

# **BOARD MEETING**

**THURSDAY, JANUARY 17, 2013**

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# **A G E N D A**

**SPECIAL ADMINISTRATIVE BOARD**  
**MR. RICK SULLIVAN**  
**MS. MELANIE ADAMS**  
**MR. RICHARD GAINES**

**SUPERINTENDENT OF SCHOOLS**  
**DR. KELVIN R. ADAMS**

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**Meeting Agenda**

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**Meeting Agenda**

**Consent Agenda**

**Consent Agenda**

**ST. LOUIS PUBLIC SCHOOLS  
SUPERINTENDENT'S REPORT  
January 17, 2013**

**1.0 Preliminary**

**1.1 CONSENT AGENDA**

- a) Information Item(s)
  - 1) Budget Update
  - 2) Suspensions/Expulsions

- 1.2** b) Business Items
  - 1) Consent Agenda

**01-17-13-01** To approve the November 2012 Monthly Transaction Report.  
**FUNDING SOURCE:** Non-GOB

**01-17-13-02** To ratify approval of an agency agreement with St. Louis Community College (SLCC) to provide an instructor for the Federal Aviation Administration Airframe and Power Mechanics Program. This agreement will also include some SLCC students who will participate in the program alongside the District's Gateway STEM High School students. The period of the agreement is August 13, 2012 through June 30, 2014.  
**FUNDING SOURCE:** N/A

**01-17-13-03** To ratify approval of a sole source contract with the American Entertainment International (AEI) Speaker's Bureau to provide services for securing a consultant who has proven expertise in the area of examining student data. The professional development will occur December 13, 2012 for principals. The cost for these services will not exceed \$9,000.  
**FUNDING SOURCE:** Non-GOB

**01-17-12-04** To ratify approval of a sole source contract with Dr. Ron Ferguson to work with District staff to examine student achievement data and other related areas for the period November 29, 2012 through June 30, 2013 at a cost not to exceed \$46,000.  
**FUNDING SOURCE:** Non-GOB

**01-17-12-05** To ratify approval of a contract renewal with Area Resources for Community and Human Services (ARCHS) for the After School for All Partnership of St. Louis for the period July 1, 2011 through June 30, 2013. The partnership provides afterschool programming for District students.  
**FUNDING SOURCE:** Non-GOB

**01-17-13-06** To approve the amendment of Board Resolution Number 10-18-12-17, a contract with the Missouri Botanical Garden to increase the total dollar limitation by \$2,800. The Board originally approved a contracted amount not to exceed \$26,320. However, this figure did not include the collaborate portion with the St. Louis Society for the Blind and Visually Impaired to plan and implement services for Soldan students. The period of service remains the same, October 1, 2012 through May 15, 2013. If this request is approved, the total amount of this contract will now be \$29,120.  
**FUNDING SOURCE:** Non-GOB



- 01-17-13-07** To approve an Agency Service Agreement with Healthy Youth Partnership to fund mini grants at sixteen (16) elementary schools participating in the Aim to Fitness Program for the period January 18, 2013 through July 31, 2013 at a cost not to exceed \$90,038.  
**FUNDING SOURCE:** Non-GOB
- 01-17-13-08** To approve a contract renewal with St. Louis Parking to operate the 911 Garage and designated District-owned surface lots as a commercial parking garage and special events parking for the period January 18, 2013 through December 31, 2013.
- 01-17-13-09** To approve a sole source contract with Microsoft Services Premier to provide problem resolutions support, training and workshops for the period January 18, 2013 through January 18, 2014 at a cost not to exceed \$93,000.  
**FUNDING SOURCE:** GOB
- 01-17-13-10** To approve a contract with Follett Systems to provide a new centralized library, textbooks and assess management system for the period January 18, 2013 through January 17, 2014 at a cost not to exceed \$759,458  
**FUNDING SOURCE:** GOB
- 01-17-13-11** To approve a contract with CIBER for SAP consulting services for the period January 18, 2013 through June 30, 2013 at a cost not to exceed \$45,630 that includes a contingency of \$15,000 to allow one additional week of onsite evaluation, if necessary.  
**FUNDING SOURCE:** GOB
- 01-17-13-12** To approve a contract with BTU, LLC E-Rate consulting services for the period January 18, 2013 through February 1, 2014 at a cost not to exceed \$86,184 with an option to renew for up to two years pending Board approval.  
**FUNDING SOURCE:** GOB
- 01-17-13-13** To approve a contract with Emerald Data Solutions for the BoardDocs product to be used for the Board document management system for the period February 1, 2013 through January 31, 2014 at a cost not to exceed \$10,000.  
**FUNDING SOURCE:** GOB
- 01-17-13-14** To approve a contract with Hankins Construction Company for window replacements at Roosevelt High School for the period January 18, 2013 and end on October 31, 2013 at a cost not to exceed \$2,491,500 that includes a 10% contingency of \$226,500.  
**FUNDING SOURCE:** Prop S  
Approved at the 12/13/12 Meeting
- 01-17-13-15** To approve a contract with Hankins Construction Company to build Outdoor Classrooms at Lexington, Stix, Washington Montessori and Wilkinson @ Roe Elementary Schools for the period January 18, 2013 and end on October 31, 2013 at a cost not to include \$981,200 that includes a 10% contingency of \$89,200.  
**FUNDING SOURCE:** Prop S  
Approved at the 12/13/12 Meeting

