


GLENBROOK HIGH SCHOOLS
Assistant Superintendent for Business Affairs
Regular Meeting – Monday – April 27, 2009

TO: Dr. Mike Riggle
FROM: Dr. Craig A. Schilling 
DATE: April 27, 2009
RE: Discussion Regarding the Selection of a new Student Information System

Background

The district has embarked on a process to select a new student information system. Why a new system? The district's current SIS (SASI) is no longer supported by its parent company necessitating the need for the district to explore a replacement product. SASI is not web-based, does not have an integrated special education component and does not have many of the communication venues that newer software does, i.e., portals. Currently, the district spends approximately \$16,000 per year on SASI maintenance, approximately \$3,800 per year for CLARITY, (special education software), and about \$40,000 per year in personnel costs to maintain SASI.

The process for selecting a new SIS system began in October 2008. Since that time we have involved approximately 150 – 200 staff members in the review process. Attached you will find summary memos from December, January, February & March which document our initial request for qualification, (RFQ), preliminary interviews, selection of finalists and detailed criteria.

On Tuesday, April 21st, a group of approximately 15 – 20 district staff members, representing various departments, conducted an interview and participated in a demo, via WebX, (in lieu of an on-site visit), from Rebecca Brandt of the Hackettstown Public Schools in New Jersey. The areas of interest included service and reliability of the system.

On Wednesday, April 22nd the board's Technology Committee received a briefing and discussed the SIS software.

Recommendation

It is our recommendation that the Board of Education approve School Logic as our new student information system, contingent on final contractual review & approval from the districts' attorney and Assistant Superintendent for Business Affairs.

Costs

We have budgeted \$250,000 for the initial purchase and implementation of the software during the 2009/10 fiscal year. The cost of the software is approximately \$140,000 and the annual maintenance and support is \$11,000 per year. The \$140,000 includes approximately 35 – 40 days of initial training. Prior to finalizing any contract we will review each of the system's modules in detail so that any specifications that need to be changed are included in the final contract. As noted above, the annual costs of maintaining our current software is approximately \$58,000 per year in fees and personnel costs. In the future, with regards to reoccurring expenses, the district will be saving a significant amount of money.

With board approval all subcommittees will meet in length with School Logic representatives, the week of May 4th, to discuss and go over any adjustments and customization required.

Rationale for School Logic

The rationale for selecting School Logic is rather simple:

- They have the most flexible software
- They are willing to share key components of their system so that we can customize & develop modules independently
- They have been involved with student information software for over 30 years and have consistently retained over 90% of their business
- They do not charge for product upgrades
- They will provide all applicable IL SIS mandated reports
- They are a web-based product
- We will be able to integrate special education software needs with the SIS software
- They should provide a long-term, (5 – 10 years), solution for the district

CAS/lbw

pc: Board of Education

Attachments

interoffice

MEMORANDUM

to: Glenbrook Staff

from: Dr. Craig A. Schilling

re: SIS (Student Information System) Selection Process

date: December 17, 2008

I would like to take this opportunity to wish you and your families a very happy and safe holiday.

As you may be aware the district is currently in the beginning stages of a process to select a new student information software system. As of this date, the following tasks have been completed:


- A request for qualification (RFQ) was sent to approximately 25 SIS vendors the week of December 8th. The purpose of an RFQ is to give the district a concise list of those vendors that meet our minimum technical, support and financial requirements.
- Subcommittees, led by committee chairs, have been organized. The subcommittees will involve approximately 150 Glenbrook staff members. The primary purpose of the subcommittees is to put together a list of specifications for all the various areas contained in a comprehensive SIS system, i.e., athletics, attendance, grades, residency, etc. Following is a list of subcommittee chairs and their particular areas:
 - Activities/Athletics/Eligibility – John Catalano, GBN
 - Assessment/Curriculum – Rosanne Williamson, GBN
 - Attendance – Bill Eike – GBN
 - General Systems – Craig Schilling, District Office
 - Student Demographics – Barb Dill-Varga, District Office
 - Discipline – Jim Torsiello, GBS
 - Student Fees – Kim Ptak, District Office
 - Health – Pat Carlson, GBN
 - Scheduling – Gary Freund, GBS
 - Special Education – George Tuttle, District Office
 - Student Services/Transcripts – Mark O'Brien, GBS
 - Grades/Online Grade Books – Cameron Muir, GBS
 - Parent & Student Web Access – Barb Dill-Varga, District Office
 - Residency – Linda Regal, District Office
 - Student Transportation – Lisa Wall, District Office

If you have any suggestions that would be beneficial to the process, please don't hesitate to contact the chair of any committee.

Once we have completed the RFQ, determined which vendors qualify and compiled a list of finalists, we will send out an update / notification of our progress.

