

AGREEMENT

01 - 29 - RCP

This Agreement is made and entered into this 1st day of September, 2012, by and between Northwest Educational Service District, hereinafter referred to as "NWESD", and the Regional Cooperative Programs, et. al. hereinafter referred to as "District".

WHEREAS, NWESD is authorized to provide services to school districts by RCW 28A.310.010;

WHEREAS, NWESD has formed the Northwest Regional Data Center (NWRDC) cooperative;

WHEREAS, the District and NWESD under RCW 28A.520.080, RCW 28A.310.200, and RCW 39.34.080 are empowered to enter into agreements for Interlocal agreements and cooperative service programs; and,

WHEREAS, the District desires to enter into a cooperative service agreement with NWESD;

IT IS HEREBY AGREED that NWESD shall receive funds from the District and shall expend such funds for the purpose of providing information systems services through the Northwest Regional Data Center ("NWRDC" hereinafter) and the Washington School Information Processing Cooperative ("WSIPC" hereinafter) in accordance with the terms and conditions set forth herein:

1. TERM OF AGREEMENT

This agreement shall be effective from September 1, 2012 to August 31, 2013, and shall be automatically renewed from year to year thereafter with the subsequent fee schedules and service revisions as adopted by the NWRDC unless the District gives written notice of its election to modify its service options or Agreement termination at least one hundred and twenty days (120) prior to August 31, 2013, or at least one hundred and twenty days (120) prior to August 31 of any year thereafter, or unless the agreement is terminated in accordance with paragraph 12 herein. The District may extend the term of services beyond the end of the Year in which notice of termination is given for an initial extension period of a minimum of six (6) months.

2. MEMBERSHIP IN NORTHWEST REGIONAL DATA CENTER

The District shall become a full member of the NWRDC effective September 1, 2012.

3. INFORMATION SYSTEM SERVICES

During the term of this agreement, NWESD agrees, through the NWRDC, to provide to the District information system services as set forth in Appendix "A", which outlines the software, service levels, roles and responsibilities of the NWRDC to the District in support of student, business and personnel related software packages offered by WSIPC including software support, amount and method of customer support, performance levels, and availability of staff, of this Agreement.

4. PROGRAM DEVELOPMENT

NWESD agrees that priority in the development of new applications services by the WSIPC shall be in accordance with the expressed direction of the WSIPC Board operating under their bylaws.

5. COST TO THE DISTRICT

During each Year of the Term, the WSIPC fee will be incorporated into the total fee collected by the NWRDC. The WSIPC fee is established by the WSIPC Board of Directors and the NWRDC fee is approved by the member districts' superintendents.

The annual cost to the District for services provided under this Agreement will be determined pursuant to paragraph 5.a, 5.b, or 5.c. If the enrolled student FTE is less than 220, paragraph 5.a., 5.b., or 5.c. shall be calculated using 220 FTE. This cost includes amounts for sales use or other similar taxes related to the services provided herein. One twelfth of the annual cost will be invoiced for the first ten months of the agreement. The Student FTE count shall be the average annual FTE for 2011-2012 for the first ten payments. A final adjustment shall be made to the actual average annual FTE for 2012-2013 on the July and August payments.

- 5. a. The Fiscal Service Fee shall be \$30.68 times the average annual student FTE.
- 5. b. The Student Service Fee shall be \$14.77 times the average annual student FTE.
- 5. c. The Full Service Fee shall be \$41.01 times the average annual student FTE.

6. RIGHT TO PARTICIPATE IN JOINT PURCHASES

As authorized by RCW 28A.320.080 (3) and RCW 28A.310.180 (3) (currently existing or hereinafter amended), group purchasing and/or bidding for data processing equipment and/or services, or related equipment and/or services, may be part of the activities of the NWRDC and WSIPC cooperatives. Formal bidding will occur when necessary to satisfy RCW 28A.335.190 (currently existing or hereinafter amended), which is the statute establishing bidding procedures required of school districts. Members of these cooperatives may, at their own option, participate in the bidding/purchasing aspect of the NWRDC Cooperative, but will not be required to do so for any particular item(s).

7. CONFIDENTIALITY

All materials furnished to the NWRDC and the WSIPC by the District pursuant to this Agreement, including but not limited to: source data, computer files, reports, listings and computer programs, shall remain the property of the District and shall not be disclosed to third parties except by written consent of the District.

The NWRDC and WSIPC will use reasonable security procedures and protections to assure that District material is not disclosed to third parties without written consent of the District, with the exception of the Washington State Auditor, Washington State Legislature, and the Office of the Superintendent of Public Instruction may be given such records as they request except for information governed by legislation on confidentiality of personnel records.

8. ACCESS TO PUBLIC RECORDS

No records of the District shall be made available for public inspection or copying by the NWRDC, NWESD, or WSIPC without express written authorization of the District. Requests pursuant to RCW 42.17 for inspection or copying of public records of the District, held or maintained by the NWRDC shall be referred to the District.

9. RIGHTS IN COMPUTER SOFTWARE

During the term of this agreement, the District agrees that it shall safeguard all Skyward, Inc. and WSIPC proprietary materials as set forth in Appendix "A", Section III.D., of this Agreement.

10. PERFORMANCE AND BONDING

NWESD shall not be liable for inadequate services or errors caused by inaccurate or inadequate input data, programs or other software furnished by the District.

