



New Student Information System (SIS) Project Update

To: Finance, Budget and Enrolment Committee

Date: 3 November, 2020

Report No.: 11-20-3981

Strategic Directions

- Allocate Human and Financial Resources Strategically to Support Student Needs

Recommendation

It is recommended that the new Student Information System (SIS) update be received for information.

Context

Student Information System (SIS) Background

Following the amalgamation of the legacy school boards creating the Toronto District School Board in 1998, the Board was standardized on Trillium as the Student Information System (SIS) for the entire district. The Student Information System (SIS) is critical to the operation of the TDSB. It is used for the collection, recording, validation and reporting of student registration, achievement and attendance data. The SIS supports the Ministry reporting process (ONSIS) that drives the operational funding TDSB receives from the Ministry.

The original vendor providing this system was SRB Education Solutions. In August 2016, SRB (and the Trillium product) was bought out by PowerSchool LLC, a well-established provider of SIS solutions in North America and around the world. PowerSchool has continued to maintain the Trillium platform for TDSB and other Ontario school boards ensuring compliance with Ministry of Education reporting requirements, but they have not done any product enhancement work. In July 2019 PowerSchool informed Ontario school boards of their intent to 'sunset' the Trillium product. PowerSchool provided an upgrade path for Ontario districts to migrate to the PowerSchool SIS platform. If districts decline the upgrade, PowerSchool will no longer provide support or further maintenance for

Trillium after August 31, 2021. If that were to occur the Board would no longer receive system upgrades i.e. Ministry compliance updates.

Action Plan and Associated Timeline

Implementation Strategy: Phase I – III Staggered Start

Phase I

- All K-8 schools will migrate to PowerSchool SIS in Phase I. School opening would occur in Trillium with the migration beginning in October 2021.
- Secondary Alternative & Year Round Schools will be included in Phase I at the start of the 2021/22 school year.

Phase II

- All Secondary schools will migrate in Phase II at the start of the 2022 /23 year.

Phase III

- Special Education functions and processes will be migrated at the start of the 2023/24 school year. These include Individual Education Plan (IEP), Identification, Placement and Review Committee (IPRC), In-School Support Team (IST) and School Support Team (SST).
- All school information will be migrated to PowerSchool during implementation thereby minimizing the impact on school operations.

Resource Implications

Please refer to Appendix B for the update on 2020-21 budget versus actual expenditure amounts.

Communications Considerations

Regular updates to the Finance, Budget and Enrolment Committee will occur monthly through the first quarter (3 months) of the project, and quarterly thereafter. Project updates will be a standing item on the Audit Committee agenda through the implementation phase.

Board Policy and Procedure Reference(s)

P017 – Purchasing Policy

Appendices

- Appendix A: FBEC Staff Update Presentation
- Appendix B: SIS Status Report Summary

From

Peter Singh, Executive Officer, IT & IM Services, FOI and Privacy Office, by telephone at 416-396-7627 or by email at peter.singh@tdsb.on.ca.

Marisa Chiu, Executive Officer (Interim), Finance, by telephone at 416-395-3563 or by email at marisa.chiu@tdsb.on.ca.

New Student Information System

Quarterly Update to FBEC
Nov 3, 2020



Steering Committee Meeting and Reporting Schedule

- Meeting Schedule for Steering Committee
 - 1st Quarter
 - Biweekly meetings
 - After 1st Quarter
 - Monthly

- Reporting to Trustees/FBEC/Audit Committee Schedule
 - 1st Quarter Schedule
 - Monthly Updates
 - After 1st Quarter
 - Quarterly Update at FBEC
 - Standing item on the Audit Committee agenda through the implementation phase



Phase I

- The Project Steering Committee has met biweekly since June
 - will continue to meet monthly going forward
- Ongoing co-operation and collaboration with the York DSB Project Team
 - regular meetings to discuss mutual issues and strategies
- Completed a Business Process Review on current process in Trillium with Business Analysts and Central Staff stakeholders
 - a second and final round of BPRs is scheduled in early November
- PowerSchool environments were provisioned based on the Ontario model
 - Training, Development and Test environments