- 01-17-13-16** To approve a contract with Raineri Construction for Accessibility and Restroom Renovations for Category 3 and 4 schools for the period January 18, 2013 and end on October 31, 2013 at a cost not to exceed \$5,290,471 that includes a 10% contingency of \$480,952.  
Approved at the 12/13/12 Meeting  
**FUNDING SOURCE:** Prop S
- 01-17-13-17** To approve a contract with TSI Technology Solutions, for the total replacement of the master clock-program systems and intercom systems including all secondary clocks, program bells and inter-communication systems devices at all active schools. The work shall begin on January 18, 2013 and end on October 31, 2013 at a cost not to exceed \$4,045,878.33 that includes a 10% contingency of \$367,807.12.  
Approved at the 12/13/12 Meeting  
**FUNDING SOURCE:** Prop S
- 01-17-13-18** To approve the payment of real estate fees to Hilliker Corporation/Linda M. Wash Real Estate, LLC in the amount of \$29,400.
- 01-17-13-19** To approve an increase in Building Use Fees, per Board Policy R1330, for the utilization and/or rental of District schools and facilities effective July 1, 2013.
- 01-17-13-20** To approve a purchase of Advance Placement History Books from Peoples Education at a cost not to exceed \$29,196.  
Approved at the 12/13/12 Meeting  
**FUNDING SOURCE:** Non-GOB
- 01-17-13-21** To approve the purchase of 1,250 Fitbook Junior Journals, 16 teacher kits, shipping cost and a onetime only travel expense fee for training from Fitlosophy for the Aim to Fitness Project at a total combined cost not to exceed \$16,419.20.  
**FUNDING SOURCE:** Non-GOB
- 01-17-13-22** To approve the purchase a sole source subscription for web hosting services to support the Fitnessgram 9 physical Education software as part of the Aim to Fitness Project from Cooper Institute for the period January 18, 2013 through July 31, 2013 at a const not to exceed \$6,453.43.  
**FUNDING SOURCE:** Non-GOB
- 01-17-13-23** To approve the purchase of 32 tablet charging carts from Haddock Corporation at a total cost not to exceed \$59,960. The purchase is part of the "We Love Reading" grant to be used to charge the Nook e-readers and secure storage space for same.  
**FUNDING SOURCE:** Non-GOB
- 01-17-13-24** To approve the purchase of 24 library books, each of 15 titles for 16 elementary schools for KG, first and second grades from Follett Library Resources at a total cost not to exceed \$122,346.24. The purchase is also part of the "We Love Reading" grant.  
**FUNDING SOURCE:** Non-GOB
- 01-17-13-25** To approve a contract with FUSE for marketing material production and placement and media production and placement for the period January 18, 2013 through December 31, 2013 at a total cost not to exceed \$196,680 which includes a 10% contingency of \$17,880.  
**FUNDING SOURCE:** GOB

**01-17-13-26** To approve a contract with General Waste Services to provide lead paint stabilization and asbestos abatement for window replacements at Roosevelt High School for the period January 18, 2013 through October 31, 2013 at a total cost not to exceed \$417,753.60 which includes a 10% contingency of \$37,977.60.

**FUNDING SOURCE:** Prop S

**01-17-13-27** To authorize the offering for sale of General Obligation Refunding Bonds for the Series 2003A and 2004 Bonds.

## **FEBRUARY 21, 2013 ITEM(S) FOR CONSIDERATION**

**02-21-13-01** To ratify approval of a contract renewal with the English Tutoring Project and Lutheran Association for Special Education as the Title III vendors to provide English for Speakers of Other Languages Services for non-public schools for the period August 1, 2012 through June 30, 2013 at a total combined cost not to exceed \$26,650.

**FUNDING SOURCE:** Non-GOB

**02-21-13-02** To approve the amendment of Board Resolution Number 05-17-12-18, a sole source contract renewal with Sharon Slane for grant writing services to increase the contracted amount by \$15,000. The Board originally approved \$50,000 at its May 17, 2012 meeting. The increase is due to the additional number of grants being requested/written for this fiscal year. The period for services will remain the same, July 1, 2012 through June 30, 2013. If this request is granted, the total amount for these services will not be \$65,000.

**FUNDING SOURCE:** GOB

**02-21-13-03** To approve a sole source contract with Dr. Jeri Levesque as the external evaluation consultant for the "We Love Reading" grant for the period February 22, 2013 through July 31, 2013 at a total cost not to exceed \$8,000.

**FUNDING SOURCE:** Non-GOB

**02-21-13-04** To approve a contract with the selected firm (list of potential firms are noted in the "Background" of the Resolution) by the Finance Department to provide an individual to fill one temporary position, Payroll Analyst in the Payroll Department for the period February 22, 2013 through June 30, 2013 at a total cost not to exceed \$73,280.

**FUNDING SOURCE:** GOB

**02-21-13-05** To approve a contract with Schneider Electric to provide lighting upgrade of classrooms in multiple schools. The work shall begin on February 22, 2013 through October 31, 2013 at a cost not to exceed \$422,687.10 which includes a 10% contingency of \$38,426.10.

**FUNDING SOURCE:** Prop S

**02-21-13-06** To approve a contract with Power Up Electrical Contractors to provide lighting upgrade of classrooms in multiple schools. The work shall begin on February 22, 2013 through October 31, 2013 at a cost not to exceed \$492,415 which includes a 10% contingency of \$44,765.

