

LOS ANGELES UNIFIED SCHOOL DISTRICT

SCHOOL CONSTRUCTION BOND CITIZENS' OVERSIGHT COMMITTEE

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(Vacant)

Assoc. General Contractors of CA

Timothy Popejoy

Bond Oversight Administrator

Perla Zitle

BOC Staff

Joseph P. Buchman – Legal Counsel

Burke, Williams & Sorensen, LLP

Lori Raineri and Keith Weaver – Oversight Consultants

Government Financial Strategies

RESOLUTION 2020-5

BOARD REPORT NO. 284-19/20

**AMENDMENT TO THE INFORMATION TECHNOLOGY DIVISION
STRATEGIC EXECUTION PLAN TO APPROVE THE ONE ENROLLMENT
PROJECT**

WHEREAS, District Staff proposes that the Board of Education amend the Information Technology Division (ITD) Strategic Execution Plan (SEP) to approve the definitions, allocate funds, and take the associated action(s) for the One Enrollment project as described in attached Board Report No. 284-19/20.

WHEREAS, District Staff proposes the following actions:

- Move \$8,802,832 from the “Upgrade and Equip with 21st Century Technology” SUP category of need to the “Technology Infrastructure & Systems Upgrades” SUP category of need.
- Allocate \$8,802,832 bond funding to complete the One Enrollment Project.
- Approve execution of the One Enrollment project.

WHEREAS, the SUP includes a spending target to address “Technology Infrastructure and System Upgrades”; and

WHEREAS, the One Enrollment project will build an online student registration and enrollment portal for parents and guardians; and

Bond Oversight Committee

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RESOLUTION 2020-5

AMENDMENT TO THE INFORMATION TECHNOLOGY DIVISION STRATEGIC EXECUTION PLAN TO APPROVE THE ONE ENROLLMENT PROJECT

WHEREAS, District Staff anticipates that the proposed SEP amendment will facilitate implementation of the ITD SEP, and therefore, it will not adversely affect the District's ability to successfully complete the ITD SEP.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The School Construction Citizens' Bond Oversight Committee recommends that the Board of Education adopt amendment of the Information Technology Division Strategic Execution Plan to approve the One Enrollment project listed above as described in Board Report 284-19/20, a copy of which is attached hereto in the form it was presented to the BOC and is incorporated herein by reference.
2. This resolution shall be transmitted to the Los Angeles Unified School District Board of Education and posted on the Bond Oversight Committee's website.
3. The District is directed to track the above recommendation and to report on the adoption, rejection, or pending status of the recommendations as provided in section 6.2 of the Charter and Memorandum of Understanding between the Bond Oversight Committee and the District.

NOT ADOPTED on February 27, 2020, by the following vote:

AYES: 0

ABSTENTIONS: 4

NAYS: 7

ABSENCES: 3

Rachel Greene
Chair

Bevin Ashenmiller
Vice-Chair



Board of Education Report

File #: Rep-284-19/20, **Version:** 1

Amendment to the Information Technology Division Strategic Execution Plan to Approve the One Enrollment Project

March 10, 2020

Information Technology Division

Action Proposed:

Staff proposes that the Board of Education amend the Information Technology Division (ITD) Strategic Execution Plan (SEP) to approve the definitions, allocate funds, and take the associated action(s) for the One Enrollment project as described in Attachments A, B, C, and D.

The proposed actions are as follows:

- Move \$8,802,832 from the “Upgrade and Equip with 21st Century Technology” SUP category of need to the “Technology Infrastructure & Systems Upgrades” SUP category of need.
- Allocate \$8,802,832 bond funding to complete the One Enrollment Project.
- Approve execution of the One Enrollment project.

Background:

On January 14, 2014, the Board of Education approved the establishment of the SUP, the next phase of the District's Bond Program, which will modernize, build and repair school facilities to improve student health, safety and educational quality. The Board's action approved the overarching goals and principles, funding sources, specific categories of need, and spending targets for the SUP. As proposed projects are identified, they are submitted to the Bond Oversight Committee (BOC) for consideration and the Board of Education for approval.

