

FLOYD COUNTY BOARD OF EDUCATION  
Danny Adkins, Superintendent  
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Eastern, KY 41622  
Telephone (606) 886-2354 Fax (606) 886-4550  
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Linda C. Gearheart, Board Chair - District 1  
William Newsome, Jr., Vice-Chair - District 3  
Dr. Chandra Varia, Member- District 2  
Keith Smallwood, Member - District 4  
Steve Slone, Member - District 5

**Consent Agenda Item (Action Item):** To approve the purchase of Unified Talent Records.

**Applicable State or Regulations:** KRS 162.90 Powers and Duties of the Local Board of Education.

**Fiscal/Budgetary Impact:** \$22,955.00 for initial set up to be paid through the general fund. Annual ongoing fees of \$17,955.00 through April 2026.

**History/Background:** PowerSchool offers web based platforms for school districts. We have been utilizing the Talent Ed Recruit and Hire for the past 2 years for applicants. The Unified Talent Record expands into an employee file from the Recruit and Hire. The system houses employee records and serves as an interactive site for district to employee communications regarding employment and benefits. The fees provide guided implementation, customization, and on-going support. This system which works with MUNIS would improve efficiency and allow employees immediate access of documents, forms and records. It would streamline employee onboarding, support during their employment and the employee exit process.

**Recommended Action:** To approve the expenditure as presented

**Contact Person(s):** Angela Duncan

N/A  
Principal

Angela Duncan  
Director

Danny Adkins  
Superintendent

**Date:** 4/15/21



PowerSchool Group LLC  
150 Parkshore Dr., Folsom, CA 95630  
Quote #: Q-509176 - 1  
Quote Expiration Date: 14-JUN-2021

Prepared By:	Brian Rubin	Customer Contact:	Angela Duncan
Customer Name:	Floyd County School District	Title:	Clerk
Enrollment:	5,700	Address:	106 N Front Ave
Contract Term:	60 Months	City:	Prestonburg
Start Date:	1-MAY-2021	State/Province:	Kentucky
End Date:	30-APR-2026	Zip Code:	41653
		Phone #:	(606) 886-2354

Product Description	Quantity	Unit	Extended Price
Initial Term 1-MAY-2021 - 30-APR-2022			
License and Subscription Fees			

Unified Talent Records	5,700.00	Students	USD 17,955.00
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License and Subscription Totals: **USD 17,955.00**

#### Professional Services and Setup Fees

Unified Talent Records Implementation - Standard	1.00	Each	USD 5,000.00
Unified Talent (TalentEd) Sync Implementation	1.00	Each	USD 0.00

Professional Services and Setup **USD 5,000.00**  
Fee Totals:

Quote Total		
Initial Term	1-MAY-2021 - 30-APR-2022	
Initial Term Total	USD 22,955.00	

#### Annual Ongoing Fees as of 1-MAY-2022

Unified Talent Records	5,700.00	Students	USD 17,955.00
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Annual Ongoing Fees Total: **USD 17,955.00**

Fees charged in subsequent periods after the duration of this quote will be subject to an annual uplift. On-Going PowerSchool Subscription/Maintenance and Support fees are invoiced at the then current rates and enrollment per terms of the main agreement executed between PowerSchool and Customer ("Main Services Agreement"). Any applicable state sales tax has not been added to this quote. Subscription Start and End Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote. All invoices shall be sent to Customer upon or promptly after execution of this quote, unless otherwise set forth in the applicable statement of work or Main Services Agreement (e.g., services billed on time and material basis will be invoiced when such services are incurred). Payment shall be due to PowerSchool before or on the due date set forth on the applicable invoice. All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for confirming this order and its own internal purposes, and no other. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months. Treatment of purchase orders are governed as provided in the Main Services Agreement. By execution of this quote, or its incorporation, this and future purchases of subscriptions or services from PowerSchool are subject to and incorporate the terms and conditions found at: <https://www.powerschool.com/msa/>

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC

Signature:

A handwritten signature in black ink, appearing to read "Eric Shander". The signature is fluid and cursive, with the first name "Eric" and last name "Shander" clearly distinguishable.