**FUNDING SOURCE:** Prop S

- 02-21-13-07** To approve a contract with Excel Energy Group, Inc. to provide lighting upgrade of classrooms in multiple schools. The work shall begin on February 22, 2013 through October 31, 2013 at a revised cost and scope not to exceed \$656,277.60 which includes a 10% contingency of \$59,661.60.  
**FUNDING SOURCE:** Prop S
- 02-21-13-08** To approve a contract with Raineri Construction to provide lighting upgrade of classrooms in multiple schools. The work shall begin on February 22, 2013 through October 31, 2013 at a cost not to exceed \$531,218.60 which includes a 10% contingency of \$48,292.60.  
**FUNDING SOURCE:** Prop S
- 02-21-13-09** To approve a contract with Raineri Construction to provide ADA compliant signage throughout 52 buildings. The work shall begin on February 22, 2013 through October 31, 2013 at a cost not to exceed \$808,242.60 which includes a 10% contingency of \$73,476.60.  
**FUNDING SOURCE:** Prop S
- 02-21-13-10** To approve a contract with Raineri Construction to provide the removal and installation of the bleachers at Cleveland NJROTC High School. The work shall begin on February 22, 2013 through August 31, 2013 at a cost not to exceed \$281,249.10 which includes a 10% contingency of \$25,568.10.  
**FUNDING SOURCE:** Prop S
- 02-21-13-11** To approve a contract with Wachter, Inc. to renovate the field house at Soldan High School. The work shall begin on February 22, 2013 through October 31, 2013 at a cost not to exceed \$1,480,561.50 which includes a 10% contingency of \$134,596.50.  
**FUNDING SOURCE:** Prop S
- 02-21-13-12** To approve a contract with Ford Foodservice Equipment Company through the Cooperating School District, to provide and install equipment for kitchens in multiple schools. The work shall begin on February 22, 2013 through August 31, 2013 at a cost not to exceed \$3,813,837.50 which includes a 10% contingency of \$346,712.50.  
**FUNDING SOURCE:** Prop S
- 02-21-13-13** To approve a contract renewal with IPNS, LLC for CISCO network equipment end-of-life maintenance services for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$109,102.50, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 02-21-13-14** To approve a contract renewal with IPNS, LLC for CISCO network monitoring services for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$150,000, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 02-21-13-15** To approve a contract renewal with IPNS, LLC for Uninterruptible Power Supply for the equipment hardware for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$86,184, pending the availability of funds.  
**FUNDING SOURCE:** GOB

- 02-21-13-16** To approve a contract renewal with IPNS, LLC for Uninterruptible Power Supply for maintenance services for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$70,000, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 02-21-13-17** To approve a contract renewal with IPNS, LLC for Uninterruptible Power Supply for Wide Area Network and Local Area Network maintenance services for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$740,000, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 02-21-13-18** To approve a contract renewal with TSI, Inc. for structured cabling on new projects for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$384,675, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 02-21-13-19** To approve a contract renewal with TSI, Inc. for cable maintenance services for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$59,783.10, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 02-21-13-20** To approve a contract renewal with TSI, Inc. to provide PBX telephone system maintenance and repair for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$490,370, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 02-21-13-21** To a approve contract renewal with Tech Electronics to provide PBX software maintenance for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$28,157, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 02-21-13-22** To approve a contract renewal with Schoolwires, Inc. to provide website hosting services and software licenses for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$52,326, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 02-21-13-23** To approve a contract renewal with Huber & Associates to provide maintenance and support of the backup software for the virtualized server environment for the period February 22, 2013 through February 21, 2014 at a cost not to exceed \$5,495, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 02-21-13-24** To approve a sole source contract renewal with Linhardt Consulting Services for the development of a program effectiveness review system, the implementation of the review system, ongoing feedback and monitoring, analysis of service delivery and the development of the Enhancement Grant and Federal/State issues for the period February 22, 2013 through June 30, 2013 at a total cost not to exceed \$8,100.  
**FUNDING SOURCE:** GOB

- 02-21-13-25** To approve a sole source contract renewal with the Curators of the University of Missouri on behalf of the University of Missouri – St. Louis to provide tutorial management and consulting services for the period February 27, 2013 through June 30, 2013 at a cost not to exceed \$40,000.  
**FUNDING SOURCE:** Non-GOB
- 02-21-13-26** To approve a Memorandum of Understanding with Coat-A-Kid, Inc. to provide coats to kids in need at elementary schools and at several other schools with high needs for the period February 22, 2013 through June 30, 2014.  
**FUNDING SOURCE:** N/A
- 02-21-13-27** To approve a Memorandum of Understanding with The Little Bit Foundation to provide basic essentials such as uniforms, clothing, hygiene items, school supplies, etc. to those children in need at a number of elementary schools and the New Americans Academy for the period February 22, 2013 through June 30, 2014.  
**FUNDING SOURCE:** N/A
- 02-21-13-28** To approve a Memorandum of Understanding with the National Council of Jewish Women to provide a *Community Closet* to students who attend designated Community Education Full Service Schools for the period February 22, 2013 through June 30, 2014.  
**FUNDING SOURCE:** N/A
- 02-21-13-29** To approve a Memorandum of Understanding with Danielle Bush, LPC, to provide therapeutic counseling services to students at Bevo-Long, Woerner, Buder, Lyon@Blow and Oak Hill for the period February 22, 2013 through June 30, 2014.  
**FUNDING SOURCE:** N/A
- 02-21-13-30** To approve the amendment of Board Resolution Number 02-16-12-09, an Agency Partnership Agreement with Mercy Health Systems, to add the students and staff at Fanning Middle School to receive the services of the school based health clinic at Roosevelt High School. The Board originally approved this Agency Partnership at its February 16, 2012 meeting for Roosevelt staff and students only at no cost to the District. The start date of the agreement will remain February 17, 2012. However, the end date of the agreement will be extended to June 30, 2014 from June 30, 2013. Terms and cost of the amendment will not change.  
**FUNDING SOURCE:** N/A
- 02-21-13-31** To approve the purchase of 1,716 books for two bookroom libraries from National Geographic Learning at a cost not to exceed \$13,280.  
**FUNDING SOURCE:** Non-GOB
- 02-21-13-32** To approve the payment of \$23,425 to the International Baccalaureate Organization (IBO) for the registration of 56 students to take the IBO exams and other associated academic materials.  
**FUNDING SOURCE:** GOB

- 2-21-13-33** To approve the payment of the Excessive Workers' Compensation insurance policy premium audit to Arch Insurance Company through our insurance broker Marsh USA for the 2011-2012 fiscal year in an additional premium of \$11,430.  
**FUNDING SOURCE:** GOB
- 02-21-13-34** To approve the acceptance of the Medical Loss Ratio premium rebate from United Healthcare in the amount of \$276,986.35.
- 02-21-13-35** To approve the Comprehensive Annual Financial Report (CAFR) and the Compliance Report for the Fiscal Year Ended June 30, 2012.
- 02-21-13-36** To approve the Monthly Transaction Report for December 2012.
- 02-21-13-37** To approve the St. Louis Public Schools A+ Schools Program Partnership Plan and the acceptance of the A+ Schools Annual Report for the 2012-2013 school year.