The SUP includes a spending target to address “Technology Infrastructure and System Upgrades.” The intended outcome of the proposed project to be executed within this spending target is:

- One Enrollment project: This project will build an online student registration and enrollment portal for parents and guardians. \$8,802,832 Bond Funds (96%) and \$372,500 General Funds (4%).

Expected Outcomes:

Staff anticipates that the Board will amend the ITD SEP to define the new project described herein and re-allocate \$8,802,832 of Bond Program funding. This project will help the District streamline student enrollment and registration.

Board Options and Consequences:

Failure or delay of approval will postpone the execution and/or implementation of the proposed project and the associated benefits to students, parents, and schools.

Policy Implications:

This action is consistent with the District's long-term goal to address unmet school needs as described in Proposition BB and Measures K, R, Y and Q.

Budget Impact:

The proposed project has a total budget of \$8,802,832 of Bond Program funding and \$372,500 of General Fund. The bond funds will be allocated from the "Technology Infrastructure and System Upgrades" SUP category of need in the ITD SEP. A total of \$372,500 in one-time General Fund is needed for non-bond eligible expenses to implement the One Enrollment project. This need is currently unfunded.

Upon completion of the project, approximately 20% or \$2 million of ongoing General Fund will be needed for maintenance, future enhancements and support of the One Enrollment system. These General Fund needs are currently unfunded.

Student Impact:

The impact of this solution on students and is as follows:

- Reduce in enrollment time.
- Improve data records and reporting.
- More school site staff time to address other school opening tasks.
- Improve transition of Early Education students into K-12 schools.

Issues and Analysis:

The School Construction Bond Citizens' Oversight Committee (BOC), at its February 27, 2020 meeting, considered this item. Staff has concluded that this proposed SEP Amendment will facilitate the implementation of the ITD SEP, and therefore it will not adversely affect the District's ability to successfully complete the ITD SEP.

Attachments:

Attachment A - Project Definition

Attachment B - Bond Oversight Committee Resolution

Attachment C - Presentation Slide Deck

Attachment D - ROI Analysis

Informatives:

None

Submitted:

February 21, 2020

RESPECTFULLY SUBMITTED,

APPROVED BY:

AUSTIN BEUTNER
Superintendent

MEGAN K. REILLY
Deputy Superintendent, Office of the Deputy
Superintendent

REVIEWED BY:

APPROVED & PRESENTED BY:

DAVID HOLMQUIST
General Counsel
___ Approved as to form.

SOHEIL KATAL
Chief Information Officer

REVIEWED BY:

TONY ATIENZA
Director, Budget Services and Financial Planning
___ Approved as to budget impact statement.



Information Technology Strategic Execution Plan Amendments

Project Definitions and Associated Actions

Attachment A – BOE #284-19/20

Program: My Integrated Student Information System (MiSiS)
Project: One Enrollment
Budget: \$8,802,832 Bond Funds (96%) and \$372,500 General Funds (4%)

Introduction

The One Enrollment project will build a streamlined “One Enrollment” registration portal that will enable parents and guardians to submit initial student enrollment information. One Enrollment will allow parents and guardians to enter enrollment data for new students and verify data for existing students. The portal will be integrated with MiSiS to capture existing data in order to eliminate some data entry from parents and school staff. Therefore, it will reduce annual enrollment paperwork efforts that are currently required at all L.A. Unified schools, in addition to the need to print and assemble enrollment packets at schools.

Currently, MiSiS supports the registration and enrollment of approximately 500,000 students attending LAUSD schools. Existing students are registered into next years' grade at the same school through a process called Next Year Enrollment (NYE). Unified Enrollment (UE) supports the application process to Choices Schools and is able to capture initial registration data for approximately 80,000 of these students. These preliminary records are then sent (via interface) to MiSiS to complete enrollment and scheduling at the approved and confirmed schools. Substantial effort is required by parents and schools to complete and process the paperwork. The enrollment process requires parents completing up to 19 forms and school staff entering all that data into MiSiS. A subset of this process is done year after year for each student and requires significant filling out, keying, and data cleanup, etc.