GLENBROOK HIGH SCHOOLS
Assistant Superintendent for Business Affairs
Informational Item for January 8, 2009

TO: Dr. Mike Riggle

FROM: Dr. Craig A. Schilling 

DATE: January 8, 2009

RE: Update on SIS Selection Process

Following is a summary of events regarding the SIS selection process:

December 5, 2008	Brian Wegley and Paul Pryma established subcommittees, with an assigned head, consisting of an approximate total of 150 Glenbrook staff members.
December 8, 2008	RFQ is posted online and mailed to identified vendors
December 15, 2008	Committee heads were provided with information pertaining to their specific areas, i.e., attendance, discipline, grades, transportation, etc. The committees are encouraged to come up with a list of required & desired applications for their specific area
January 6, 2009	RFQ is due at the district office by 4:00 p.m. Please deliver your completed documents to: Glenbrook High School District 225, Administration Center, 1835 Landwehr Road, Glenview, IL 60026
January 6 – 9, 2009	Reference Checks
January 7, 2009	Received a total of 8 completed RFQ's (RFQ's were sent to approximately 22 vendors)
January 21 - 22, 2009	Pre-qualified vendors present to CORE Oversight & Technical Committees
January 26, 2009	Vendor finalists determined by CORE Oversight Committee & sent detailed specifications
February 9, 2009	Vendor finalists' responses to specifications are due
February 10 – April 13, 2009	Vendor finalists invited to present their solutions on-site for the project teams
April 14 – 26, 2009	Review & Vendor Selection
April 27, 2009	Review Recommendations with Board Technology Committee
May 11, 2009	Board of Education Meeting for approving selected vendor contract
July 1, 2009	Software Installation
December, 2009	System first utilized for incoming freshmen and registration process for the 2010/2011 school year
July 1, 2010	Go-Live for new system

We are currently reviewing the eight submitted RFQ's in the areas of technology, finance, etc., and have scheduled executive level presentations of the selected vendors with the Executive Cabinet, as well as the Technology Committee on January 21st and January 22nd. After the completion of these initial interviews the finalists will be chosen.

On January 26, 2009 we will send the finalists the district's completed specifications, by area, provided by the subcommittees, (see attached).

In order to include the subcommittees, executive cabinet and technology committee, all information, dialogue, meetings, etc. are being conducted on project management software. At their request we are also sharing our progress with District 214.

CAS/lbw

Attachment

Student Information Sub-Committees 2008-2009

Draft 12/5/08

SIS Area	GBN Members	GBS Members	District	Overlap	Tasks to Complete	Meeting Dates
Activities/Athletics/Eligibility	<p>John Catalano (AD) Mike Tarjan (Stud. Act.) Bob Pieper (Asst. AD) Matt Purdy (Asst. AD) TBA (Stud. Act. Sec.) Karen Karp (AD Sec.)</p>	<p>Steve Rockrohr (AD) Jim Shellard (Stud. Act.) Cameron Muir (Curric.) Mike Noll (Asst. AD) Kay-Sopocy (Asst. AD) Amy Alpert (Stud. Act. Sec.) Cindy Poupikoulas (PE Sec.) Chris Valles (AD Sec.)</p>	Rhonda Lukas Alla Ostrovskaya		Review & Insert Additional Required and Desired SIS Functions	
Assessment/Curriculum	<p>R. Williamson (Curric.) Pat Carlson (Guid.) Kathy French (SpEd psych) Robin L-W (Math IS) Mary Rockrohr (Sci IS) Ryan Brettag (Tech.) Deb Whipple (Sched.) Amy Goldsmith (Teacher)</p>	<p>Cameron Muir Mark O'Brien (AP Guid.) Jeff Rylander (Sci. IS) David Jakes (Tech.) Kit Coombs (Asst. Sched.) Sandra Sormaz (FL Sec. - gifted with missing data now) Debbie Cohen (Teacher) Jim Torsiello (Dean) Sean Garrison (Asst. Dn.) Phil Gartner (Math IS) David Hartman (Soc. Wkr.) Mimi Selzer (Attend. Sec.) Renee Jaegers (English Sec) Debbie Caras Kunkel (Teacher & Dean)</p>	Barb Dilli-Varga Alla Ostrovskaya		Review & Insert Additional Required and Desired SIS Functions	
Attendance	<p>Bill Elke (Dean) J Leonard (Asst. Dean) Jenny Jordan (Asst. Dn.) Terri Ryan (Clerical) Russ Katahira (Guid.)</p>	<p>Brian Wegley David Jakes Lisa Siy (Tech. Trainer) Rosanne Mackle (Former Tech Sec. & current Clerical Tech Mentor) Kelly Timson</p>	Kurt Simmers Frank Santa Off Campus		Review & Insert Additional Required and Desired SIS Functions	
General System	<p>Paul Pryma Ryan Brettag Stephanie Bitter (Tech. Trainer) Jeff Jordan (Teacher)</p>	<p>Mike Riggle Craig Schilling Barb Dilli-Varga Marcus Thimm Jim Senft</p>			Review & Insert Additional Required and Desired SIS Functions	A member of this committee should sit in on each sub-committee. Ryan and David?
Student Demographics	<p>Pat Carlson (Guid.) Deb Whipple (Sched.) Jean Slavik (Registrar) Jen Adamo (ELL Coord.)</p>	<p>Cameron Muir Mark O'Brien Meg Torres (Scheduler) Claudia Bailey (Registrar) Karen LeBlanc (ELL Coord.)</p>	Barb Dilli-Varga Linda Regal Frank Santa Alla Ostrovskaya Kurt Simmers	Same as Student Services	Review & Insert Additional Required and Desired SIS Functions	