# Board Resolution

Date: December 4, 2012

Agenda Item: 01-17-13-01

To: Dr. Kelvin R. Adams, Superintendent

From:

Action: X

Action to be Approved:  
**X** Financial Report

Other Transaction Descriptors: \_\_\_\_\_

**SUBJECT:**

Approve the Monthly Transaction Report for November 2012.

**BACKGROUND:**

Per board policy and/or directive, the SAB must approve the following transactions: 1) Budget transfers equal to or greater than \$50,000; 2) Budget transfers between funds; 3) Budget transfers involving meeting or travel expenses.

Accountability Plan Goal: Goal III: Facilities, Resources Support

Objective/Strategy:

III.D.

**FUNDING SOURCE: (Location Code) - (Project Code) - (Fund Type) - (Function) - (Object Code)**

Fund Source:	-	-	-	-		Requisition #:
Amount:	No Cost					
Fund Source:	-	-	-	-		Requisition #:
Amount:						
Fund Source:	-	-	-	-		Requisition #:
Amount:						
Cost Not to Exceed	No Cost	<input type="checkbox"/>	Pending Funding Availability	Vendor #:		

Department: Budget

Angela Banks, Budget Director

Leon Fisher, CEO/Treasurer

Mary M. Houlihan, Dep., Supt., Operations

Dr. Kelvin R. Adams, Superintendent



110-INCIDENTAL

1 SAP Hierarchy Doc #: 0502001898  
SAP Entry Doc #: 0502001792

From:	110-2411	-	186-00-110	-	6411	250.00-
To:	110-2411	-	186-00-110	-	6383	250.00
Control No:	B1213-0806					
From Amount:			250.00-			
To Amount:			250.00			

Text: CONFERENCE: Missouri School Counselor Association Conference // DATE: 11/02 - 11/06/2012 // LOCATION: St. Louis, MO // ATTENDEES: Shawna Cunningham and Brenda Kelly

2 SAP Hierarchy Doc #: 0502001899  
SAP Entry Doc #: 0502001793

From:	110-2411	-	144-00-110	-	6411	137.00-
To:	110-2411	-	144-00-110	-	6384	60.00
	110-2411	-	144-00-110	-	6383	77.00
Control No:	B1213-0807					
From Amount:			137.00-			
To Amount:			137.00			

Text: EVENT: Football Game // DATE: 09/21 - 09/22/2012 // LOCATION: Charleston, MO // ATTENDEES: Cleveland Football Team Funds also for payment for Advanced Missouri Workshop payment for 09/12 - 09/13 for Dr. Viviano and Victoria Sheering

3 SAP Hierarchy Doc #: 0502001901  
SAP Entry Doc #: 0502001795

From:	110-2522	-	820-00-110	-	6319	67,200.00-
To:	110-2514	-	970-00-110	-	6381	67,200.00
Control No:	B1213-0810					
From Amount:			67,200.00-			
To Amount:			67,200.00			

Text: To support CSD membership invoice

Monthly Budget Report

Dates: 11-01-2012 - 11-30-2012

Fiscal Year: 2012 - 2012

4 SAP Hierarchy Doc #: 0501989436  
SAP Entry Doc #: 0501989341

From:	110-2624	-	905-00-110	-	6149	
To:	110-2622	-	905-00-110	-	6166	68,800.00-
Control No:	B1213-0753					68,800.00
From Amount:			68,800.00-			
To Amount:			68,800.00			

Text: Transfer of funds to cover overtime expenses for remainder of FY12-13

5 SAP Hierarchy Doc #: 0501989435  
SAP Entry Doc #: 0501989340

From:	110-2624	-	905-00-110	-	6149	
To:	110-2624	-	905-00-110	-	6165	70,200.00-
Control No:	B1213-0752					6,200.00
From Amount:			70,200.00-			
To Amount:			70,200.00			

Text: Transfer of funds to cover overtime expenses for remainder of FY12-13

6 SAP Hierarchy Doc #: 0501989437  
SAP Entry Doc #: 0501989342

From:	110-2624	-	905-00-110	-	6166	
To:	110-2624	-	905-00-110	-	6165	57,800.00-
Control No:	B1213-0752					57,800.00
From Amount:			57,800.00-			
To Amount:			57,800.00			

Text: Transfer of funds to cover overtime expenses for remainder of FY12-13

Monthly Budget Report  
Dates: 11-01-2012 - 11-30-2012  
Fiscal Year: 2012 - 2012

120-INCIDENTAL

1 SAP Hierarchy Doc #: 0501989413  
SAP Entry Doc #: 0501989323

From:	110-2411	-	448-00-110	-	6342	419.73-
To:	120-1127	-	448-55-120	-	6261	7.65
	120-1127	-	448-55-120	-	6231	29.28
	120-1127	-	448-55-120	-	6143	382.80

Control No: B1213-0724

From Amount: 419.73-

To Amount: 419.73

Text: To cover cost of extra service hours in the After School Tutoring Program at Dunbar