Phase I

- Cyber & Risk Assessment was completed, and the recommendations were provided to PowerSchool for mitigation
- A technical design was developed for consolidating operational data between Trillium SIS (secondary) and PowerSchool SIS (Elementary)
 - Bridges the two SIS systems operating in parallel during the 2021/22 school year
- An Identity Management (IDM) working group of various I.T. teams supporting the SAP, Active Directory, Azure, Security and Technology Integration has been established



Phase I

- District level system setup completed in the Development environment
 - including calendars, reporting periods, attendance codes, defining school years & terms, grading schemas
- Application Rationalization Process Underway
 - analysis of application integration with PowerSchool SIS
 - evaluation to determine the application functions will be replaced by PowerSchool SIS
- Data Mapping and Conversion from Trillium to PowerSchool
 - analysis in progress on the Trillium data conversion
- 9 contract positions were posted, interviews are in-progress
 - Training and certification track has been established for the technical and project team (to be begin once the positions are filled in November)





IDENTIFICATION

<i>Project Manager</i>	Darren Smith	<i>Report Date</i>	3-Nov-2020
<i>Sponsor</i>	Peter Singh	<i>Project ID</i>	PRJ1543
<i>Project Summary</i>	Implementation of PowerSchool New SIS		

PROJECT TREND

<i>Planned End Date</i>	<i>Revised End Date</i>	<i>Health</i>	<i>% Complete</i>	<i>Reason for Change in Health</i>
2023 Q4	n/a	GREEN	8%	

GREEN on track (budget, schedule, and scope; **YELLOW** issued identified but action is being taken; **RED** requires immediate intervention.

<i>Project Stage (Phase I)</i>	<i>Planned End Date</i>	<i>Status</i>
Business Process Review (1 st Round)	July 2020	100%
Training (Core Project Team)	Nov 2020	10%
Configure Preliminary Test Environment	Nov 2020	90%
System Integration Testing	Nov 2020	
Business Process Review (2 nd Round with Business Stakeholders)	Nov 2020	
Project Team End-User Training	Nov 2020	
Data Mapping Trillium to PS-SIS	Nov 2020	
Data Conversion - Trillium to PS-SIS	Nov 2020	
Complete Test Environment Configuration	Nov 2020	
User Acceptance Testing	Jan 2021	
Enterprise Reporting Interface Design & Build	Spring 2021	
Operational Data Store Design & Build	Spring 2021	
External Application Review & Integration	Spring 2021	
Organizational End-User Training	May 2021	
Cut-over to from Trillium PRD to PS-SIS PRD and Application Integration	Oct 2021	
Elementary and Alternative Schools Operational on PS-SIS	Oct 2021	
Phase II – Secondary School Cutover	Sept 2022	
Phase III – Special Education Module	Q4 2023	



MAJOR ISSUES (UP TO 3)

<i>ID</i>	<i>Description & Impact to Project</i>	<i>Reported Date</i>	<i>Due Date</i>	<i>Status</i>	<i>Resolution / Comments</i>
01	The Virtual School start-up effort required key project resources who could not conduct project work, such as completing the system configuration and second round of the Business Process Review	29-Sep-2020	TBD	Open - Medium	The VS start-up issues are being resolved and processes put place for upcoming quad-mester changes Hiring full-time and dedicated project resources is in progress
02	Master Service Agreement – an extension of 60-days was negotiated with PowerSchool (from Sept 17 th) to complete the agreement	28-Oct-2020	Nov-16	Open	TDSB (Toronto District School Board) has involved a 3 rd party firm to assist with the agreement and is expecting to complete within the agreed timeframe

PROGRESS / MILESTONE SUMMARY

Key Accomplishments This Period:

- The Project Steering Committee has met bi-weekly since June
 - Has met monthly since September (monthly ongoing)
 - Provide guidance and decisions on issues, resourcing, contract negotiations, risks.
- Ongoing co-operation and collaboration with the York DSB Project Team
 - regular meetings to discuss issues and strategies between districts and projects
- Completed one round of Business Process Review with Business Analysts and some central staff stakeholders; PowerSchool lead the BPR for:
 - Assessment (Grading Configuration/Report Cards/Transcripts)
 - ONSIS/OEN
 - EQAO OCAS-OUAC, Reporting, Panorama
 - CO-OP
 - General Reporting
- A draft Executive Summary has been created and will be completed and delivered to TDSB after the second round of BPR (ETA Mid-Nov)
- PowerSchool environments were provisioned; built on the Ontario model
 - Training, Environment, Development, Test
- District level setup is complete in Dev- District Level Setup such as calendars, reporting periods, attendance codes, defining school years & terms, grading schemas
 - School level setup for Elementary and Secondary schools is in-progress - 80% complete in the Development environment
- Application Rationalization
 - The Application Rationalization work is underway for doing analysis on the downstream applications that integrated with Trillium
 - A process of evaluation including a questionnaire and demonstration has been created to assess the functions and whether they are compatible with the functions in the new SIS



- Data Mapping and Conversion from Trillium to PowerSchool
 - Start analysis on the Trillium data conversion to the PowerSchool SIS
 - Weekly meetings with the PowerSchool and TDSB analysts to map out the data for conversion

- Job postings were closed, interviews are in-progress for the 9 (contract) project positions
 - A training and certification track has been established for technical and project staff (to be complete once the positions are filled in Nov)

- The Cyber & Risk Assessment has been completed and the recommendations were provided to PowerSchool
 - Data at rest in the database is in an unencrypted state - recommends this data be encrypted
 - A 3rd party vulnerability scan revealed outdated software versions – recommends upgrading all end-of-life software versions to the current supported versions to address any exploitable vulnerabilities

- A technical design concept was developed to consolidate operational data between Trillium SIS (secondary) and PowerSchool SIS (Elementary)
 - Single database schema residing in the PowerSchool Cloud
 - Integration with downstream applications
 - Bridges the two SIS systems operating in parallel during the 2021/22 school year
 - Near real-time synchronization of data from the two source systems
 - A logical database View will create the combined schema for presenting to downstream systems
 - The solution will minimize the impact on downstream systems by maintaining the same schema once all schools are migrated

- An Identity Management (IDM) working group of various I.T. teams supporting the SAP, Active Directory, Azure, Security and Technology Integration has been established
 - Meet bi-weekly for IDM solution planning
 - Provisioning staff & students to/from PowerSchool SIS to/from Active Directory and SAP (HR)
 - Access Management via Azure

Key Activities / Milestones Next Period:

- Complete the Business Process Review (with Elementary/ Secondary Schools and available stakeholders) and identify any gaps and create mitigation plans

- Complete the System District and School level setup
 - Use case and functional testing

- Complete the Application Rationalization and Disposition process – identify which applications will be maintained moving forward with PowerSchool SIS

- Complete the analysis on the Trillium data conversion to the PowerSchool
 - Test conversion scripts and data validation

- Train and certify the technical staff on PowerSchool administration



<i>Budget</i>	<i>Revised Budget</i>	<i>Actual YTD</i>	<i>Surplus/Deficit</i>	<i>% (Actual / Budget)</i>
\$ 3,806,717		\$ 2,001,373		53 %
<i>Comments</i>	The amount shown is for the 9/1/2020 - 8/31/2021 year and the utilized amount includes the licensing and project expenditure amounts			

CHANGE REQUEST SUMMARY

<i>CR ID</i>	<i>Description</i>	<i>Submitted On</i>	<i>Status</i>	<i>Impact to Scope/Budget/Schedule</i>
		DD-MMM-YYYY		