IMPLEMENTATION GUIDE
FOR EDUCATION LEADERS

Say hello to **EASY.**

Munetrix®

WHAT IS MUNETRIX?

The Munetrix System is an online suite which provides apps for financial, operational, and academic performance analytics. Performance analytics is more than just data visualizations or data analytics. Performance analytics allows you to compare your district/school/grade level to itself over time or to other districts, conduct analysis with multiple complex criteria, and draw conclusions upon which to implement decisive actions. The system also provides tools for transparency/compliance reporting and workflow management.

Academic Module

- Student Growth + Achievement Data
- Progress Monitoring
- Educator Evaluations
- Comprehensive Needs Assessment
- District, Building, Class, Student Data Analysis
- Financial Module Integration
- Safety Drills
- Student Migration Map
- Individual Reading Improvement Plans
- Assessment Inventory Management
- Workflow Management

Financial Module

- Budgeting
- Forecasting
- Modeling + Scenario Building
- Capital Improvement
- Debt Management
- Peer Benchmarking
- Chart of Accounts Manager
- Open Checkbook
- Transparency Reporting Dashboards
- Personnel & Staffing Reporting
- Municipal Data Integration
- Federal & State At-Risk Funding Analysis

7-STEPS FOR SUCCESS

Narrow the Focus of Implementation
Select 1-2 items to begin implementation with in the Munetrix Academic and Financial Modules, respectively. Continue to add 1-2 additional initiatives to the implementation as the original features/tools are mastered.

Set Specific Implementation Goals and Expectations
Set SMART goals for each of the initiatives/features you have selected to implement.

S = Specific
M = Measurable
A = Achievable & Accountable
R = Realistic
T = Timeline

Sample Goal: By October 2022, we will schedule and record all safety drills using the Munetrix Public Safety Drill app, including training all key stakeholders in all buildings across the district.

Upload Data to Munetrix in a Timely Manner
New customers should allow a minimum of 3 weeks for Munetrix to import all uploaded historic and current data files, rosters, establishing connections to APIs, etc. Existing customers should allow 1-2 weeks, prior to when the data is needed in the system, for ongoing manual data uploads.

Include Key Stakeholders in Implementation & Planning Conversations
Invite all key stakeholder to participate in the Implementation Meeting and relevant professional development sessions.

Active Leadership Involvement
The most successful implementations have active leadership involvement and participation throughout the implementation journey.