11. DISPUTES

Any dispute, claim or grievance arising out of or relating to the interpretation or application of this Agreement shall be resolved by a three-member committee. The representatives shall be selected by NWESD and the district, each selecting one representative. Thereafter, the NWESD's representative and the District's representative shall select an impartial third party who shall serve as the third member of the committee. This dispute resolution committee shall be guided and limited by the terms and conditions expressly delineated in this Agreement.

12. TERMINATION FOR BREACH

If either party fails to comply with the terms and conditions of this agreement, the other party upon thirty (30) days prior written notice to the breaching party may terminate this agreement.

13. INTERLOCAL AGREEMENT

This agreement provides authority in addition to those vested by RCW 28A.310.200 and RCW 28A.320.080, is be deemed to be in satisfaction of the provisions of RCW 39.34, and is deemed a contract pursuant to RCW 39.34.080.

14. ASSIGNMENT

This agreement may not be assigned by either party without written consent of the parties.

15. WAIVER AND SEVERABILITY

No provision of this Agreement, or the right to receive reasonable performance of any act called for by its terms, shall be deemed waived of a breach thereof as to a particular transaction or occurrence.

If any term or condition of this agreement or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other terms, conditions or applications of the agreement which can be given effect without the invalid term, condition or application; to this end the terms and conditions of this Agreement are declared severable.

The parties acknowledge that they have read and understand this Agreement, including any supplements or attachments hereto, and do agree thereto in every particular. The parties further agree that this agreement, together with all appendices, constitutes the entire Agreement between the parties and supersedes all communications, written or oral, heretofore related to the subject matter of this agreement. This agreement may be modified or amended with the mutual consent of the parties. With the signatures below, the parties indicate that they have the legal authority to obligate their respective agency to the terms and conditions contained herein.

Regional Cooperative Programs, et. al. elects to contract for (*check one*):

Full Services ()

Fiscal Services ()

Student Services (✓)

By: Sheila Woods

Dr. Sheila Woods

Title: Assistant Director, SP & S

Date: 9-12-12

NWESD

By: Gerald W. Jenkins

Dr. Gerald W. Jenkins

Title: Superintendent

Date: 9/12/12

Appendix A

Software and Systems: Services and Support 2012-2013 Contract Year

The following services are currently available to member districts. Every member of the NWRDC may contract for Fiscal/HR Services, Student Services or Full Services, which means Fiscal/HR and Student Services.

I. WESPac Financial Management and Human Resources (FMS) Services

- A. All documents will be distributed electronically and / or provided at training sessions.
- B. For 2012-2013, the WESPac FMS for converted sites includes:
 - See Addendum 1: FISCAL PRODUCT LINE; HUMAN RESOURCES PRODUCT LINE
 - See Addendum 1: CROSS APPLICATION PRODUCTS; OTHER PRODUCTS

II. WESPac Student Management System (SMS) Services

- A. All documentation will be distributed electronically and / or provided at training sessions.
- B. For 2012-2013, the WESPac SMS includes:
 - See Addendum 1: SPECIAL PROGRAMS PRODUCT LINE: STUDENT PRODUCT LINE
 - See Addendum 1: CROSS APPLICATION PRODUCTS; OTHER PRODUCTS

III. Support Services

A. Consulting and Coordination Services

NWRDC Coordination services are available to employees of the District for the Application Service under contract. This service includes telephone response, formal classroom training, on-site training, user documentation materials and consulting in conjunction with the implementation of WSIPC's Legacy and WESPac software. When the District contracts with outside consultants, it is recommended that these consultants attend relevant training.

B. Data Transportation

The NWRDC assumes responsibility and cost to deliver computer output via United Parcel Service to a single designated drop-off location within each District. Districts choosing delivery to multiple drop-off points are billed for this added service. Each district may elect to pick up their output at the NWRDC operations center. Data shipped to the operations center is the responsibility of the District.

C. Delivery

WSIPC in conjunction with the NWRDC will ensure the software delivered complies with state reporting, budgeting and personnel retirement systems. WSIPC will install the software at our local site. All software modules supported under this agreement by both WSIPC and the NWRDC is documented in Addendum 1.

D. Grant and Limitations

WSIPC grants to the School District a nontransferable, nonexclusive license during the Term to use the Software and Documentation to aid in School District data operations. The School District will not disclose or make available any software or documentation associated with this agreement to any parties or persons not using the same on behalf of the School District. Nor will the School District change, modify or alter any software without prior written permission from the Cooperative and shall not infringe or violate any vendor license agreements WSIPC has entered into on their behalf. Vendors working on behalf of the Districts and requiring access to data or software provided by the Cooperative will be required to sign a Non-Disclosure Agreement with WSIPC.

E. Paper and Special Forms

NWRDC reserves the right to bill the school districts for paper usage beyond approved levels as determined by the NWRDC Executive Committee. Additional fees will be levied for anything beyond that limit. Paper and special forms used in the district on terminals, personal computers and other office machines are provided by the district.

Appendix A

F. Service Continuity

In the event of complete failure of the centralized hosting provided by the Cooperative a failover system is in place for core software and data systems. Backup or redundant capacity exists for database, servers and network. This failover capacity will only be utilized for dramatic and sudden system failure of the primary hosting center, but will not be utilized during normal, routine, or scheduled down time.