2 SAP Hierarchy Doc #: 0502001890  
SAP Entry Doc #: 0502001786

From:	110-2832	-	990-00-110	-	6111	6,307.70-
To:	120-2832	-	990-00-120	-	6111	6,307.70

Control No: B1213-0793

From Amount: 6,307.70-

To Amount: 6,307.70

Text: Moving budget to correct salary line item

Monthly Budget Report

Dates: 11-01-2012 - 11-30-2012

Fiscal Year: 2012 - 2012

233-TITLE I IASA 02-03

1 SAP Hierarchy Doc #: 0501994486  
SAP Entry Doc #: 0501994382

From:	233-2213	-	824-BS-233	-	6371	
To:	233-2213	-	824-BS-233	-	6383	2,500.00-
Control No:	B1213-0795					2,500.00
From Amount:						
To Amount:						2,500.00

Text: Transfer needed to cover the travel expenses for Pauline Moley.

2 SAP Hierarchy Doc #: 0502001892  
SAP Entry Doc #: 0501994382

From:	233-2213	-	824-BS-233	-	6371	
From:	233-2213	-	824-BS-233	-	6383	2,500.00-
Control No:	B1213-0795					2,500.00
From Amount:						
To Amount:						5,000.00

Text: Transfer needed to cover the travel expenses for Pauline Moley.

ST. LOUIS BOARD OF EDUCATION  
Monthly Budget Report

Dates: 11-01-2012 - 11-30-2012  
Fiscal Year: 2012 - 2012

293-Minifed 1213

1 SAP Hierarchy Doc #: 0501989412  
SAP Entry Doc #: 0501989319

From:	293-2122	- 880-VK-293	- 6411	2,000.00-
	293-2122	- 880-VK-293	- 6383	2,000.00-
To:	293-2122	- 880-VK-293	- 6383	2,000.00
	293-2122	- 880-VK-293	- 6411	2,000.00

Control No: B1213-0725

From Amount: 4,000.00-

To Amount: 4,000.00

Text: CONFERENCE: MSCA Fall Conference // DATE: November 4 - 6, 2012 //  
LOCATION: Tan-Tar-A, Missouri // ATTENDEES: Ira Bivens and Fatima  
Warren



Monthly Budget Report  
Dates: 11-01-2012 - 11-30-2012  
Fiscal Year: 2012 - 2012

733-FOUND CONTRI INCID 0

1 SAP Hierarchy Doc #: 0501989459  
SAP Entry Doc #: 0501989359

From:	733-2331	- 825-VG-733	- 6384	50,000.00-
To:	733-2331	- 825-VG-733	- 6319	50,000.00

Control No: B1213-0772

From Amount: 50,000.00-

To Amount: 50,000.00

Text: To cover contract expenses of Dr. Ronald Ferguson who will be working with district-wide staff regarding closing achievement gap

Monthly Budget Report  
Dates: 11-01-2012 - 11-30-2012  
Fiscal Year: 2012 - 2012

910-Captial Proj-Bond

1 SAP Hierarchy Doc #: 0502001917  
SAP Entry Doc #: 0502001809

From:	910-2629	-	905-00-910	-	6333	433,650.00-
To:	910-2629	-	905-00-910	-	6443	433,650.00

Control No: B1213-0822

From Amount: 433,650.00-  
To Amount: 433,650.00

Text: To purchase 500 additional Dell Optiplex 790 Desktop Computers @ \$867  
.30/ea

Monthly Budget Report  
 Dates: 11-01-2012 - 11-30-2012  
 Fiscal Year: 2012 - 2012  
 Fund Summary - Transfers Only

Fund Total From 110-INCIDENTAL	:	271,114.43-
TO 110-INCIDENTAL	:	264,387.00
Fund Total From 120-TEACHERS FUND	:	0.00
TO 120-TEACHERS FUND	:	6,727.43
Fund Total From 233-TITLE I IASA 02-03	:	5,000.00-
TO 233-TITLE I IASA 02-03	:	5,000.00
Fund Total From 293-Minifed 1213	:	2,000.00-
TO 293-Minifed 1213	:	2,000.00
Fund Total From 733-FOUND CONTRI INCID 0	:	50,000.00-
TO 733-FOUND CONTRI INCID 0	:	50,000.00
Fund Total From 910-Captial Proj-Bond	:	433,650.00-
TO 910-Captial Proj-Bond	:	433,650.00
District Total From	:	761,764.43-
TO	:	761,764.43





# BOARD RESOLUTION

Date: December 7, 2012

Agenda Item : 01-17-13-02

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Timothy Murrell, Exec. Dir., Career Technical Ed

Action to be Approved:  
Agency/Partnership Agreement

Other Transaction Descriptors: Ratification  
(i.e.: Sole Source, Ratification)

**SUBJECT:** To ratify an agency agreement with St. Louis Community College to provide an instructor, as well as students from the Community College, to partner with SLPS for the Federal Aviation Administration (FAA) airframe and power mechanics program (A&P) at Gateway STEM High School for the period August 13, 2012 through June 30, 2014. There will be no cost to the District.

**BACKGROUND:** The partnership will allow juniors and seniors in the Gateway STEM Aviation Program to earn college credit and FAA credentials (A&P Certification) prior to high school graduation.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.A.