Appoint Implementation SPOCs (Single Point of Contact)
Select implementation SPOCs for each implementation area at the district level as well as one in each building. SPOCs do not need to be members of the leadership team.
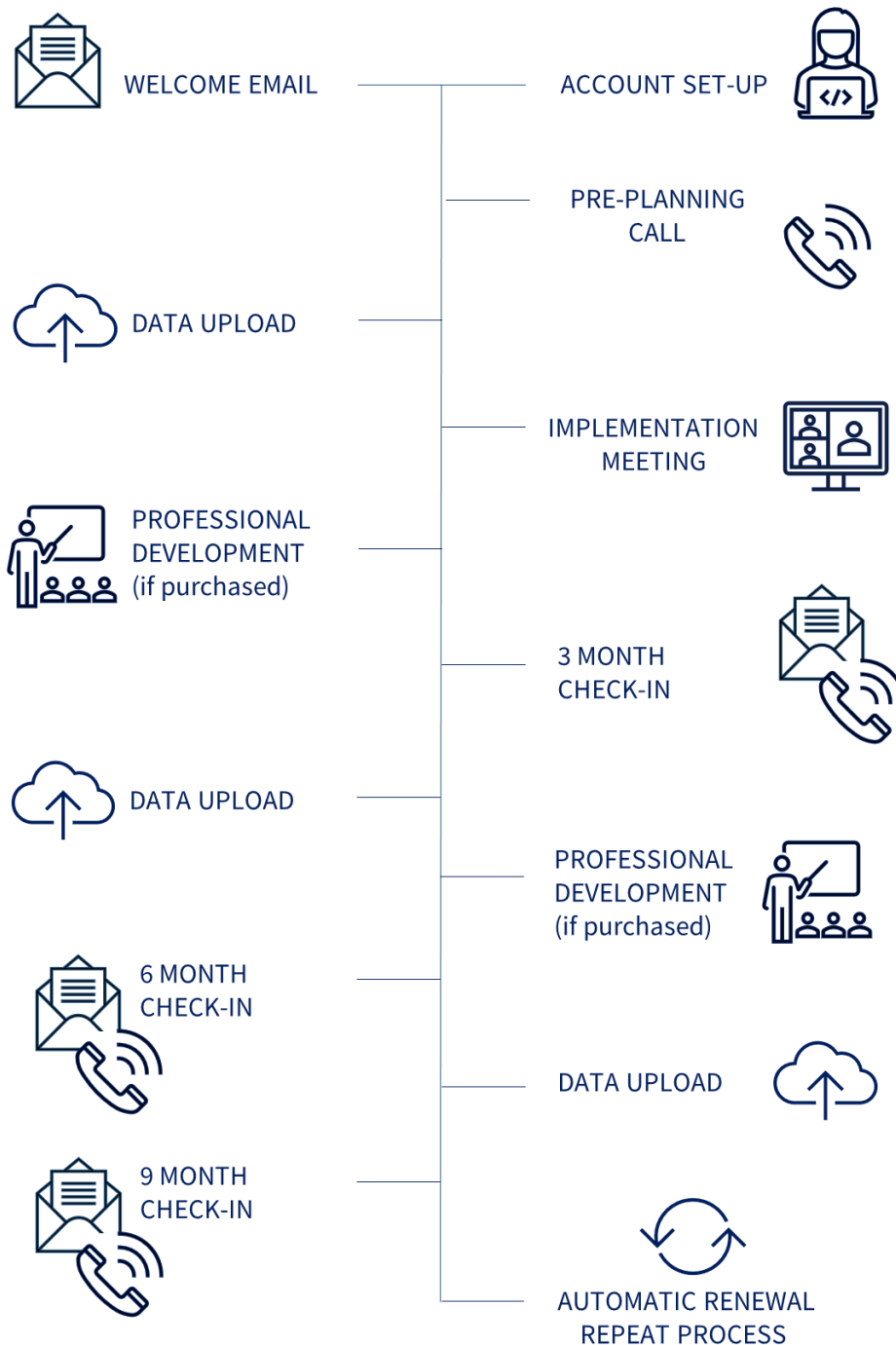
Stay in Touch. Contact Us.

IMPLEMENTATION PROCESS

Your district is assigned a dedicated Munetrix Implementation Manager to guide you through your implementation journey. Each year, we will work with you to establish new implementation goals and initiatives to help meet your district's ongoing needs.

WELCOME EMAIL

ACCOUNT SET-UP

PRE-PLANNING CALL

DATA UPLOAD

IMPLEMENTATION MEETING

PROFESSIONAL DEVELOPMENT (if purchased)

3 MONTH CHECK-IN

DATA UPLOAD

PROFESSIONAL DEVELOPMENT (if purchased)