The One Enrollment portal will be integrated with:

- Unified Enrollment (UE) to transition existing student applicant data to the Choices accepted school.
- Early Education Student Information System (EESIS) for student data to support the transition into Kindergarten in MiSiS.
- Household Hub (HHH) to unify student-parent accounts and reduce efforts for parents to connect all their children.
- Parent Portal/LA Unified Mobile App for account authentication and parent email consolidation.

Refining these efforts into a single “system of record” will eliminate collecting information from numerous systems, reduce parent efforts to rewrite similar information among a menu of enrollment forms, reduce school staff workload, improve overall data quality, and simplify the electronic transferring of student data. Lastly, Pupil Services is responsible for student enrollment and is the key business owner driving policy for



Information Technology Strategic Execution Plan Amendments

Project Definitions and Associated Actions

Attachment A – BOE #284-19/20

enrollment and process changes to accommodate the new One Enrollment process. The project has already been through the EPMO review and prioritization process by the Instructional Governance Committee, Business Governance Committee, and Executive Governance Committee.

Scope

- Build an online portal for registration and enrollment for parents and guardians and integrate it with MiSiS for emergency card information and enrollment information.
- Integrate with Household Hub (HHH) to unify student-parent accounts within Parent Portal for account authentication and parent email consolidation.
- Interface One Enrollment with Resident School Identifier (RSI) to validate and verify residential school boundary. Enable pre-registration of Early Education students into feeder elementary schools by interfacing EESIS with MiSiS.
- Revise enrollment policy according to new online enrollment registration and integrate Student Health and Human Services (SHHS), Office of Data and Accountability (ODA), Information Technology Division (ITD), Early Childhood Education, and District Operations for policy creation, review, and approval.
- Integrate parent information into a single system of record included in the Household Hub (HHH).
- Integrate EESIS information into MiSiS. Allow data capture of new student data into One Enrollment to support online data capture into EESIS.
- Consolidate Parent Accounts Across All Systems.
- Automate Student Permits.

Expected Outcomes

- Improve data quality and consistency for all parents and students.
- Improve reporting of student data workflow.
- Reduce data entry by L.A. Unified staff.
- Integrate parent information.
- Decrease parents' time at the school to correct student enrollment information.
- Reduction in forms to be filled out by parents.
- Reduction in number of times parents' need to correct prefilled data.
- Reduce the number of packets that are prepared for enrollment every year thus reducing staff efforts to assemble them and the associated paper costs.
- Reduction in paperwork and paper costs to enroll a student.
- More staff time to address other school opening tasks.
- Improve transition of Early Education students into K-12 schools.



Information Technology Strategic Execution Plan Amendments

Project Definitions and Associated Actions

Attachment A – BOE #284-19/20

- Create a common look and feel for all parent-facing applications.

Budget and Schedule

Project cost is estimated at \$9,175,332 and will be completed by the end of 2021. The project deliverables are outlined below with estimated time of effort. Upon project approval, the project plan will be refined to a detailed project schedule.

ONE ENROLLMENT PROJECT

TIMELINE

One Enrollment Parent Registration Portal						
2020				2021		
January - March	April - June	July - September	October - December	January - March	April - June	July - September
Reviews by: Instructional Governance Business Governance Executive Governance Committees Jan-Feb 2020		Rollout (Pilot only): One Enrollment – with Emergency Card				Rollout: Online Enrollment Registration Portal – with Emergency Card
			Rollout to Production: Household Hub Integration			
		QA Release: EESIS Integration with Next Year Enrollment (NYE)	Rollout to Production: EESIS Integration with Next Year Enrollment			
One Enrollment Registration Policy Creation, Review and Iterations				Strategic Roadmap <ul style="list-style-type: none">Consolidation of Parent Accounts across All SystemsStudent Permit Automation		
One Enrollment Communications Campaign and School Staff Training		One Enrollment Communications Campaign and School Staff Training		One Enrollment Communications Campaign and School Staff Training		
One Enrollment Communications Campaign to Parents		One Enrollment Communications Campaign to Parents				