Printed Name: Eric Shander

Title: Chief Financial Officer

Date: 15-APR-2021

Floyd County School District

Signature:

Printed Name:

Title:

Date:



# Statement of Work

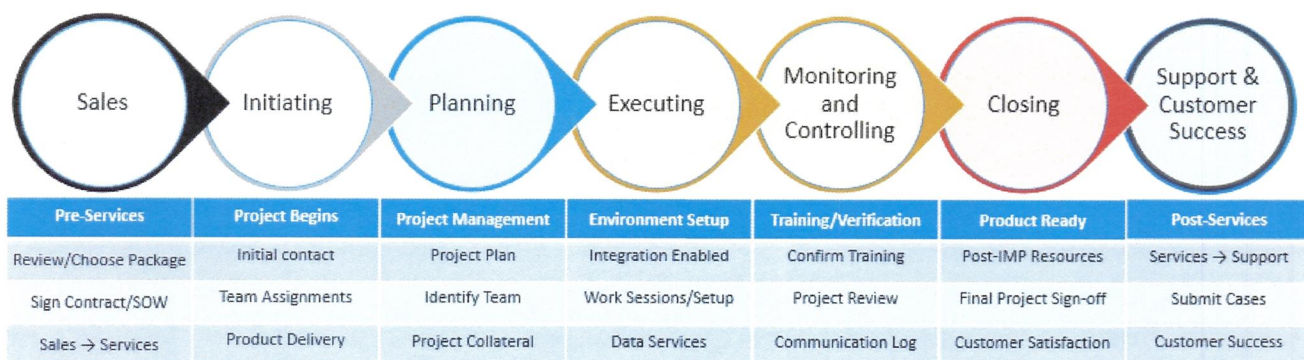
## Purpose of Document

The purpose of this Statement of Work (“SOW”) between PowerSchool Group LLC (“PowerSchool”) and Customer (“You”, “Your”) is to outline the process, approach, and completion criteria for each step of the process to implement PowerSchool. This document covers the roles and responsibilities of the PowerSchool Project Manager, Implementation Specialist(s), and Customer in each step of the PowerSchool implementation process, serving as an outline of services PowerSchool is expected to deliver. This SOW calls out specific functional areas of PowerSchool that are covered for implementation services and level of coverage.

Successful implementation of new software requires proven project management and methodology. The timeline will be mutually adapted within a project management tool between PowerSchool and the Customer. PowerSchool provides a comprehensive package of services designed to ensure Your PowerSchool deployment project meets Your unique needs and expectations. Additional training, consulting and customization services can be purchased to help augment additional needs You may have with Your PowerSchool deployment. The delivery of Professional Services contained in this document will be provided remotely. If travel is required, all travel related expenses will be invoiced as incurred.

We will partner with You and be Your liaison to PowerSchool during the implementation. You will have a project team to help you, as a Customer, connect to other PowerSchool services and support, while also providing project planning, communication, project execution, and product specialist consulting. For a successful PowerSchool implementation, it is important that You understand the responsibilities, carve out the time required and keep on pace with the timeline. This will involve gathering information, helping Your team come to agreement on configuration and data standardization, your own product training and monitoring other staff assigned training for completion, adjusting desk level procedures, and planning for go live among several other tasks. The overall steps included in a project are outlined below.

This Statement of Work is subject to the terms and conditions of the current master agreement between the parties and any associated policies, pursuant to which PowerSchool has licensed the PowerSchool application to the Customer.



Released January 2021

Document Owner: PowerSchool Group LLC, Product Deployment Solutions

This edition applies to the current PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates. The data and names used to illustrate the reports and screen images may include names of individuals, companies, brands, and products. All of the data and names are fictitious; any similarities to actual names are entirely coincidental.

## General Assumptions

1. Implementation services will be delivered remotely unless onsite services are purchased separately.
2. Client is to provide a data extract to PowerSchool in accordance with Tiered Service package selected.
3. Implementation timeline is stated within the Planning Phase, extending the timeline may require the customer to purchase additional services.
4. Implementation services are completed when delivered and the deliverable acceptance procedure is complete.
5. Services identified are for PowerSchool start-up and do not include customizations, including integration layouts, document templates, reports, etc. Additional services are available and can be purchased for items out of the scope of implementation (see Project Change Control and Escalation Change Procedure section of this document).
6. Customer will adhere to the active PowerSchool Cancellation Policy. "Services Cancellation: Licensee shall pay a cancellation charge equal to fifty percent (50%) of the services fee and any non-refundable expenses incurred by PowerSchool if Licensee cancels any scheduled professional services less than fourteen (14) days before the occurrence of any service dates that PowerSchool has scheduled at Licensee's request."
7. Customer must identify a designated Customer project lead before the project kick-off meeting. The Customer project lead will be responsible for delivering all sections of the "Customer Responsibilities" included in the SOW in a complete manner within the project timeline.
8. The designated Customer project lead should be an employee of the organization implementing PowerSchool. Customers that hire third-party organizations to act on the behalf of the Customer for implementation may be required to sign a waiver form provided by PowerSchool, indicating that the third-party organization is authorized to act on the Customer's behalf when interacting with PowerSchool. The Customer will be responsible for maintaining proper communication channels with third party organizations hired by the Customer.
9. All sign offs must be done by an employee and designated signatory of the Customer. Third party entities engaged by the Customer are not acceptable signatories for any project sign offs.
10. The PowerSchool Project Manager and/or Application Specialist will guide Customer to available procedures, guidelines, standards, reference materials and system/application documentation.
11. Implementation Services is assuming the product will be deployed as-is, items outside of Scope of Work must go through the change control procedures (see Project Change Control and Escalation Procedure in this document).