6 MONTH CHECK-IN

DATA UPLOAD

9 MONTH CHECK-IN

AUTOMATIC RENEWAL REPEAT PROCESS

The Munetrix System ingests data from several different sources through automated and manual imports.   Munetrix supports both district public and private data.
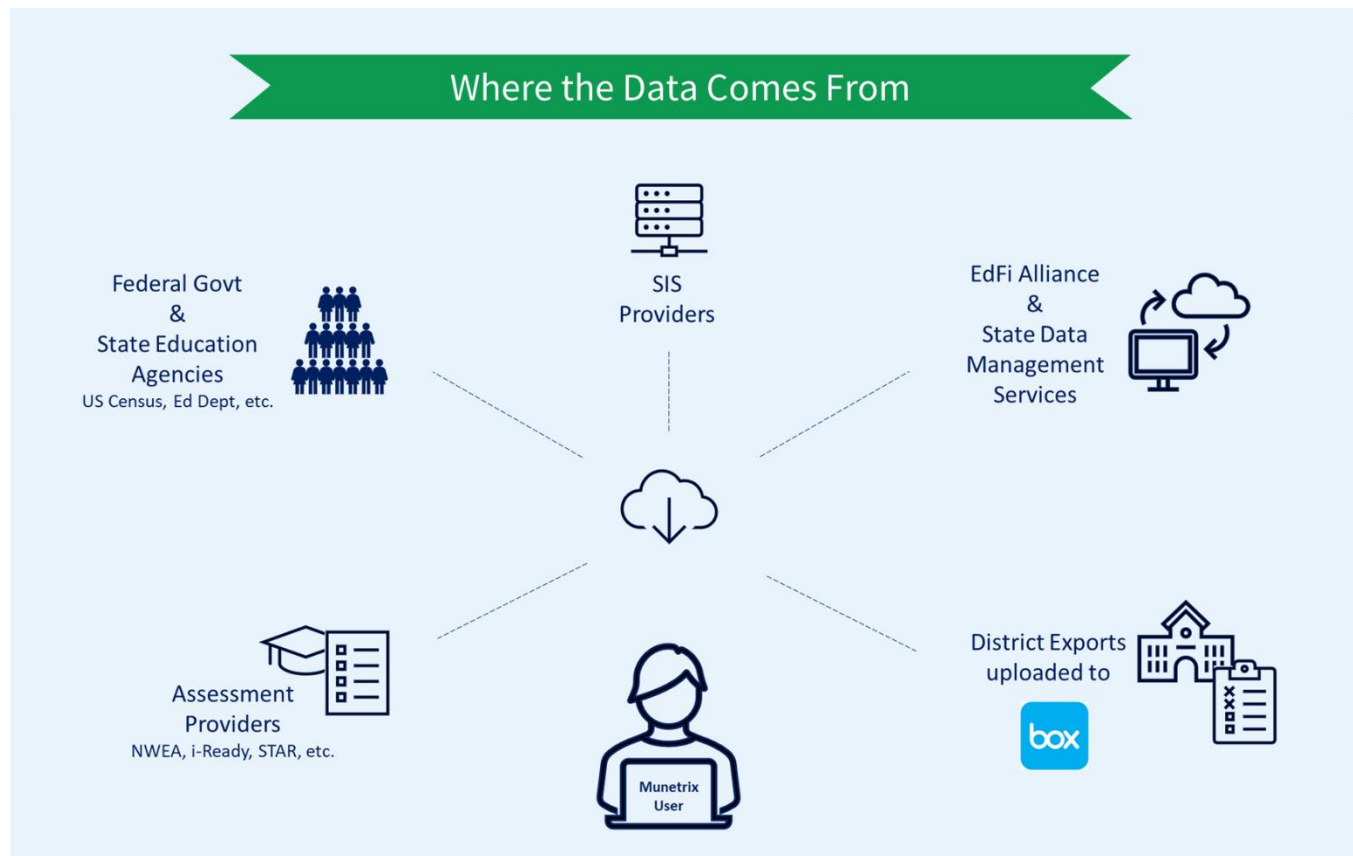
Public Data – Public District Data is any aggregate data that is made available to the general public through government and other resources. Munetrix automatically imports publicly available data from the US Census Bureau, branches of the federal government, state education agencies and other sources, as it becomes available. For example, once aggregate state assessment results or enrollment data is released for public consumption, it is loaded into the Munetrix System.

Private Data – Private District Data are detailed financial files, student rosters, assessment results, student/teacher demographic information, perception survey data, process/systems data, or any other data gathered at the individual student or teacher level. This data comes from multiple sources including:

- **EdFi Alliance and State Data Management Systems**. Currently Munetrix is able to pull roster and demographic data from these systems.
- **National Assessment Providers.** Munetrix supports manually importing assessment data from a variety of vendors and currently has SFTP connections with Renaissance Learning STAR and Curriculum Associates i-Ready.
- **Student Information System (SIS) Providers.** Munetrix is able to manually import student/teacher roster and demographic information from just about any SIS provider, using the Munetrix Roster Import Template.
- **School District Manual Exports.** Munetrix manually imports data files which have been manually exported and shared by the district through Box, a secure cloud sharing platform. This often includes financial data files, rosters, individual demographic data, assessment data, perception surveys, process data, whole child data, and more.