	<p>Bill Eike (Dean) J Leonard (Asst. Dean) Jenny Jordan (Asst. Dn.) Eric Etherton (SpEd IS) Jean Boklewski (Dean's Sec)</p>	<p>Jim Torsiello Sean Garrison Matt Jones (Asst. Dean) Carol Buresh (SpEd IS) Lisa Solesky (Dean's Sec.) Brian Baxter (SpEd Teacher)</p>	<p>Marcus Thimm Frank Santa Alla Ostrovskaya</p>	<p>Review & Insert Additional Required and Desired SIS Functions</p>	
Discipline					
	<p>John Finan (AP Admin. Serv.) Mike Tarjan Bill Eike (Book sale) Karin Kirch (Admin Serv Sec.)</p>	<p>Gary Freund (AP Admin. Serv.) Jim Shellard Sean Garrison (Book sale) Debbie Schneider (Admin. Serv. Sec.) Rosanne Goodrich (Business Sec.) Teacher not needed</p>	<p>Kim Ptak Kim Cadman GBN Bookstore Manager</p>	<p>Review & Insert Additional Required and Desired SIS Functions</p>	
Student Fees					
	<p>Pat Carlson (Guid.) Kathy Martin (Nurse) John Finan Rosanne Williamson Pat Carlson David Boyle (College C) Mark O'Rourke (Coun) Ryan Brettag Deb Whipple Mary Rockrohr Mary Flannery-Day</p>	<p>Mark O'Brien Barb Marzillo (Nurse) Teacher not needed</p>	<p>Kurt Simmers</p>	<p>Review & Insert Additional Required and Desired SIS Functions</p>	
Health					
	<p>Pat Carlson David Boyle Etherton Pearl Lee</p>	<p>Mark O'Brien Carol Buresh Tina Wagner (SpEd Sec.) Julie Feeney (SpEd Tch.) Cameron Muir</p>	<p>Melissa De Frenza Kurt Simmers Linda Regal (Summer School) Alla Ostrovskaya</p>	<p>Review & Insert Additional Required and Desired SIS Functions</p>	
Scheduling					
	<p>Pat Carlson David Boyle Etherton Pearl Lee</p>	<p>Mark O'Brien Gloria Mueller (College Counselor) Ann LePage (Counselor) Meg Torres Karen LeBlanc (ELL)</p>	<p>Alla Ostrovskaya Linda Regal Kurt Simmers George Tuttle Janet Pomillo</p>	<p>Review & Insert Additional Required and Desired SIS Functions</p>	<p>Same as Student Demographics</p>
Special Education					
	<p>Pat Carlson David Boyle Deb Whipple Pearl Lee</p>	<p>Mark O'Brien Gloria Mueller (College Counselor) Ann LePage (Counselor) Meg Torres Karen LeBlanc (ELL)</p>	<p>Alla Ostrovskaya Linda Regal Kurt Simmers George Tuttle Janet Pomillo</p>	<p>Review & Insert Additional Required and Desired SIS Functions</p>	<p>Same as Student Demographics</p>
Student Services/Transcripts					
	<p>John Finan Rosanne Williamson Pat Carlson David Boyle (College C) ? Ryan Brettag Deb Whipple Stephanie Bitter Jean Slavik Bob LeBlanc</p>	<p>Gary Freund Cameron Muir Mark O'Brien David Jakes Lisa Sly Meg Torres Claudia Bailey Ryan Sutherlin Debbie Berlin John Allen or Matt Whipple?</p>	<p>Barb Dill-Varga Alla Ostrovskaya Kurt Simmers OCC & Frank Santa</p>	<p>Review & Insert Additional Required and Desired SIS Functions</p>	<p>Same as Scheduling?</p>
Grades/Online Grade Books					