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# **Deliverables Acceptance Procedure**

## **Deliverables Acceptance**

This Statement of Work outlines PowerSchool deliverables for each phase of the implementation project in the PowerSchool Objections and Completion Criteria sections. Each deliverable will be reviewed and accepted in accordance with the following procedure:

- Deliverable will be submitted or delivered to the Customer project lead or designated Customer team member. It is the Customer project lead's responsibility to review and accept deliverable as complete.
- Within six (6) business days of completion of the project the Customer project lead will either accept the final deliverables or provide the PowerSchool implementation specialist a written list of objections. If no response from the Customer project lead is received within six (6) business days, then the deliverables will be deemed accepted, unless the Customer requests an extension.
- The PowerSchool implementation specialist will consider the Customer's objections within the context of PowerSchool's obligations as stated within this Statement of Work. Revisions agreed to by PowerSchool will be applied at which time the deliverables will be reviewed within six (6) business days and the Customer project lead either will accept the deliverables or provide the PowerSchool implementation specialist a written list of objections. If no response is received within six (6) business days, then the deliverables will be deemed accepted, unless the Customer requests an extension.
- Customer objections that are not agreed to by PowerSchool will be managed in accordance with the Project Change Control Procedure described below. If resolution is required to a conflict arising from Customer's objection to a deliverable, the Customer and PowerSchool will follow the Escalation Procedure described below.
- All deliverables required to be delivered hereunder are considered to be owned by PowerSchool with unlimited internal use by the Customer, unless otherwise noted.

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# Project Change Control and Escalation Procedure

## Project Change Control

The following process will be followed if additional services to this Statement of Work are required or desired.

- A Project Change Request (PCR) will be the vehicle for communicating change. The PCR must describe the change, rationale for the change and the effect the change will have on the project.
- The designated Customer project lead will review the proposed change and recommend it for further investigation or reject it. A PCR must be signed by the authorized Customer project lead to authorize quote for additional services. If the Customer accepts additional services and charges, a change to the original purchase order or new purchase order is required. Change to this Statement of Work through additional addendum will authorize additional scope and work.
- A written Change Authorization and/or PCR must be signed by authorized representatives from both parties to authorize implementation of the investigated changes. Until a change is agreed upon in writing, both parties will continue to act in accordance with the latest agreed version of the SOW.

## Customer Escalation Procedure

The following procedure will be followed if resolution is required for a conflict arising during the

- **Level 1:** Customer project lead will notify PowerSchool Project Manager via email with details of escalation.
- **Level 2:** If the PowerSchool Project Manager cannot provide resolution or path to resolution five (5) business days from receipt of level 1 escalation email, the Customer project lead will notify PowerSchool manager via email to – [pmleadership@powerschool.com](mailto:pmleadership@powerschool.com)
- **Level 3:** If the concern remains unresolved after Level 2 intervention, resolution will be addressed in accordance with Project Change Control Procedure or termination of this SOW under the terms of the Contract.

During any resolution, PowerSchool agrees to provide services related to items not in dispute, to the extent practicable, pending resolution of the concern. The Customer agrees to pay invoices per the Contract, as rendered.