G. Service Request

To request support during Normal Support Hours (7:30 a.m. to 5:00 pm) the following points of contact will be used:

Finance/HR;	425-349-6560	nwrdcfiscalsupport@nwrdc.net
Student;	425-349-6570	nwrdcstu@nwrdc.net
Operations:	425-349-6666	

H. Software Documentation

Documentation associated with the software modules installed will be available in digital and/or printed forms as desired by the Data Center and School District. Documentation will be regularly updated to ensure it remains current and relevant.

I. Software Updates

WSIPC agrees to keep current with vendor released versions of the licensed software and will install updates on a scheduled timeline approved by WSIPC governance and communicated to NWRDC and School Districts.

J. State Reports

All data reports required by the state which impact 50 percent or more of the districts shall be provided by the Cooperative at no additional fee. The Cooperative and NWRDC will work with the state agencies to gather requirements on the data required. The released state reports will be tested to ensure compliance with state requirements. Any changes to the state reports will be communicated with the School Districts.

K. System Availability

The Data Center computer systems will be available as noted below for processing from Monday through Friday except for scheduled and emergency maintenance periods. The computer systems are available on weekends for processing. However, there is no staff on site. Nightly backups occur for all WESPac related data bases. If a system problem does occur over a weekend, there is the possibility of downtime throughout the rest of the weekend. A schedule of maintenance weekends (three times a year) is provided annually and is also posted on the NWRDC website.

Normal Support Hours: Monday - Friday; 7:30 a.m. to 6:00 p.m.

Defined as hours during which elective downtime can be scheduled with one (1) week's notice. End user has availability to the application. Individual components of a redundant group may be unavailable (single MetaFrame or Web server). Approval required by the Data Center Director and WSIPC Operations department heads. Advance communication will be sent to the Data Center Director and WSIPC Operations departments. At the conclusion of downtime communications will be sent to this same group.

Late Night: Monday - Sunday; 11:00 p.m. to 6:00 a.m.

Defined as hours during which backups system reboots and maintenance can occur. Elective downtime may be scheduled with same-day notice. Services may be unavailable. Approval required by the WSIPC Operations department heads. Advance communication will be sent to the Data Center Director and WSIPC Operations departments. At the conclusion of downtime, communication will be sent to this same group.

Appendix A

Release Weekend: Saturday; 3:00 A.M. - 9:00 P.M.

Defined as monthly period during which application software, hardware and operating system maintenance is performed. Expect services to be unavailable. Approval required by the Data Center Director and WSIPC Operations department heads. At the conclusion of downtime communication will be sent to all data centers and WSIPC Operations departments. The approved annual downtime is provided on the NWRDC Website, the WSIPC Website and in the weekly messages to member districts.

L. Response Times

NWRDC maintains a phone / e-mail support administrator during normal working hours. This individual monitors and assigns all client contacts to ensure timely responses.

At any time an issue is determined critical, the client will be notified within one hour of its status and every two hours thereafter.

Critical: Productivity has stopped. The client is functionally down and cannot continue work. Data is corrupted. Immediate attention required to manage political impact. Financial controls impaired. Security of the system has been compromised.

WSIPC and the Data Center will work diligently to resolve any Critical incidents. Staff shall work extended hours and the expectation is that the District staff who originated the incident remain available to participate in resolution of the incident. The established goal for Critical tickets is that it will be resolved within 24 hours.

M. Terminal Communications

The District assumes responsibility for the costs and support of hardware, telecommunication software, and telecommunication connection costs to the access points established by the NWRDC. NWRDC provides Active Directory WESPaC account management for member districts as well as provides member districts' network analysis and troubleshooting support, including PacketShaper analysis and Citrix support.

N. Training

NWRDC will train and support the end users in a District. Training may be offered at a designated training site, via K-20 or other means utilizing technology that is to the advantage of the NWRDC and the Cooperative. The NWRDC will offer consistently scheduled and on-going training to member School Districts.

O. Workstation Configuration

School District Workstation Configuration requirements for devices and their software utilized by School District personnel to access Cooperative software modules will be documented in Addendum 3.

IV. Optional Software and Services Offerings (OSSO)

The Cooperative may provide additional software and services to enhance or supplement WSIPC's standard offerings. The costs for these services are often in addition to the normal FTE fee. Refer to Addendum 3 for the current listing of software and services. See Addendum 2.

V. Additional Services

Member districts may contract with the NWRDC for special projects, which are not covered in the above services. Such services shall be provided under the policy and rates adopted by the NWRDC Executive Committee and based on the availability of staff.

Addendum 1

FISCAL PRODUCT LINE

Account Master (Chart of Accounts)

General ledger account code set up and maintenance.

Accounts Payable

Invoice receipting and vendor payment.

Accounts Receivable

Customer billing invoice creation and payment receipting

Bid Management

Requisition creation and bid tracking.

Budget Data Mining (Account Management Reporting)

User defined Accounting report writer.

Budget Management

Fiscal budget forecasting, creation and control

Fixed Assets (Assets)

Set up and tracking of asset inventory by location with optional GASB 34 reporting.

General Input

Journal entry and cash receipting

Inventory

Warehouse inventory disbursement and replenishment tracking

Project/Grant Management

Set up and reporting of project/grant accounting activity across fiscal years.

Purchasing

Requisition approval workflow, Purchase Order creation and tracking of items received.