**FUNDING SOURCE:** (ex: 111 Location Code - 00 Project Code - 110 Fund Type - 2218 Function - 6411 Object Code)

<b>Fund Source:</b>		<b>Requisition #:</b>
<b>Amount:</b>		
<b>Fund Source:</b>		<b>Requisition #:</b>
<b>Amount:</b>		
<b>Fund Source:</b>		<b>Requisition #:</b>
<b>Amount:</b>		
\$ 0.00	<input type="checkbox"/> Pending Funding Availability	<b>Vendor #:</b>

Department: Career and Technical

Requestor:

Timothy Murrell, Exec. Dir., Career Technical Ed

Dr. Nicole Williams, Dep. Supt., Academics

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

AGENCY AGREEMENT  
BETWEEN  
St. Louis Public School SLPS  
AND  
The Junior College District of St. Louis City-St. Louis County  
a/k/a St. Louis Community College

THIS AGENCY AGREEMENT ("Agreement") is made and entered into as of the 15<sup>th</sup> day of November, 2012, by and between the St. Louis Public School SLPS ("SLPS"), a school SLPS organized and existing under the laws of the state of Missouri and the Junior College District of St. Louis City-St. Louis County, a/k/a St. Louis Community College ("Agency"), a not-for-profit corporation organized and existing under the laws of the state of Missouri.

WHEREAS, the SLPS desires to provide Airframe and Power Plant Mechanics Program proposed by the Agency and the Agency represents and warrants to the SLPS that the Agency has the requisite expertise and resources to perform its obligations under this Agreement.

WHEREAS, SLPS has a long standing Airframe and Power Mechanics Program ("A&P") serving high school Career and Technical Education students at Gateway STEM High school, and

WHEREAS, SLPS has facilities and equipment necessary to offer such a program and the facilities and program have been approved for this purpose by the Federal Aviation Administration ("FAA"), and

WHEREAS, Agency has developed and Aerospace Institute that offers a variety of courses to serve the aerospace manufacturing and services and desires to expand its offerings to include A&P,

NOW THEREFORE, the Agency and SLPS agree to offer a cooperative Airframe and Power Plant Mechanics Program and SLPS and the Agency agree to the terms and conditions set forth below and in accompanying Exhibits, if any, attached hereto and incorporated herein. The Agency's proposal for services or like document is attached and is considered an Exhibit.

**Article 1. SCOPE OF SERVICES**

The Agency agrees to provide and fully execute the following services as outlined below and as further detailed in any Exhibits.

See Exhibit 1 Attached and incorporated herein

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**Article 2. LOCATION OF SERVICES**

The Agency will provide the services described above at the following location.

Site: Gateway STEM High School

Address: 5101 McRee Avenue, Saint Louis, MO 63110

Contact Person: Dr. Elizabeth Bender, Principal

Telephone Number: (314) 776-3300

The SLPS's contact person hereunder is: Mr. Tim Murrell, Executive Director, Career and Technical Education, at (314) 345-4530.

**Article 3. TERM AND TERMINATION**

- 3.1 **Term.** The term of this Agreement ("Term") shall commence on the 13th day of August, 2012 and shall be completed on the 30<sup>th</sup> day of June 2014, unless terminated earlier in accordance with the terms and conditions set forth herein.
- 3.2 **Termination without Cause.** This Agreement may be terminated without cause by either party by giving written notice of the intent to terminate at least thirty (30) days before the termination date set out in the notice.
- 3.3 **Termination with Cause.** Either party reserves the right to terminate this Agreement immediately if the other party fails to comply with any terms or conditions of this Agreement and such failure continues for five (5) days following receipt of written notice from the objecting party.

**Article 4. APPROVAL CONDITIONS**

- 4.1 **Board Approval.** It may be necessary to obtain the approval of the SLPS's Special Administrative Board for this Agreement. If so, the Agency understands and agrees that the obligations of the SLPS are conditioned upon, and subject to, such approval. The SLPS will promptly notify the Agency of the approval or disapproval of the Special Administrative Board. The Agency understands that the SLPS shall not be obligated under this Agreement prior to approval by the Special Administrative Board. In the event of non-approval, the Agreement will not become effective and neither party will have any obligations to the other party arising out of the Agreement.
- 4.2 **Executed Agreement.** This Agreement will not become effective unless and until an understanding is reached between the parties and the Agreement has been fully-executed. The Agency understands and agrees that the obligations of the SLPS are conditioned upon, and subject to, such execution.

**Article 5. AGENCY**

- 5.1 **Agency Status.** The parties agree the terms of this Agreement do not constitute a formation of a partnership, joint venture, employer-employee, or other relationship and no form of agency exists between the parties. The Agency represents and warrants that it is now and shall remain a separate and independent entity from the SLPS. Accordingly, no employee, contractor, subcontractor, agent, or representative (“Personnel”) of the Agency shall be deemed to be the employee, contractor, subcontractor, agent, or representative of the SLPS and at no time shall any such employee, contractor, subcontractor, agent, or representative of the Agency hold himself or herself out to be an employee of the SLPS. The SLPS will not provide any retirement benefits, life insurance, vacation benefits, health benefits, or similar benefits that are afforded to permanent SLPS employees to the Personnel of the Agency. Further, the Agency will be solely responsible to train, hire, supervise, discipline, and terminate the Agency’s Personnel. The Agency shall also be solely responsible for paying all invoice taxes, FICA, FUTA, and other tax liabilities for its Personnel. Finally, the Agency will be solely responsible for any acts or omissions of its Personnel and agrees to be liable consistent with the terms of Article 10.

