



PowerSchool Group LLC  
 150 Parkshore Dr., Folsom, CA 95630  
 Quote #: Q-737398 - 1  
 Quote Expiration Date: 24-FEB-2023

Sales Quote - This Is Not An Invoice

Prepared By:	Lauren Pierson	Customer Contact:	Phillip Gedeon
Customer Name:	Community School for Creative Education	Title:	Head of School
Enrollment:	193	Address:	2111 International blvd.
Contract Term:	36 Months	City:	Oakland
Start Date:	1-FEB-2023	State/Province:	California
End Date:	31-JAN-2026	Zip Code:	94606
		Country:	United States
		Phone #:	(510) 686-4131

Product Description	Quantity	Unit	Extended Price
<b>Initial Term 1-FEB-2023 - 31-JAN-2024</b>			
<b>License and Subscription Fees</b>			
Unified Insights Platform Hosted	193.00	Students	USD 2,000.00
Unified Insights Student Essentials Hosted	193.00	Students	USD 5,000.00
Unified Insights One Time Discount	1.00	Each	USD -1,496.50
Unified Insights MTSS	193.00	Students	USD 482.50
Unified Home Attendance Intervention Suite Subscription	193.00	Students	USD 5,250.00
Unified Home One Time Discount	1.00	Each	USD -2,625.00

License and Subscription Totals: **USD 8,611.00**

<b>Professional Services and Setup Fees</b>			
Unified Insights Essentials PS SIS Hosted Deployment	1.00	Each	USD 4,368.00
Unified Insights Keys to Ownership	10.00	Hours	USD 1,800.00
Unified Insights Keys to Ownership	10.00	Hours	USD 1,800.00
Unified Home Attendance Intervention Suite Deployment	1.00	Each	USD 5,040.00

Professional Services and Setup Fee Totals: **USD 13,008.00**

<b>Training Services</b>			
Unified Insights Training Remote	3.00	Hours	USD 720.00
Unified Home Training Remote	6.00	Hours	USD 1,440.00

Training Services Total: **USD 2,160.00**

**Subscription Period Total**

**PowerSchool hereby agrees to allow the Customer to make the following non-standard payments for the current annual term:**

<b>Total Discount</b>	<b>USD 7,913.50</b>
<b>Initial Term</b>	<b>1-FEB-2023 - 31-JAN-2024</b>
<b>Amount To Be Invoiced</b>	<b>USD 23,779.00</b>

<b>Due Date</b>	<b>Payment Amount</b>
<b>1-FEB-2023</b>	<b>USD 0.00</b>
<b>1-JUL-2023</b>	<b>USD 23,779.00</b>

**Annual Ongoing Fees as of 1-FEB-2024 - Fees subject to an annual uplift, which will be reflected on renewal quote**

Unified Insights Platform Hosted	193.00	Students	USD 2,000.00
Unified Insights Student Essentials Hosted	193.00	Students	USD 5,000.00
Unified Insights MTSS	193.00	Students	USD 482.50
Unified Home Attendance Intervention Suite Subscription	193.00	Students	USD 5,250.00

Annual Ongoing Fees Total: **USD 12,732.50**

Fees charged in subsequent periods after the duration of this quote will be subject to an annual uplift. Customer understands the above Annual Ongoing Fees for the next subscription period do not include the annual uplift, which will be applied at the time of renewal. 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\\_Feb2022/](https://www.powerschool.com/MSA_Feb2022/)

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

POWERSCHOOL GROUP LLC  
Signature:

Community School for Creative Education  
Signature:



Printed Name: Eric Shander

Printed Name:

Title: Chief Financial Officer

Title:

Date: 31-JAN-2023

Date:

**\*\*\*Sales Quote - This Is Not an Invoice\*\*\***

# Statement of Work

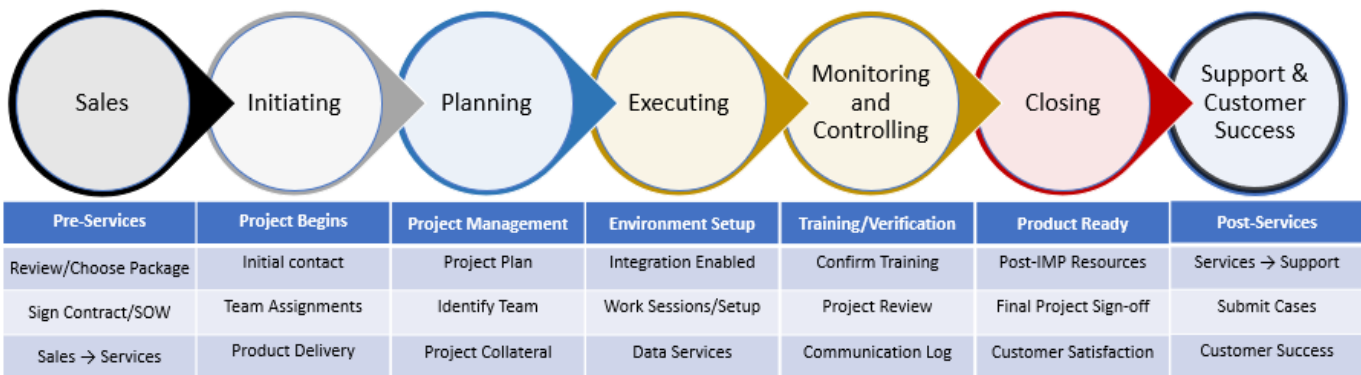
## Purpose of Document

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 (if needed).
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. 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 project

- **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.

# Unified Home Attendance Suite Statement of Work

## Overview

This document serves as the Statement of Work (SOW) to define the scope of a PowerSchool Professional Services project. This SOW includes services for a single-district deployment of the following products, hosted in a PowerSchool cloud environment:

- UH Attendance Intervention Suite

All PowerSchool services for this SOW will be performed remotely.

## Prerequisites

- If using SIS rostering via Clever or Classlink, you must have:
  - Customer SIS source system that is supported with an available Unified Home Attend SIS connector (Clever/Classlink).
  - Clever/Classlink SIS Rostering subscription.
- If not using SIS rostering via Clever/Classlink, customer must provide the necessary files in the required .csv format as defined in the Appendix.
- If using SIS, Customer approves the Application Specialist accessing SIS via Maintenance Access for duration of implementation.
- If using SIS, district must have contacts saved in PS SIS student contact table. If not, the customer must provide the necessary contact file in the required .csv format as defined in the Appendix.

## Services in Scope

### Initiating & Planning

#### PowerSchool Responsibilities

- Provision Environment
- Send welcome Email
- Identify PowerSchool Project Team
  - Project Manager
  - Application Specialist
  - Professional Development Specialist
  - Customer Success Manager
- Schedule Session One: Kickoff Meeting
- Data reviewed with Client for official rollout
- Finalize and approve Project Plan



# Unified Home Attendance Suite

## Statement of Work

### Customer Responsibilities

- Identify Customer Project Team
  - Project Lead: primary point of contact for the PowerSchool team for the duration of the project; they will distribute tasks to the customer project team and will partner with PowerSchool to ensure the implementation remains on track and milestones are completed on time.
  - Professional Development Lead
  - Technical Lead: data administrator with administrative access to your SIS or student and staff data; they should also be familiar with creating data files.
- Attend Session One: Kickoff Meeting
- Finalize and approve Project Plan

### Executing

#### PowerSchool Responsibilities

- Install and enable UH Plugin
- Conduct Session One: Kickoff Meeting
- Site Configuration based on customer provided data
  - District
  - Schools
  - Days Off
  - District Admins
  - Area Code
  - Features Purchased
  - Site Configuration Analysis
- Configure Middleware or API
- Configure (1) Postcard template
  - Two edits requests per template
  - Postcard to be sent manually
  - If automated postcards are required consulting hours are needed
- Implementation Imports
  - Implementation overview with Client
  - SIS (Data Source)
    - Configure sftp (if needed)
    - Daily Attendance
      - Attendance Codes
    - Schedules
  - Define Imports
    - Student Roster
    - Student Contact Data
    - Schedules
    - Post Import Analysis – Students and Contacts
    - Edits (if needed)
  - Post Import Analysis