State Processing

Data definition and export for County Treasurer, Department of Revenue and OSPI F-195, F-196, F-198 and F-200 reporting.

Vendors (Vendor Master)

Recording of demographic information and account activity reporting for Vendors

Year End

Fiscal Year accounting close out/carry forward and 1099 processing

HUMAN RESOURCES PRODUCT LINE

Calendars

Calendars are used extensively within the Skyward applications and within WESPaC.

Position and assignment calculations for FTE and salary use calendar days and hours as part of the calculation.

Retirement "as earned" transactions and Worker's Compensation transactions also use calendars as part of the calculations. Calendars are easy to change and there are efficient ways to roll calendars to the next year.

Data Mining

Data Mining uncovers patterns in your student and financial data. It's critical for running reports for parents, administrators, and staff. The user can create custom reports which include only the fields and ranges selected. Multiple filters can be used to specify data to be included on the report. The report data can be exported to Microsoft Excel or Word for easy mail merge.

Employee Access

Employee Access opens the doors to communication with your staff. Give them easy, online access to their own payroll, time off, W2, and check history information. Employees have 24/7/365 access to and ability to change their personnel information.

- Check estimator eliminates the need to interrupt the payroll department to calculate a test payroll for the employee.
- Historical payroll reporting allows employees to create their own reports for any period of time after the district conversion date.
- Ability to input time-off requests, requisitions, apply for positions open in the district, manage budget information, requests for expense reimbursement
- Perform higher level functions such as approving time-off, approving requisitions, approving budget transfers
- Interface to FastTrack - Job Applicant System as an on-line screener or an HR Administrator
- Interface to TrueTime – Time and Attendance System for input or approval of time worked

Employee Profile

Employee Profile provides access to various types of human resources and payroll data and is the repository for all employee information.

- Personnel information
- Tax, retirement, deductions and benefits information
- Contract and pay record information
- Direct deposit
- Regular and substitute time tracking
- Year-to-date, fiscal year-to-date
- Certification, education and experience information
- User-defined screens for tracking of district defined data
- System tracks all changes made to the employee profile

Employee Management

Employee Management works within your Skyward School Business Suite to provide an effective way to manage employee information in one centralized database. The application allows for a single entry for all associated applications including Payroll, Employee Profile and the FastTrack job application system. Reports allow each district to capture Human Resource information. The application assists districts in tracking positions within the district.

Addendum 1

FastTrack

FastTrack is a 100% web-based application allowing Human Resources personnel and other security-approved employees to post job vacancies and add, edit and view job postings quickly and easily from any computer with an internet connection. FastTrack integrates with Human Resources and Payroll eliminating the need to re-enter data. Internal and external posting options allow current employees to have access to positions prior to posting them for outside applicants. On-line screener capabilities alleviates the need for management to have to review applications in a central office

Federal Reporting

All required Federal reporting is handled within the applications.

- Federal Withholding including the Quarterly 941 report
- FICA/Medicare
- Electronic files created for monthly reporting of data as needed
- Year-end W2 reporting
- EEOC

Insurance Tracking

Insurance Tracking will monitor insurance premiums, employee enrollments, and keep everyone up-to-date on premium/status changes. The Insurance Tracking module Integrates with Payroll and Financial software so vendor information and benefit codes are only entered once, saving valuable time and resources. Districts that use pooling of insurance dollars are able to calculate pooling of employee benefit dollars in the Insurance Tracking module.

Payroll

More than a program that produces checks, Payroll tracks employee contract amounts, records time off, coordinates flex plans, and reports retirement, workers compensation and vendor transactions.

- Supports full or partial direct deposit so employees have the option to have pay deposited directly to their bank account or receive an actual check.
- Interfaces with TrueTime application for recording time and attendance
- Creation of electronic files for federal taxes, state reports, direct deposit and other vendor reports
- Reports available within the payroll processing as well as in Quick Picks – ad hoc reporting
- Integrates with Skyward's finance software, automatically updating the accounting to your general ledger in full detail.
- Run multiple payrolls at the same time while selecting/modifying your regular payroll run.
- Accrual payrolls for recording accounting to prior fiscal year
- Ability to do accounting adjustments when employee was recorded in an erroneous account
- Easy year end W2 balancing and processing
- Many utilities and mass processes for ease of changing data on multiple records

Payroll Worksheets

Worksheets are used to record and pay extra or hourly time for employees. The district has the ability to de-centralize entry with upload capabilities. There are options for marking worksheet complete so no further changes can be made to it. There are upload capabilities from 3rd party substitute tracking systems. Worksheets can be set to history for later viewing if needed.

Position Request

Position Request is a web-based function for requesting and approving an open position.

The system checks for available FTE and Interfaces with position control. There is on-line approval processing that can be accessed through the Employee Access application.

Addendum 1

Retirement

For Washington State districts, this is a separate module written and maintained by WSIPC.

The system Records retirement transactions "as earned", automatically creates the transmittal file that is sent to the Department of Retirement and retains retirement transaction history.

Close association with Department of Retirement allows WSIPC to maintain all retirement information so districts do not have to maintain plan and rate changes themselves

Salary Negotiations

When it comes to salary negotiation time, this tool can generate a negotiation plan within minutes. The district can generate multiple plan scenarios and easily compare the multiple negotiation plans results. Salary Negotiations integrates with Employee Management saving time when preparing the next year's payroll and for subsequent negotiations. For Washington State districts, the Salary Negotiations application is also used for State reporting of Personnel budget and S-275 Personnel Reporting.