**Article 6. AGENCY’S PERSONNEL**

- 6.1 **Control of Personnel and Work.** The Agency understands and agrees that it is solely obligated to and responsible for the selection, qualification, performance, workmanship, quality of services, licensing, and compliance with the terms and conditions hereunder for all Agency Personnel providing services relevant to this Agreement and that it shall have sole control over the means and details of performing the services, which shall be consistent with the SLPS’s intent hereunder. The Agency shall use its best efforts, care, and diligence in the administration and performance of services hereunder. The Agency ensures the SLPS that it will properly supervise all Personnel during the performance of services and/or while any Personnel is on SLPS property.
- 6.2 **Cooperation.** During the performance of its services, the Agency shall cooperate with the SLPS and its employees, shall not interfere with the conduct of the SLPS’s business, and shall observe all SLPS policies and procedures, as well as all rules, regulations, and security requirements concerning the safety of persons and property.
- 6.3 **Background Checks.** All Personnel and providing services under this Agreement, and all students of the Agency participating in the Airframe and Power Mechanics Program that may in any way come into contact with students must undergo background checks consistent with those used by the SLPS and state-licensed facilities; all such checks must be performed and passed prior to any Personnel providing any services hereunder. At a minimum, checks hereunder shall include a Department of Family Services background check, a criminal background check, and fingerprinting. The cost of all such background checks shall be borne by the Agency and the SLPS shall not be liable for such cost under any circumstance. Within three (3) days of a written request by the SLPS, the



Agency agrees to provide written confirmation that the background checks on all Personnel hereunder reflected no negative findings and said Personnel passed the background checks and are, therefore, eligible to provide services under this Agreement.

- 6.4 **Removal of the Agency's Personnel.** The Agency understands and agrees that the SLPS shall have the exclusive oversight of any interaction with SLPS students and it shall be at the sole discretion of the SLPS to determine the appropriateness of such. If the SLPS determines that any of the Agency's Personnel is not providing satisfactory service, or if any issues of behavior or inappropriate conduct or similar concerns occur, the SLPS shall notify the Agency in writing and the Agency shall remove that individual from his/her service for SLPS.

**Article 7. AGENCY'S REPRESENTATIONS AND WARRANTIES**

- 7.1 **State Registration.** The Agency is a political subdivision of the State of Missouri and, therefore, has the proper authority to perform services under this Agreement.
- 7.2 **Non-Discrimination.** During the performance of the Agency's obligations under this Agreement, the Agency agrees that it will not discriminate against any person on the basis of religion, color, ethnic group identification, sex, sexual orientation, age, physical or mental disability, or other protected class status.
- 7.3 **Compliance with Laws.** During the performance of the Agency's obligations under this Agreement, the Agency agrees to conduct its activities hereunder in strict compliance with all applicable federal, state, and local laws, as well as the policies and procedures of the SLPS.

**Article 8. CONFIDENTIALITY**

- 8.1 **SLPS Information.** The Agency acknowledges that it shall now, and in the future may, have access to and contact with confidential information relating to ideas, strategies, plans, purposes, and/or agendas that the SLPS may seek to advance. Any reports and information given to or generated by the Agency hereunder, as well as the terms and conditions of this Agreement, shall also be considered confidential information. Both during the term of this Agreement and thereafter, the Agency covenants and agrees to hold such information in trust and confidence and to exercise diligence in protecting and safeguarding such information, as well as any other information protected from public disclosure by federal or state law or by the policies or procedures of the SLPS. The Agency covenants and agrees it will not knowingly use, directly or indirectly, for its own benefit, or for the benefit of another, any of the confidential information, but instead will use such information only for the purposes contemplated hereunder. Further, the Agency covenants and agrees that it will not disclose any confidential information to any third party except as may be required in the course of performing services for the SLPS hereunder or by law. In no event, shall the Agency be deemed a spokesman for the SLPS in any manner for the purpose of disseminating any information hereunder.

8.2 **Student Information.** The Agency acknowledges that it shall now, and in the future may, have access to and contact with confidential information of students. Both during the term of this Agreement and thereafter, the Agency covenants and agrees to hold such information in trust and confidence and to exercise diligence in protecting and safeguarding such information, as well as any other information protected from public disclosure by federal or state law or by the policies or procedures of the SLPS. The Agency covenants and agrees it will not knowingly use, directly or indirectly, for its own benefit, or for the benefit of another, any of said confidential information, but instead will use said information only for the purposes contemplated hereunder. Further, the Agency covenants and agrees that it will not disclose any confidential information to any third party except as may be required in the course of performing services for the SLPS hereunder or by law. Finally, the Agency covenants and agrees that any access to the confidential information of any student shall be in compliance with the Family Education Rights and Privacy Act ("FERPA").

8.3 **Student Education/Medical Records.** The Agency acknowledges that it shall now, and in the future may, have access to and contact with the education and/or medical records of students. Both during the term of this Agreement and thereafter, the Agency covenants and agrees to hold such information in trust and confidence and to exercise diligence in protecting and safeguarding such information, as well as any other information protected from public disclosure by federal or state law or by the policies or procedures of the SLPS. The Agency covenants and agrees it will not knowingly use, directly or indirectly, for its own benefit, or for the benefit of another, any of said confidential information, but instead will use said information only for the purposes contemplated hereunder. Further, the Agency covenants and agrees that it will not disclose any confidential information to any third party except as may be required in the course of performing services for the SLPS hereunder or by law. Finally, the Agency covenants and agrees that any access to the education records of any student shall be in compliance with FERPA and any access to the medical records of any student shall be in compliance with the Health Insurance Portability and Accountability Act of 1996.

## **Article 9. INSURANCE**

9.1 **Workers' Compensation.** The Agency agrees to maintain and pay for workers' compensation insurance and employer's liability throughout the term of this Agreement for its employees in amounts as required under any workers' compensation or similar law in the jurisdiction where the above referenced services are performed.

9.2 **No Waiver.** The foregoing provisions shall not be deemed a relinquishment or waiver of any kind of applicable limitations of liability provided or available to any of the parties under applicable state governmental immunities law.