# Unified Home Attendance Suite

## Statement of Work

### Customer Responsibilities

- Attend Session One: Kickoff Meeting
- Complete Attendance Intervention Guide
- Implementation Imports
  - Implementation overview with Client
  - SIS (Data Source)
    - Configure sftp (if needed)
    - Daily Attendance
      - Attendance Codes
    - Schedules
  - Review imports
    - Student Roster
    - Student Contact Data
    - Schedules
    - Post Import Analysis – Students, Contacts, and Attendance Codes
    - Edits (if needed)
    - Client signoff
  - Post Import Analysis
  - Implementation Phase Complete

### Monitoring and Controlling

#### PowerSchool Responsibilities

- Schedule Follow up meeting
- Client Testing updates and follow-ups as needed
- Status Updates/Follow-ups and Scheduled Periodic Calls
- Review Submitted Go Live Client Testing Checklist
- Confirm all critical cases are resolved

#### Customer Responsibilities

- Attend Follow-up call
- Perform final QA of system
- Approve Project closure

# Unified Home Attendance Suite

## Statement of Work

### Closing

#### PowerSchool Responsibilities

- Project close out call
- Review and verify completed project deliverables to finalize completion of project scope
- Introduce customer to Customer Education and Support contact methods
- Provide Confirmation of Deliverables document to customer for approval
- Provide Customer Satisfaction Survey
- Complete Lessons Learned

#### Customer Responsibilities

- Project close out call
- Review and verify completed deliverables to finalize completion of project scope
- Review and verify Support Contact methods and understand that support will be the primary contact at project completion
- Review Confirmation of Deliverables document and provide approval
- Contact Customer Education to schedule training
- Complete Customer Satisfaction Survey

### Statement of Work Fees

This is a fixed-price SOW. Any services or deliverables not documented in this SOW can be addressed via a Project Change Request or a new SOW.

# Unified Home Attendance Suite

## Statement of Work

### Appendix

#### Student Contact Information File Requirements

Unified Home matches parent contact data directly to the students they are associated with in your student information system.

Below are the required columns to integrate student contacts:

- Student ID
- Adult ID
- Adult First Name
- Adult Last Name
- Student Contact Flag (if applicable; optional)
- Relationship to student
- Cell Phone
- Email Address
- Language Preference

#### File Format Specifications

- Share in .csv format
- Escape columns with double quotes {""}

#### Staff Messaging Data File Requirements

All data files shared with Unified Home should be in .csv format with header rows included.

Below are the required columns to integrate staff messaging:

- Staff ID Number
- Staff Member First Name
- Staff Member Last Name
- Staff Member School Assignment
- Staff Member Email Address
- Staff Member Cell Phone Number

#### File Format Specifications

- Share in .csv format
- Escape columns with quotations {" "} if possible

#### Daily Attendance Data File Requirements

Each state or district has different requirements for defining a day of absenteeism which is calculated in your SIS. All data files shared with Unified Home must be in .csv format with header rows included.

Below are the required columns to integrate daily attendance:

## Unified Home Attendance Suite Statement of Work

- Student ID
- School ID
- Date of Attendance Event
- Attendance Status (Some identification of: Excused Absent, Unexcused Absent, Tardy),
- Attendance Reason (Examples: "Quarantine", "Field Trip")
- Modification Timestamp (Optional)

### File Format Specifications

- Share in .csv format
- Escape columns with quotations {“ ”} if possible

### Direct to Student Contact Information File Requirements

Unified Home matches student contact data directly to the students profile based on the student ID in your student information system.