State Reporting

All required State reporting is handled within the applications. In addition, many Crystal reports have been created to support the information that is reported at the State level.

- Personnel Budgeting and S-275 Personnel Reporting
- Mix Factor Report
- New Hire
- Unemployment
- Retirement
- Workers Compensation

Substitute Tracking

Substitute Tracking allows districts to easily track all information about finding substitute teachers, hours worked, who they subbed for, and the rate of pay they received. The module Interfaces directly with Skyward's Time Off and Payroll systems. Customizable rate tables allow districts to establish specific rates and automate movement to a long term rate. Data can be imported from third-party Sub Calling systems directly into Skyward's Substitute Tracking.

Time Off

Time Off is used to manage and track all employee Time Off Accrual information in a centralized location. Districts can allocate time off by pay period, month, or anniversary date. The centralized database allows staff to view up-to-date information regarding employee time off information and balances. There are multiple methods for time off entry including allowing office staff to enter information using limited-access processing. Automatic time off accrual can schedule allocation amounts based on years of service. This module Interfaces with Time off requests in Employee Access.

TrueTime

TrueTime is a fully-integrated time tracking system that is FLSA compliant and can be accessed anytime, anywhere, online. It eliminates the need to enter employee work hours manually. Time entries can be completed through a web-based program or an electronic reader. Accurate time information increases accountability and reduces payroll errors. Electronic timesheets eliminate the need for paper timesheets, saving payroll staff time and hassle. There is on-line approval processing which allows supervisors to approve timesheets as they are submitted. A system generated email alerts the supervisor when a timesheet has been submitted.

Addendum 1

Utilities, Mass Processing, Import Processes

Throughout the Human Resources applications are utilities, mass processes and import processes to assist the user in making changes to multiple employee records at once. Some examples are:

- Professional Growth, Calculation of Education and Experience
- Profile mass changes – Change active status, Mass calculate hourly wage
- Position and Assignments Mass Change
- Deduction and Benefit Mass Processing
- Mass Change Calendar codes
- Education Import
- Mass processing of pay records, deductions and benefits

SPECIAL PROGRAMS PRODUCT LINE

Federal Reporting

The following Federal data collections are supported by standard reporting tools:

- Federal Special Education Suspension-Expulsion Report
- Initial Evaluation Timeline Report
- Transition From Part-C to Part-B

Gifted and Talented

Easily manage all areas for your gifted and talented students online including classes taken, entry date, discipline history, attendance, and academic history.

Response To Intervention (RTI)

Skyward's Response to Intervention (Rti) module identifies students in need of improvement, gives you a comprehensive overview of all their educational history, and allows you to initiate and manage intervention actions in a team or teacher environment.

Intervention plans are centrally managed and related to appropriate area and grade for easy lookup when addressing a student's need. Additionally, you can monitor the use of approved interventions to learn which ones are most effective or most commonly used.

Section 504

Skyward's Section 504 module offers a tool for tracking your district's Section 504 Plans. Accessible through Educator Access+, district staff can easily create and review important Section 504 information using a web portal.

Special Education

Skyward's Special Education module offers a tool for tracking your district's special education timelines.

Special Education includes an easy to use web portal. Accessible through Educator Access+, district staff can easily create and review important special education information.

- Referral dates and information
- Team evaluation dates
- Individualized Education Program (IEP) dates
- Placement information

Addendum 1

Special Programs

Skyward's Student Classifications area offers a tool for tracking your district's special program enrollment.

- Bilingual
- 21st Century Community Learning Program
- Early Education
- Learning Assistance Program (LAP)
- Title 1 Program Assistance
- Title III Native American & Immigrant
- Migrant
- Title VII Indian Education Supplemental Services

State Reporting

The following Washington state data collections are supported by standard reporting tools:

- Monthly Special Education Enrollment (P223H) Report
- Comprehensive Education Data and Research System (CEDARS)

STUDENT PRODUCT LINE

Activities

The Activities area manages student activities and awards. The module fully integrates with other modules such as EA+, Discipline, and Grading. Activities and awards information can be included on official transcripts. Identify and locate students within the system through set criteria, and verify student eligibility to district staff for athletics, academics, or achieving a pride status.

Attendance

Attendance makes sure all students are accounted for and reports on any inconsistencies in district's or students' records. The module integrates with Skyward Family Access so parents receive immediate notification of a student's absence or tardiness.

Auto Email

The Auto Email functionality allows the set-up of automated emails to selected contacts regarding changes to a student's enrollment, attendance, discipline, schedule, special education, and demographic information.

Busing

Busing keeps track of students' bus routes, stops and transportation categories as well as providing reports that give school and district staff real time data on bus ridership and miles transported.

CEDARS (Comprehensive Education Data and Research System)

WSIPC has developed a data extract process that creates and populates the data files required by the WA Office of the Superintendent of Public Instruction in support of the CEDARS database.

Childcare

The Childcare module allows districts to define different types of childcare programs, enroll students in them, and in conjunction with the Fee Management module, bill guardians for program participation. The Family Access module can be configured to allow guardians to sign their children up for the programs offered by the district.