Proposed IT Strategic Execution Plan Amendment to Add
One Enrollment Project

Brd Rpt 284-19/20

Soheil Katal, Chief Information Officer

Board Meeting March 10, 2020



Proposed New Project – Executive Summary

- Build an online portal for parents/guardians to enroll new students or update the annually disseminated forms while introducing much needed efficiencies.
- Integrate Early Education Student Information System (EESIS) student data to support the transition to Kindergarten in MiSiS.
- Refine to a single system of record for parent information in order for all systems to maintain a single instance of parent information.
- Significantly reduce printing and manual completion of annual forms.
- Estimated completion is 18 months from approval date for \$9.175M.
- District is exploring policies and processes that need to be updated.



Enrollment – Current process

Parents are provided with an enrollment packet that consists of 19 forms and documents

Several forms are disseminated and updated every year

School staff reviews forms for accuracy and completion

School staff enters and verifies data into MISIS



Estimated One Enrollment Timeline

One Enrollment Parent Registration Portal						
2020				2021		
January - March	April - June	July - September	October - December	January - March	April - June	July - September
Reviews by: Instructional Governance Business Governance Executive Governance Committees Jan-Feb 2020		Rollout (Pilot only): One Enrollment – with Emergency Card				Rollout: Online Enrollment Registration Portal – with Emergency Card
			Rollout to Production: Household Hub Integration			
		QA Release: EESIS Integration with Next Year Enrollment (NYE)	Rollout to Production: EESIS Integration with Next Year Enrollment			
One Enrollment Registration Policy Creation, Review and Iterations				Strategic Roadmap <ul style="list-style-type: none">Consolidation of Parent Accounts across All SystemsStudent Permit Automation		
One Enrollment Communications Campaign and School Staff Training		One Enrollment Communications Campaign and School Staff Training		One Enrollment Communications Campaign and School Staff Training		
One Enrollment Communications Campaign to Parents		One Enrollment Communications Campaign to Parents				



Proposed One Enrollment – Budget

Project	Estimated Phase Completion	Bond	General Fund	TOTAL
One Enrollment portal	18 months after project approval	\$8,802,832	\$ 372,500	\$9,175,332
TOTAL		\$8,802,832	\$372,500	\$9,175,332

Funding Sources:

- *The One Enrollment project will be funded through a combination of Bond and General Fund.*
- *Upon completion of the project, an estimated 20% or \$2M of ongoing General Fund is needed for maintenance and future enhancements.*



Benefits/Return on Value (ROV)

- ❖ Reduce time it takes for parents to complete enrollment packets
- ❖ Improve data accuracy
- ❖ Reduce mailing costs
- ❖ Greater online communication and pathways to parent engagement
- ❖ Reduce annual paperwork efforts for required enrollment forms
- ❖ Create efficiencies for school support Staff
- ❖ Parent data will be maintained in only one system of record and streamlines access to student data
- ❖ Data captured to monitor entire enrollment process
- ❖ Reduce paper/printing cost and the carbon footprint
- ❖ Decrease delay between students enrolling and receiving services



Return On Investment/Value

Once One Enrollment has been fully implemented there will be an estimated annual savings of **\$3.5M***

\$5.5M Current Annual Estimated Cost - **\$2M** One Enrollment Annual Maintenance = **\$3.5M**

\$9.175M total implementation cost / **\$3.5M** annual cost savings = **2.7 to 3.7** years to achieve ROI

**This is not taking into to account the Return On Value (ROV) regarding related services that would benefit from One Enrollment. This estimate will vary based on the adoption rate of One Enrollment and ROV.*

**Details of the \$5.5M current annual estimated cost is included in Attachment D – One Enrollment Appendix I DRAFT-ROI Analysis.*



Questions