Below are the required columns to integrate student contacts:

- Student ID
- Student First name, Last name
- Cell Phone
- Email Address

### File Format Specifications

- Share in .csv format
- Escape columns with double quotes {""}

# Unified Insights Essentials Statement of Work

## PS SIS

### Overview

This document serves as the Statement of Work (SOW) to define the scope of a PowerSchool Professional Services project. This SOW includes services for a single-district deployment of the following products, hosted in a PowerSchool cloud environment:

- Unified Insights – Essentials (Qty 1)

All PowerSchool services for this SOW will be performed remotely.

### Prerequisites

- Customer must be using PowerSchool SIS version 20.4.3 or higher in production, hosted in a PowerSchool cloud environment or accessible via a VPN service provided by PowerSchool.

### Services in Scope

#### Initiating & Planning

- Host a project kickoff meeting with Customer to introduce project teams, review the scope of this SOW, and align project dates and resources.

#### Executing

- Coordinate with PowerSchool SaaS operations team for deployment of the Essentials – PS SIS  
Hosted environment:
  - Cloud environment provisioning
  - Essentials application installation
  - PowerSchool AppSwitcher SSO implementation and configuration
  - Standard user roles inherited from PowerSchool SIS
  - SFTP folder setup for file exchange
  - Deployment of the following standard Unified Insights connectors:
    - PowerSchool SIS 2.0
    - Schoology (optional – will be deployed if Customer is using Schoology in production at the time of this SOW implementation project)
    - Note: This SOW includes deployment of the standard connectors only. Customizations and data extensions are not included in this SOW.
  - Deployment of standard Essentials dashboard content.
    - Note: This SOW includes deployment of the standard dashboard content only. Customizations are not included in this SOW.
  - Entities and data from source systems will be limited to Unified Insights application requirements. Data domains for this implementation will include up to the following:
    - Students; Schools; Basic Staff; Enrollment; Attendance; Assessment; Discipline; Courses; Curriculum, Period, and Final Marks; Student Schedules; Basic Special Education
    - Staff Online Activity; Student Online Activity; Tech Access (Optional – If Schoology connector is implemented)

# Unified Insights Essentials Statement of Work

## PS SIS

- US State & National Assessment data:
  - Customer will be introduced to the Assessment team and educated on the process of working with that team for initial and ongoing upload of standard supported US State and National assessment data, if applicable.
    - Note: Customer entitlement for standard assessment loading determined by terms of Customer's Essentials subscription service.
  - Loading of other assessment data beyond the standard supported assessments and formats can be performed by the Professional Services team and can be covered under a separate SOW or using KTO hours.
- Consulting
  - A Unified Insights – Strategic Solutions Consultant (SSC) will be assigned to assist Customer with understanding and adoption of their standard Essentials solution. SSC sessions with the Customer will include the following topics:
    - Post-kickoff system demo for Customer project team to educate on system functionality and capabilities, and to review SOW milestones
    - Review of Customer operations and expected use cases for Essentials
    - Post-implementation system walkthrough using live Customer data
    - Best practices for system use and adoption
    - Discussion of potential areas for future system expansion or customization

### Monitoring

- Perform final system QA
- User Training:
  - Deliver standard instructor-led Essentials User Training
  - Total hours included in this SOW for User Training are specified on Customer's quote

### Closing

- Perform Support handoff and project close

### Ongoing Project Management

- Project Planning; Project Communication; Status Reporting; Resource Scheduling; Resource Management; Risk Management; Issue Management

# Unified Insights Essentials Statement of Work

## PS SIS

### Customer Responsibilities

- Assign a Project Manager to act as the single point of contact to PowerSchool for coordination of Customer resources and execution of this SOW. Assign additional technical and business stakeholders as required to complete the work and validate the solution.
- Provide access for PowerSchool to source systems to enable implementation and configuration of PowerSchool connector for extracting data from source systems to load into Unified Insights.
- Assist with validation of source system data and dashboard metrics.
- Validate AppSwitcher SSO between Essentials and PS SIS
- Validate user roles inherited from PS SIS
- Participate in Consulting.
- Participate in User Training.
- Assist with final system QA and provide final system acceptance for go-live.

### SOW Fees

This is a fixed-price SOW. Any services or deliverables not documented in this SOW can be addressed via a Project Change Request or a new SOW.