Curriculum & Assessments

The Curriculum & Assessment area provides management of curriculum master records, student tests and test scores, and educational milestones (non-coursework related requirements)

Addendum 1

Custom Forms

Custom Forms allows the creation of an area where information can be added to a student's record. Custom Forms consist of building a customized screen that can contain both user defined fields and fields that currently exist in the database.

Current Scheduling

Current Scheduling ensures students have the best possible schedule, and keeps everyone informed of schedule changes through Family/Student Access and Educator Access+. Counselors, parents, and students can view schedules online, reducing the expense and inconvenience of paper reports and eliminating time delays in viewing current schedules.

Data Mining

Data Mining creates custom reports and is designed for use by building staff. It provides for the export of data to Microsoft Excel or Word for easy mail merge.

Data Import/Export (SkyBuild)

SkyBuild provides the ability to select from many pre-defined import and export formats for common third party products covering transportation, food service, library systems and more. In addition, file builders are available to create custom import or export file formats.

Discipline

The Discipline module allows buildings to manage and report on incidents on both an individual and district-wide level. It allows for viewing discipline referrals electronically and eliminates extra paperwork for teachers. Using Family Access, parents can view discipline offenses and actions in real-time.

District to District Transfer

District to District Transfer imports a new student's information when they transfer from another district using Skyward. All demographic, immunization, and grade information can be input into your district with no manual entry.

Educator Plus

Educator Access+ (EA+) is an online tool designed to enhance teachers' access to student information. Web-based, it provides access to all your student records anywhere through a secure internet connection.

Family Access

Parents and students can view student related information anytime, anywhere online. It allows parents and students to see grades, assignments, report cards, attendance, schedules, discipline, test scores, graduation requirements, and food purchases. Parents can easily submit information to notify a school of absences, submit course requests, make credit card payments, and email school personnel.

Federal Reporting

The Federal Reporting module supports the Federal Office of Civil Rights reports

Fee Management

Fee Management provides tracking of student fees. Families can use convenient payment plans for their expenses.

Food Service

The Food Service module monitors costs and improves meal management efficiency. When used with Family Access, it can provide parents with up-to-date information online for all purchases and account balances. It allows cash payment at the point of sale with onsite cash reconciliation and recording of items sold.

Addendum 1

Future Scheduling

Scheduling for future terms or years is done with Future Scheduling. The information from this module integrates with Family/Student Access and Educator Access+ to keep everyone informed of scheduling data. Counselors, parents, and students can view schedules online, reducing the expense and inconvenience of paper reports and eliminating time delays in viewing current schedules.

Guidance

Counseling staff can manage student visits to the guidance office and record times, purpose, outcomes, and notes in regard to time spent with students.

Grading

Monitoring students' grading and transcripts is done with Grading Reporting/Transcripts. Custom reports and functions such as class rank and student GPA are part of this module. Grading integrates with GradeBooks from Skyward, eliminating the need to import/export data.

Graduation Requirements

Develop custom graduation plans and be confident that each student is on track in meeting their graduation requirements. Unique graduation plans can be developed for each school or for an individual student. Students' progress may be compared against requirements for state, school, or individual student plans. Course information is automatically recorded for each student based on courses completed, in progress, or scheduled in the future.

Health Records

The Health Records module ensures that your district complies with state reporting requirements by accurately tracking all student-related health problems and vaccinations. All state requirements are pre-loaded for the district. Medications are entered and history tracked using a simple color-coded on-screen format. A nurse's log tracks all student-related health information on one screen.

Lesson Plans

Lesson Plans is an option for the online Educator Access+ module which features curriculum maps, state standards, benchmarks, and objectives. State standards and benchmarks can be linked directly to the lesson plan.

Lockers

The Locker area provides functionality for all phases of managing lockers and locks. This includes locker and lock information such as make, combination, and location as well as the ability to report and manage these components through mass update utilities.

Message Center

The Message Center function is a means for school administration or teachers to communicate to students and guardians via emails, Family/Student Access, and Calendars. It provides mass communication capability to inform about events, assignments, requirements and other important information.

Mobile Solutions

Mobile Solutions covers functionality that allows district staff to access information while remote from their normal workstations. Hand held devices create the ability to display and update student information including attendance and discipline.

Obligations

The Obligations area is used to manage student requirements such as turning in an Internet Usage or Emergency Contact form. When used in conjunction with the Fee Management module, obligations can be defined to monitor whether student financial requirements have been met.

Addendum 1

Secondary Gradebook

Designed for senior and junior high school teachers, Secondary GradeBook is the best tool to keep your teachers organized and up-to-date on student progress. E-mail progress reports directly to parents and post assignments to Family Access. It includes options for different grading methods, categories, and term weights.

Skylert

Skylert provides multi-platform (text, email, and phone) delivery of messages to communicate emergency or informational content. The function integrates with Family Access to allow personal configuration of message delivery.

Staff

The staff area provides for management of individual staff members' demographic, scheduling, and gradebook information within the Student Management module as well as providing for assignment of substitutes.

Standards Gradebook

A true standards based gradebook specific to the needs of teachers who use skill and standards-based grading. Every grade level and teacher can use a different skill bank, which is completely customizable for your district.

Students

The Students area is the main access point for updating demographic information:

- Address
- Birth History
- Ethnicity/Race
- Vehicles
- Web Access
- Obligations
- Category
- Emergency Info
- Entry/Withdraw History

Student Access

Students have a personal access point to their data and important information with Student Access. Students can view information anytime, anywhere online including grades, assignments, report cards, attendance, schedule, discipline, test scores, graduation requirements, and food purchases.

