

Memorandum of Understanding

William S. Hart - Informed K12

Our Mission

At Informed K12, we're on a mission to build the single best workflow platform for K12 schools. One system that supports all district forms and processes, from permission slips to personnel requisitions, significantly reducing cost from buying module after module and improving time training with one unified user experience.

Expected Outcomes

Accountability and internal reconciliation

- Transparency for where things are in delivering resources to sites
- Identify and remove bottlenecks in current processes

Access to information for Cabinet and Board

- Report on any data year over year for any form or workflow across our schools and departments
- For example, Employee exit surveys and retention data, Bus pass application and service planning data, Field trip and PD reporting to support learning initiatives

Visibly improved service to our community and personnel

- Fast online/mobile access to services and requests for students, parents, and staff
- Less waiting time and routine administrative work for teachers, principals, and district leaders
- Structured roll out of 5 new processes every 2 months so sites and departments have enough interaction with the new system to learn quickly and see immediate results

Proposed first on site: ASAP

Best practice consultation with expert IK12 manager starting with quick wins and mission critical time-sensitive needs

Highest priority site-based processes to go-live July 1

Highest Priority

1. La Mesa Junior High Summer Mailers (multi-form) (Javier Pena/La Mesa JHS/July 1)
2. Sierra Vista Junior High Summer Mailer (multi-form) (Courtney Iacenda/Sierra Vista JHSD/July 1)
3. Rancho Pico Junior High Summer Mailer (multi-form) (Stephanie Migdol/Rancho Pico JHSD/July 1)

30 day 1:1 outreach for sites and departments

IK12 adoption specialist to follow up short announcement at leadership and office manager meetings with 1:1 training

Critical processes for new school / fiscal year

Second Priority

4. Classified Status Notice (Brittany Kruczynski/Dept/July 1)
5. Classified Personnel Requisition (Brittany Kruczynski/Dept/July 1)
6. Certificated Status Notice (Brittany Kruczynski/Dept/July 1)
7. Certificated Personnel Requisition (Brittany Kruczynski/Dept/July 1)
8. Timesheet (Brittany Kruczynski/Dept/July 1)

Preparing for 2020-21 SY

1. Address Change Form (Brittany Kruczynski)
2. Revenue Potential Form (Kimberly Hiatt/Fiscal Services)
3. Request for Trip Approval (Rheeza McMillan/Superintendent)
4. Hart Leave Time Request (Cyndi Trudeau/Hart HS)
5. Life Insurance Beneficiary Designation Form (Brittany Kruczynski)
6. Last Warrant Designation (Brittany Kruczynski)
7. Cash In Lieu/Health Insurance Waiver (Brittany Kruczynski / **Must Go-Live by November 1**)

First data review: November 2020

Review launch data, feedback from staff, and discuss potential in depth Board/strategic planning reports

120 Days to First Win

Bi-weekly Status Report Updates to all Cabinet Members

District Executive Sponsor (Required): Brittany Kruczynski

- Status reports: Will receive reports on baseline success metrics and sign off on major priority and launch decisions

District Project Manager (Required): Brittany Kruczynski

- Convening Power: Schedules meetings with departments, responsible for Informed K12 announcements and training
- Decision making Power: Is or acts as an extension of Cabinet when making decisions about workflow design and rollout

Form owners are responsible for setup decisions and manage their department's workflows on a day to day basis

Informed K12 Implementation Team

Customer Success Manager: Joran Rose

Adoption Manager: Rachel Lucero

Confirmation Call: June 15, 2020 District Executive Sponsor and District Project Manager

Kick Off with Informed K12 Implementation Team: ASAP District Project Manager and Form Owners

Platform Implementation

InformedK12 Form Creators Certification:

TBD - Brittany will poll sites for who will need to be trained (survey will go out early August)

Queue and Quality Control Team:

Brittany + Denise Miller

William S. Hart Union High School District
21515 Centre Pointe Pkwy.
Santa Clarita, CA 91350

Date: June 15, 2020

Terms and Cost Valid Until: June 30, 2020

Service	Unit Price
Internal Office forms and workflow processes District Administrative License: Unlimited package, internal forms across unlimited departments All processes include: <ul style="list-style-type: none"> Unlimited electronic signatures, interactive form fields, pre-filled data fields, and reusable templates to automatically collect, route, and track responses and approvals Unlimited responses archived with full access search and nightly back-ups for all data Phone, chat, and email support for form managers and recipients Continuous upgrades and extensive browser and device support Online webinars and resources for form managers 	\$92,000 / year
Existing forms and workflow processes <ul style="list-style-type: none"> Existing 10-Form License 	\$30,388 <i>Credit of \$27,856 for services paid through May 2021</i>
Implementation Package (one-time fee) <ul style="list-style-type: none"> Dedicated implementation specialist to lead 240-day implementation and change management consultation Informed K12-supported set up for high value processes Custom district-wide trainings and outreach School site adoption program Data review and report for initial launches 	\$12,300
TOTAL IMPLEMENTATION COST DUE NOW:	\$0
TOTAL SUBSCRIPTION COST DUE JULY 2020:	\$76,444
RENEWAL COST DUE JULY 2021 (for reference only):	\$92,000

Informed K12 Agreement

This Agreement is made as of June 15 between Emics, Inc. and William S. Hart Union High School District, covering the services to be provided below from the commencement of this Agreement through June 30, 2021. This Agreement supersedes and replaces any and all prior written and oral agreements between Emics, Inc. and William S. Hart Union High School District. This agreement automatically renews each year in July unless William S. Hart Union High School District provides written notice of cancellation at least 45 days prior to the end of each 365-day period. Pricing is subject to increase after June 30, 2021 by up to a maximum of 5% annually. Payment is due to Emics, Inc. 30 days after the initiation or renewal of services.

Emics, Inc. will provide the following:

- Ongoing assistance and staff support. Informed K12 will provide a dedicated client success and implementation specialist as the primary contact for your district.
- Advanced access to new features, and full access to the Informed K12 system. You will receive first notice and early review of all new developments.
- Dedicated accounts with setup and configuration. Account services will adhere to the terms and definitions outlined in our Privacy Policy. In sum, you control your account information, documents, and settings. We will not rent or sell your information to third parties outside Emics, Inc. and its group companies (including any parent, subsidiaries and affiliates) without your consent.

During the term of this Agreement, William S. Hart Union High School District will provide:

- **Dedicated Project Manager:** Identify one staff member as your primary contact, who convenes staff and provides direct input to the Informed K12 team in order to ensure success.
- **Implementation resources necessary to execute the Memorandum of Understanding.**
- **Feedback and review:** As a valued Informed K12 customer, you will have the ability to help to shape and improve the tool for all educators by providing feedback and reviewing any findings together for continuous improvement.

We look forward to a long lasting and mutually beneficial relationship.

Signature page follows

Emics, Inc.



Authorized Signature

Sarah Chou

Print Name

06/16/2020

Date

William S. Hart Union High School District

Brittany Kruczynski

Authorized Signature

Brittany Kruczynski

Print Name

06/16/2020

Date