to carbon copy each school but rather to operate out of strengths and define common needs and goals for coordination and future plans for growth and effective utilization. Data ownership resides with the local school but common data information will be available to the OCS to produce all school data reports and future data driven needs to support the core goals of the Catholic schools within the Archdiocese. The consortium schools would develop various tools to achieve consortium goals through coordinated communication, coordinated meeting and training times, and participating in an online professional learning community forum.

   a. **Existing independent PowerSchool buildings joining the consortium**
      1. Will need to communicate to the PowerSchool Group, LLC that the school is committed to joining the Archdiocesan PS Consortium. (Transferring account records)
      2. The school would need to work with the systems administrator to setup the structure for their school and transfer data to the common server site. (Under most circumstances, this will occur across year one in an incremental process.)
      3. School designee would sign letter of intent with the OCS affirming policies and protocol to participate in the consortium.
      4. The school would support the transition into the new billing cycle and enter into an active partnership with other PowerSchool colleagues.
   b. **Schools new to PowerSchool, entering into the consortium**
      1. Will identify the primary contact for the building, accounts payable contact, and implementation contact, and technical support contact person.
      2. School designee would sign letter of agreement with the OCS affirming policies and protocol to participate in the consortium.
      3. School Staff will work with the PowerSchool System Administrator to set up school structure and prepare school data for import into the system.

4. The school would enter into an active partnership with other PowerSchool colleagues.

c. **It is assumed that each school needs reliable Internet access in classrooms and offices for PowerSchool to work optimally.**

2. **The role of the Office for Catholic Schools/Archdiocese of Seattle** - The OCS will act as an educational resource in coordinating common timelines, common billing cycles, and coordinating local training and in-service for constituents in the consortium. One staff member will assume the role of the "District Administrator" to be the primary contact regarding policy and coordination.
   a. Co-signer of the user agreement with the PowerSchool Group, LLC.
   b. Communicates and coordinates shared timelines for implementation, initial process, and on-going service within the Archdiocese.
   c. Centralized communication out to all schools to promote current training or communication through the PowerSchool Forum at **www.OCSWW.org**
   d. Financial coordinator of billing cycle and payment schedule to pay for annual Pearson costs and annual server hosting costs.
   e. Liaison from the OCS to all Catholic schools in the Archdiocese regarding PowerSchool.

Archdiocese of Seattle OCS District Administrator: Sandra Barton Smith

3. **The role of the PowerSchool Systems Administrator** - The PS system administrator is responsible for on-going and regular maintenance of the PowerSchool system. This would include:
   a. Maintaining and updating the software on the server.
   b. Installing and maintaining customizations.
   c. Providing phone, email, and in-person troubleshooting as appropriate tracked through online Help Desk.
   d. Work with schools to support all PS deadlines.
   e. Facilitate Archdiocesan consortium policies and protocol.
   f. Support each school's local plan for PowerSchool utilization.

Archdiocese of Seattle/OCS System Administrator: Steve Deibert, School Data Power Solutions, LLC and other SDPS staff as needed

4. **Server - Hosting Provider**
   PS Archdiocesan consortium contracts with a third party provider. This provider will host the PowerSchool software. Hosting services include:
   a. Storage of data, including off-site backup.
   b. Hardware and operating system maintenance.

  c. Updates, upgrades, backups and related support services as described in the Service Level Agreement.
  d. This service will be provided under the terms of the annual hosting contract.
  e. All schools are hosted at one common location.

Archdiocese of Seattle/OCS Server-hosting provider: Jim O'Brien, O'Brien Business Group

5. **The role of the PowerSchool Group, LLC for the Archdiocese of Seattle PS Consortium**
The resource estimation plan is based on the following assumptions for existing PowerSchool buildings moving to the shared server location:
  a. Provide student licensing costs at consortium pricing.

Archdiocese of Seattle/OCS PowerSchool Group, LLC contact: Heidi Meissel

Basic Cost Areas - Please consult Steve Deibert for specific cost breakdowns for your school.

Training included in Consortium Membership

o Basic Admin Training (scheduled each August, can do individual school if needed)
o "PowerTeacher Pro" Train the Trainer Sessions (to be scheduled in August)

Billed through OCSWW

o Licensing from the PowerSchool Group, LLC
  (For 2017-18 School Year: $4.90/student license cost, increased from $4.75)
o Web hosting from the consortium selected provider
o Consortium shared costs
o Support costs
  ▪ HelpDesk Tickets for fixes, or questions
  ▪ Server Software updates

Billed directly by School Data Power Solutions, LLC (dependent on specific school needs)

o Implementation or consolidation, per school
o Teacher Training for a specific school or group, such as Gradebook classes
o Report Card creation and modification

Additional Features Available to Enhance your SIS

Alert Solutions offers a school notification system (Power Announcement) that is completely embedded within PowerSchool. At this time, several of our member schools have selected this additional feature and are very pleased with its effectiveness. For specific information and pricing, please contact **Matthew Puglise,** Senior Account Executive at Alert Solutions at (800)929-1643 ext. 8418 or mpuglise@AlertSolutions.com Steve Deibert can assist Alert Solutions in your school's setup.

The following features are included in PowerSchool and Consortium Membership

PowerSchool Mobile Apps – PS for Parents App, PS for Students App, and PS for Teacher Mobile App are now available. Steve Deibert can assist in this implementation.

The **Consortiums quick link** is a helpful way to access all PS resources. We welcome your wisdom and participation.

Annual Summer Training For New School Personnel: *Early August 2017* – We are still determining specifics of our training dates for the coming year, more info to come.

There will also be "on demand" gradebook trainings offerings throughout the school year to help teachers learn "PowerTeacher Pro" gradebook.

Contact Information
If questions, please contact:
Steve Deibert - PowerSchool System Administrator
stevedeibert@gmail.com

Office for Catholic Schools - Sandra Barton Smith and Vireak Ath
Sandra.smith@seattlearch.org or vireak.ath@seattlearch.org