Survey

The Survey module allows districts to set up questions and include them in student surveys with reports available to organize the responses.

Textbook

The Textbook area provides management of textbooks within the district. Create an ID number, and track who is assigned the book, its condition, and the number of books not yet assigned. The system handles textbooks distributed through a bookstore as easily as textbooks issued in the classroom. Details include who is assigned a book, title, International Standards Book Number (ISBN), edition, publisher, date purchased, cost, condition, issue date, and order sequence.

Addendum 1

State Reporting

The following Washington state data collections are supported by standard reporting tools:

- P-223 Monthly School District Enrollment
- National School Lunch and Breakfast Program State Claim
- Washington Standardized High School Transcript
- Academic History Report
- Transcript Status for Additional State Requirements
- Student Test Score Details for CAA Status
- Attendance Truancy
- Unexcused Absences for Grades 1 – 8
- Department of Health Annual School Report
- Preschool Immunization Status
- WASL Cohort Extract Files

Year End

This series of process driven modules enable the individual buildings and the district to close the current school year, clone appropriate data, and open the upcoming school year.

CROSS APPLICATION PRODUCTS

Product Set Up

The Product Set Up function allows district or entity staff to manage and configure the software to best meet the business needs of the district. The functionality provided is wide ranging and includes security, database management, user tracking, print management, SIF management, and many important configuration settings that permit the district to tailor the system to their needs.

Security

The Security function allows management of individual security users, security groups, and specialized security functions like Super Users, and district licensing.

SkyPort

SkyPort provides each user a portal customizable with dashboards of information they need the most. Real time graphs and reports with drill down capability are used to create a personal user dashboard with access to all permissioned functions.

OTHER PRODUCTS

Crystal Reports

Crystal Reports is a report builder that can be added to an existing Skyward system to create unique forms and reports such as registration forms or mobility reporting. Reports can be created centrally and distributed throughout the district utilizing Skyward's Quick Picks report viewer.

Addendum 2

WSIPC OPTIONAL SOFTWARE & SERVICES OPTION (OSSO)

SOFTWARE

Take advantage of WSIPC'S cost-saving contracts, licensing agreements, purchasing power and consultants

- **Microsoft School Agreement (Dell)** - lease desktop and server software*
- **The Microsoft Select Program (Dell)** - own desktop and server software*
- **Microsoft Student Select Program (JourneyEd)** - own desktop software for home use
- **Citrix** - own virtual workplace software*
- **Trend Micro (ESG, Zones Inc.)** - own desktop security software
- **iep.online (PCG)** - hosted special education processing software
- **Medicaid Reimbursement (PCG)** - hosted Medicaid billing for special education
- **Tandem for Schools (Intand)** - hosted district calendaring software
- **K-12 Alerts-** K12 Alerts® Emergency Notifications Finely Tuned
- **Crystal Reports** - purchase custom reporting tool for WESPaC database
- **GreenPrint (Clean Tech. Partners)** - own desktop print conservation software
- **Registration Gateway (SRC)** - Online, Paperless Student enrollment

SERVICES

Take advantage of WSIPC'S cost-saving contracts, licensing agreements, purchasing power and consultants.

- **Advanced Processing & Imaging, Inc.**
- **Merrill** - purchase stock and custom forms and paper*
- **WSIPC Custom System Administration** - purchase system administration, Network and Maintenance Services
- **WSIPC Custom Technical Services** - purchase Custom Programming Services
- **Microsoft Live@edu** – free template and configuration assistance for district implementations purchase Custom Programming Services

EQUIPMENT PURCHASING

Take advantage of WSIPC'S cost-saving contracts, licensing agreements, purchasing power and consultants.

- **Alden** - network hardware
- **Alden** - desktop and server hardware
- **CSI** - network hardware
- **Dell** - desktop and server hardware
- **Hitachi** - data storage systems
- **HP** - desktop and server hardware
- **Lexmark** - printers
- **LG-Ericsson** - network hardware
- **Verizon** - Nortel and telephone systems

WESPac and IEP.online Workstation Guidelines

(Revision Date: 5/27/10)

Overview

This document provides planning and support guidance regarding specifications for PCs, Macintoshes and printers for use in the WSIPC Enhanced Skyward Point and Click (WESPac) and the IEP.online environments.

Audience

Datacenter and district technology support staff

Introduction

This document provides datacenter and district staff with specific guidelines for the configuration of PCs, Macintoshes, and printers for use in the WESPac and IEP.online environments. These guidelines represent a reasonable baseline for client configurations that will produce adequate performance under most circumstances. It is envisioned that this will be a "living" document that is regularly updated as new information emerges about the needs of the WESPac and IEP.online products and as new factors emerge for consideration in the Workstation Guidelines (new operating system revisions, processor capabilities, web browser types and versions, etc...).

Newer, unlisted versions of operating systems and browsers may require changes to the WESPac and IEP.online products before they are supported. Technology staff is cautioned not to assume that newer versions will work immediately. The proper forum to request specific additions to the Workstation Guidelines is through the Operations Advisory Committee.

All possible configurations of operating system, memory, processor speed and other factors cannot be envisioned in this document, and district technology staff will have to exercise some level of judgment in the interpretation of "adequate" performance.