Data Sharing and Security

Data security is taken very seriously at Munetrix. Munetrix uses Box, a secure cloud-based platform for districts to share their data. Data is encrypted in transit when sent through Box's website and Box-created applications, using high-strength TLS 1.2 encryption. Content is also encrypted at rest by Box using 256-bit AES encryption, and is further protected by an encryption key-wrapping strategy that also utilizes 256-bit AES encryption. Your Implementation Manager will send a Box Folder invitation to the key data contacts designated by the district. Once the contact accepts the invitation link, they will be required to create a password. Moving forward they can login to Box directly using their unique login to upload files into their secure district folder.

Note: Box defaults to use the strongest encryption cipher suite available starting with 256-bit AES. However, to support Box's diverse customer base, Box does support other encryption cipher suites such as RC4, which provides greater compatibility with systems and end users. Users with specific encryption requirements should ensure that their browsers are correctly configured to use Box.

Assessment Data Accepted

Munetrix currently accepts data for manual import from several different assessments. If there is an assessment your district uses, not included on the list below, please submit a sample data file to your Implementation Manager – via the district Box folder. They will submit it to the data team for consideration and review. Accepted assessments include:

- State Assessment Data
- WIDA
- ACCESS
- PSAT
- SAT
- NWEA Growth Assessment
- NWEA Reading Fluency
- Renaissance Learning STAR
- Curriculum Associates i-Ready
- DRC by Smarter Balance
- Acadience / DIBELS
- Fountas and Pinnell
- DRA
- Pre & Post Tests

Note: Reference the Munetrix Data and Technical Specifications guide (coming soon) for additional data information.

IMPLEMENTATION CHECKLIST

Upon Receipt of Welcome Letter/Kit
- ❑ Review Welcome Letter and Kit materials
- ❑ Schedule pre-planning call with Implementation Manager
- ❑ Complete Implementation Pre-Planning Call Survey
- ❑ Identify and invite district key stakeholders for pre-planning call

During Pre-Planning Call
- ❑ Select 1-2 areas of interest in the Financial and Academic modules respectively to begin the implementation with
- ❑ Connect Implementation Manager with key stakeholders for system set-up including: finance, curriculum, transparency reporting, public safety drills, academic, student rosters, demographic data, assessment data, perception data, process data, and whole child data
- ❑ Schedule date for Implementation Meeting

After Pre-Planning Call - Initiate Data Uploads
- ❑ Initiate exporting data files and uploading them to Box
- ❑ Authorization for secure API connections, SFTP sites or other sources as needed
- ❑ Upload Financial files and trial balance exports to Box

Implementation Meeting
- ❑ Invite district key stakeholders (and building administrators if appropriate) to implementation meeting
- ❑ Share Welcome Kit materials with key stakeholders prior to the meeting
- ❑ Decide upon 1-2 initial implementation initiatives for the Financial and Academic Modules respectively
- ❑ Develop specific goals (SMART Goals) for each initiative and determine how stakeholders will be held accountable for their participation in the implementation
- ❑ Schedule purchased professional development workshops
- ❑ Designate an Implementation SPOC (Single Point of Contact) for each of the major initiatives as well as at each building within the district (if applicable)

Professional Development
- ❑ Refer to the guide, Professional Development Catalog for information on Munetrix professional development workshops and a complete PD planning checklist.
- ❑ Coordinate facilitation of workshops for purchased onsite days or live webinars with your Implementation Manager.

Data Uploads
- ❑ Upload roster and demographic data after each major data collection period, Fall/Winter/End of Year (minimum).
- ❑ Upload assessment data after each major assessment period – Fall/Winter/Spring or when state assessment data becomes available.   Allow a minimum of 3-4 weeks to load historic and current data for new customers. Allow at least 1-2 weeks to load ongoing data files for current customers.

Ongoing Support
- ❑ Please respond to 3-6-9 month check-ins with your Implementation Manager so that they can further guide your implementation
- ❑ Please reach out immediately to your Implementation Manager or support@munetrix.com with any questions, concerns or issues. Do not wait for your regularly scheduled check-in with your Implementation Manager.