## **Employee Records Standard Statement of Work**

### **Initiating (Pre-requisites before Planning)**

#### **PowerSchool Responsibilities**

- Send Welcome Email with Statement of Work
- Identify PowerSchool Project Team
  - Project Manager
  - Implementation Specialist(s)
- Send Customer access to the following:
  - Project Plan

#### **Customer Responsibilities**

- Identify Customer Project Team
  - Project Manager
  - Subject Matter Expert(s)
- Review Statement of Work

### **Completion Criteria**

This activity will be considered complete when:

- Customer signs off Statement of Work

## **Planning**

#### **PowerSchool Responsibilities**

- Schedule and conduct a kick-off meeting
  - Standard Model is one hundred and five (105) calendar days from the date of the kick-off meeting
- Provide introduction to the Support site
- Explain the implementation process
- Schedule the PowerSchool implementation and training resources based on project timeline
- Update the Project Plan to include implementation timing and resources
- Schedule regular Status Calls as needed
- Email Business Operations team list of Technical Consultants

#### **Customer Responsibilities**

- Attend kick-off meeting and all subsequent meetings and training required
- Utilize the online Project Plan and trainings throughout the project to stay up to date
- Plan for training and ensure users attend required training sessions
- Provide Example Forms



## Employee Records Standard Statement of Work

### Completion Criteria

This activity will be considered complete when:

- The kick-off meeting is completed
- The Project Plan is updated based on discussed timelines
- Example Evaluation Forms have been provided

### Authentication Services and Exports/Imports

As part of these services, PowerSchool will assist the customer to configure Single Sign On (SSO) for the PowerSchool product(s) undergoing implementation under the scope of this statement of work. Additionally, PowerSchool will assist with the enablement of the PowerSchool AppSwitcher for any other live PowerSchool product(s) (i.e. already implemented) where AppSwitcher is supported. This will be a one-time setup for which the PowerSchool implementation team will assist with the setup and configuration of the authentication services for live product(s), and the currently implemented product(s).

### PowerSchool Responsibilities

- Update user accounts to ensure matching between systems
- Configure SSO
- Configure AppSwitcher with current and new PowerSchool products
- Go over all Export/Import options available for Records, including:
  - eFinance Plus and Business Plus
  - Data Export
  - PDF Export
  - Sync 2.0 and Data Import tool (Sync 9)

### Customer Responsibilities

- Identify and enable the Identity Provider (IDP) for setting up of SSO
- Test the setup of Authentication services and AppSwitcher
- Acknowledge which Export/Import Options you are interested in

### Completion Criteria

- Customer signs the final checklist that Authentication Services are complete



# Employee Records Standard Statement of Work

## Executing

### PowerSchool Responsibilities

- Schedule and install the Software
- Provide Security Settings information.
- Provide system administrator training and best practices on the following System Settings:
- Data Import Templates
  - Staff
  - Location
  - Job Types
  - Supervisor
- Configure the Records System – including but not limited to:
  - New Hire Documents (Ex: Direct Deposit, Employee Information Sheet)
  - Benefits Documents (Ex: Benefit information or Benefit enrolment forms)
  - Employee Separation (Ex: FMLA or Retirement)
  - Action Forms (Ex: Employee Change Form)
  - Uploading Library Resources (Ex: Uploading an Employee Handbook for review)
- End User Training
  - System Admin Training
  - Departmental training (Payroll and Benefits for Example)
  - Provide email example for alerting all other employees on Records and utilizing Available forms.
  - Building Checklists
  - Developing and Assigning Security Permissions and Groups
  - Creating/Facilitating Workflows
  - Using System Reports
  - Managing/Editing System Notifications
  - Managing Available Forms
  - Scanning content into Records
  - Using Contracts
  - Staff Updates

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## Employee Records Standard Statement of Work

### Customer Responsibilities

- System Configuration
  - Attend training sessions
  - Complete configuration tasks (including but not limited to the list above)
  - Review and verify configuration, complete signoff
  - Complete testing outside of meetings: Testing Onboarding Checklists, Test Available Forms and Contracts, Test Filing and Reporting

### Completion Criteria

This activity will be considered complete when:

- The system has been installed
- Customer completes System Configuration Signoff

## Monitoring

### PowerSchool Responsibilities

- Schedule and conduct a launch review meeting
- Provide launch documentation

### Customer Responsibilities

- Attend all Product Overviews and Training
- Complete end-user testing within the software
- Log and Follow Up on Support Cases as needed
- Report critical issues to your implementation team

### Completion Criteria

This activity will be considered complete when:

- Customer has attended Product Overviews
- Customer has attended any additional training included in their package
- Customer has completed the launch review meeting

## Employee Records Standard Statement of Work

### Closing

#### PowerSchool Responsibilities

- Review and finalize any remaining project deliverables
- Introduce customer to support contact methods and accessing Community
- Submit Services to Support Survey
- Provide final project sign off to customer

#### Customer Responsibilities

- Review completed project deliverables
- Understand that support will become primary contact for customer
- Complete final project signoff
- Complete Customer Satisfaction Survey

#### Completion Criteria

This activity will be considered complete when:

- Customer completes final project signoff