Addendum 3

WESPac Workstation Guidelines

Windows Systems	Windows 7*	Windows Vista	Windows XP
Hardware	Operating System minimum requirements, Physical Network Connection		
Video	17 inch or higher at 1024 x 768 resolution		
Printer	Networked HP LaserJet printers supporting TCP/IP and PCL 6 or PCL 5e		
Citrix ICA Client	XenApp Web Plugin – Version 11.000 (11.2 Not Supported)		
Web Browser <i>Citrix Web Interface</i>	Internet Explorer 8.0 Firefox 3.5	Internet Explorer 7.0 or 8.0 Firefox 3.5	Internet Explorer 7.0 or 8.0 Firefox 3.5
Web Browser <i>Skyward Web Product</i>	Internet Explorer 8.0 Firefox 3.5	Internet Explorer 7.0 or 8.0 Firefox 3.5	Internet Explorer 7.0 or 8.0 Firefox 3.5
Web Browser <i>Family Access Employee Access</i>	Internet Explorer 8.0 Firefox 3.5	Internet Explorer 7.0 or 8.0 Firefox 3.5	Internet Explorer 7.0 or 8.0 Firefox 3.5
Adobe Software for Skyward Web Products	Acrobat Reader 8.0 and above Flash 9.0 and above	Acrobat Reader 8.0 and above Flash 9.0 and above	Acrobat Reader 7.0 and above Flash 8.0 and above

Macintosh Systems	Mac OS 10.6	Mac OS 10.5	Mac OS 10.4
Hardware	Operating System minimum requirements, Physical Network Connection		
Video	17 inch or higher at 1024 x 768 resolution		
Printer	Networked HP LaserJet printers supporting TCP/IP and PCL 6 or PCL 5e		
Citrix ICA Client	Mac Client OS X – Version 11.0		
Web Browser <i>Citrix Web Interface</i>	Firefox 2.0 / 3.5	Firefox 2.0/3.5	Firefox 2.0/3.5
Web Browser <i>Skyward Web Product</i>	Safari 4 Firefox 3.5	Safari 3 / 4 Firefox 2 / 3.5	Safari 2.0 Firefox 2 / 3.5
Web Browser <i>Family Access Employee Access</i>	Safari 4 Firefox 2 / 3.5	Safari 3 / 4 Firefox 2 / 3.5	Safari 2.0 Firefox 2.0 / 3.5
Adobe Software for Skyward Web Products	Acrobat Reader 8.0 and above Flash 9.0 and above	Acrobat Reader 8.0 and above Flash 9.0 and above	Acrobat Reader 7.0 and above Flash 8.0 and above

Addendum 3

IEP.Online Workstation Guidelines

Windows Systems	
Hardware	The physical hardware (memory, disk space, and processor) must be appropriate for the operating system installed.
Video	17 inch or higher at 1024 x 768 resolution
Operating System	Windows 2000 Windows XP Professional Windows Vista (not Home version) Windows 7
Web Browser	Internet Explorer 8 or later Firefox 3.5 or later Chrome 4 or later Safari 4 or later
Other Software	Adobe Reader 7 or higher Adobe Flash Player Release 9 or later
Browser Settings	<p>Note: Network Cache / Proxy Server: For all computers, you must disable proxy / cache server use and/or bypass the proxy server for IEP.Online</p> <p>Local Cache:</p> <p>Internet Explorer</p> <ul style="list-style-type: none"> • Tools Menu / Internet Options / General / Temporary Internet Files / Settings / Check for new version of stored pages "Every visit to the page" • IMPORTANT: for use in school systems where a proxy server is the only access to the Internet, Use HTTP 1.1 must be set in the "Advanced" section of Internet Options. <p>Other (Firefox, Chrome, Safari)</p> <ul style="list-style-type: none"> • Edit Menu / Preferences / Advanced / Cache / Document in cache is compared to document on network "Every Time" <p>Cookie Settings:</p> <p>Internet Explorer</p> <ul style="list-style-type: none"> • Enable cookies for local storage • Enable per-session cookies <p>Other (Firefox, Chrome, Safari)</p> <ul style="list-style-type: none"> • Accept all cookies • Enable JavaScript / Scripting

Addendum 3

Macintosh Systems	
Hardware	The physical hardware (memory, disk space, and processor) must be appropriate for the operating system installed. At least a 500Mhz G3 processor with more than 256Mb of physical memory.
Video	17 inch or higher at 1024 x 768 resolution
Operating System	OS X 10.4.x or greater
Web Browser	Safari 4 and later Firefox 3.5 and later Chrome 4 and later
Other Software	Adobe Reader 7 or higher Adobe Flash Player Release 9 or later
Browser Settings	Note: Network Cache / Proxy Server: For all computers, you must disable proxy / cache server use and/or bypass the proxy server for IEP.Online Settings: All Browsers <ul style="list-style-type: none">• Accept all cookies• Enable JavaScript / Scripting

For IEP.Online to function properly, the client browser or pop-up blocking software must be configured to allow pop-up windows from IEP.Online. This includes native browser functionality, as well as toolbars such as Yahoo and Google.

* Windows 7 supported editions include Home Premium, Enterprise, and Ultimate editions, running in 32-bit and 64-bit modes.

Your technical staff may address any questions they have to:

WSIPC Infrastructure Services
425-349-6510
wsystnet@wsipc.org