Parent and Student Web Access	Paul Pryma Ryan Brettag Anne Tullig Gallagher-Bolos	Brian Wegley David Jakes Danita Fitch Socorro Rogers Rosanne Mackie John Lewis	Barb Dill-Varga Marcus Thimm Kurt Simmers	Could be same as General System	Review & Insert Additional Required and Desired SIS Functions	
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interoffice

MEMORANDUM

to: Dr. Mike Riggle
from: Dr. Craig A. Schilling
re: SIS Review and Update
date: February 9, 2009

SIS Selection – Events Taken Place

Attached, please find the following information:

1. A list of all SIS vendors that were sent the SIS RFQ
2. The SIS RFQ
3. A list of all SIS vendors that responded to the district's RFQ
4. A list of the six vendors that were invited to participate in our preliminary interviews on January 14th & 15th
5. A list of the vendor participants during the interviews

The district's review team that chose the vendor semi-finalists: Kim Ptak, Pat Giorgas, Kurt Simmers, Marcus Thimm and myself. These interviews were 3 hours in duration, with 1 ½ hours of interviews led by the Executive Cabinet and 1 ½ hours of interviews led by the district's Tech Committee.

Executive Cabinet

Barb Dill-Varga
Diane Freeman
Vickey Helander-Heiser
Paul Pryma
Mike Riggle
Craig Schilling
George Tuttle
Brian Wegley

Tech Committee

Marcus Thimm
Kimberly Ptak
Kurt Simmers
Pat Giorgas
Bob Sly
Tariq Baig
Keith Bockwoldt, D214*

*The Director of Technology for Township High School District 214 was invited to participate

Upon completion of the semi-finalist interviews the two joint committees, Executive Cabinet and Tech Committee met and discussed the strengths and weaknesses of each vendor, and agreed to bring back Infinite Campus and SchoolLogic for final interviews on March 4, 2009.

6. During the same time period that the above events were occurring we had approximately 150 staff members involved on area committees putting together a detailed list of specs based on an initial document prepared by my office, attached.

SIS Selection – Events to Occur

Prior to March 4th, the district Tech Committee will be visiting two schools that each use one of the SIS vendor finalist systems in their districts.

CAS/lbw

Attachments

interoffice

MEMORANDUM

to: SIS Subcommittee Members
from: Dr. Craig A. Schilling
re: **Feedback from SIS Finalist Interviews**
date: March 13, 2009

Attached is a summary of the feedback of the SIS Finalist Interviews conducted March 4, 2009. Based on the feedback received the overall assessment looks like this:

<u>Infinite Campus</u>	<u>School Logic</u>	<u>Other</u>
1 group mildly prefers	3 groups strongly prefer	1 group indicated no preference

Based on the feedback received we are moving forward with plans to visit a School Logic site the second week of April.

Following is a list of references supplied by each vendor:

School Logic

Indian Prairie District #204 – Aurora, IL
Murphysboro School District #186 – Murphysboro, IL
Mattoon School District #2 – Mattoon, IL
Winnebago School District #323 – Winnebago, IL
Skokie School District #73.5 – Skokie, IL

Infinite Campus

Boulder Valley Schools – Boulder, CO
Carpentersville School District 300 – Carpentersville, IL
Rockwood School District – Wildwood, MO
Sweetwater School District #2 – Green River, WY
Grand Island Public Schools – Grand Island, NE

Thank you again for your participation and invaluable input.

cc: Dr. Mike Riggle

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from the desk of...
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SUB-COMMITTEE FEEDBACK
SIS Finalist Interviews March 4, 2009

	<u>INFINITE CAMPUS</u>	<u>SCHOOL LOGIC</u>
<p>Strengths</p>	<ul style="list-style-type: none"> • Easy SASI conversion • Robust • Attendance comment fields • Assignments completely controlled by teachers in grade book • Very good salesman • User friendly • Good levels of security • Great reporting • Geared towards teaching & learning • Telephone notification and survey capabilities • "Honey-Do" lists for teachers & parents 	<ul style="list-style-type: none"> • Flexibility • Support • Monitoring RTI • Customer friendly • Customization • Smaller company • More intuitive • Screens open at once • Easier training model • Scheduling • Spell Check
<p>Weaknesses</p>	<ul style="list-style-type: none"> • District defined grade scales vs teacher • Shelf product • No source code • Difficult to have multiple screens opened at the same time • Inflexibility with regards to SPED forms • Did not care for attendance module • Canned front page • Company growing rapidly – Can they keep up? • RTI 	<ul style="list-style-type: none"> • Did not code for attendance module • Customization, (i.e., do we have the resources to fully customize for our needs) • Reporting not interactive • All PDF
<p>Concerns</p>	<ul style="list-style-type: none"> • Can it be customized? • Can't change pre-determined attendance flags • How much support would we receive? • Downloading to excel 	<ul style="list-style-type: none"> • Requires too much time to customize • Can they do what they say they can? • Grade book not a spreadsheet