**Article 10. LIABILITY RESPONSIBILITY**

- 10.1 **Liability.** Each party to this agreement shall be solely responsible for any and all actions, suits, damages, liability, or other proceedings brought against it as a result of the alleged negligence, misconduct, error, or omission of any of its officers, agents, or employees. Neither party is obligated to indemnify the other party or to hold the other party harmless from costs or expenses incurred as a result of such claims and both parties shall continue to enjoy all rights, claims, and defenses available to it under law, to specifically include Mo. Rev. Stat. §537.600, et seq.
- 10.2 **No Waiver.** The foregoing provisions shall not be deemed a relinquishment or waiver of any kind of applicable limitations of liability provided or available to any of the parties under applicable state governmental immunities law.

**Article 11. GENERAL**

- 11.1 **Successors and Assignments.** The Agency and its partners, successors, executors, administrators, and representatives are bound to the SLPS in respect to all terms, covenants, agreements, and obligations hereunder. This Agreement shall not be assigned by either party without the prior written consent of the other party. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
- 11.2 **Governing Law.** This Agreement is governed by and constructed in accordance with the laws of the state of Missouri without regard to any conflict of laws provision. Any action arising under this Agreement shall be brought exclusively in the Circuit Court for the City of St. Louis, and SLPS and Agency explicitly waive any objection to venue in such court.
- 11.3 **Amendments.** The Agreement may be altered, amended, changed, or modified only by agreement in writing executed by a representative from the SLPS and the Agency who is authorized to so execute.
- 11.4 **Entire Agreement.** This Agreement and any Exhibits hereto shall constitute the entire understanding of the parties as to the subject matter hereof and supersedes all prior agreements, discussions, and correspondence pertaining to the subject matter hereof. Any preprinted terms and conditions on any order, invoice, or statement hereunder by either party will be of no force and effect. This Agreement, together with any Exhibits, may not be amended, waived, or discharged except by written document signed by both parties.

**Article 12. EXHIBITS**

The parties agree to the terms and conditions of this Agreement and any Exhibits attached hereto and incorporated herein by reference. The parties agree that if there are any conflicting terms and conditions between this Agreement and Agency's Proposal for Services, Service Letter, or like document, then the terms and conditions of this Agreement shall prevail.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed and do each hereby represent and warrant that their respective signatory whose signature appears below has been and is, on the day and year first written above, fully authorized by all necessary and appropriate actions to execute this Agreement.

**SAINT LOUIS PUBLIC SCHOOLS**

By: \_\_\_\_\_

Name: Dr. Kelvin R. Adams

Title: Superintendent

**SAINT LOUIS COMMUNITY COLLEGE**

By: \_\_\_\_\_

Name: Dr. Myrtle E. Dorsey

Title: Chancellor

## EXHIBIT 1

### **Article 1 Scope of Services**

SLPS agrees to:

1. Allow College staff reasonable access to A&P facility and curriculum.
2. Maintain the facilities and equipment to support quality instruction and comply with any requirements necessary to maintain FAA approval.
3. Promote and market the cooperative program throughout their school community.
4. Maintain one full-time teacher /staff on contract for the duration of this Agreement to support instruction of the A&P program at the Gateway STEM HS facility.
5. At the discretion of the Special Administrative Board, the District will make every effort to maintain the current operating budget of the A&P program.

The Agency agrees to:

1. Hire one full-time instructor to provide General and Airframe instruction and prepare the Power Plant curriculum.
2. Create the sequence of courses in the College's system necessary for the complete A&P program and submit for approval for the 2013-2014 school year.
3. Develop a Certificate of Proficiency in Airframe, a Certificate of Proficiency in Power Plant and an AAS degree in Aviation Maintenance, and submit to the appropriate approval bodies for the 2013-2014 school year.
4. Promote the A&P program to the community through the College web site, catalog and other print materials, as well as through outreach by staff.
5. Assist the District in the organization of the A&P facilities.
6. Place 5 students in the program for the 2012-2013 school year.

The Agency and the SLPS agree to:

1. Work together to gain FAA approval/sign off of the partnership.
2. No later than January 2013, establish any special requirements for College students to work alongside high school students.
3. No later than January 2013, establish a procedure for District students to earn college credit and credentials prior to graduation.
4. No later than January 2013, establish a cooperative instructional schedule to maximize the quality of instruction for College and District students.





# BOARD RESOLUTION

Date: December 5, 2012

Agenda Item : 01-17-13-03

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Audrey Jackson, Director, Professional Development

Action to be Approved: Contract

Other Transaction Descriptors: Sole Source  
(i.e.: Sole Source, Ratification)

**SUBJECT:** To ratify a sole source contract with the AEI Speaker's Bureau beginning December 13, 2012 to provide services in securing a consultant who has proven expertise in the area of examining student data and barriers to student learning. The cost for these services will not exceed \$9,000.

**BACKGROUND:** AEI is a full-service speaker's bureau that specializes in organizing professional speaking engagements and professional development opportunities for school districts across the country. AEI is a world renowned search consultant company who works with districts to secure educational consultants with the expertise in closing the achievement gap. AEI educational consultants have a proven track record of working with principals, teachers, and the community at large. AEI will provide the consultant services of Dr. Ronald Ferguson, Senior Lecturer in Education and Public Policy at the Harvard Graduate School of Education.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1.A

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 111-2329-825-WG-6319	Non-GOB	Requisition #: 10132210
Amount: \$9,000		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
\$9,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600015194

Department: Leadership Development

Requestor: Audrey Jackson

Angela Banks, Budget Director

Audrey Jackson, Director, Professional Development

Leon Fisher, CFO/Treasurer

12/7/12  
Dr. Nicole Williams, Dep. Supt., Academics

Dr. Kelvin R. Adams, Superintendent



# REQUEST FOR SOLE SOURCE PURCHASE

<b>Requestor: Audrey Jackson</b>	<b>Date: November 14, 2012</b>
<b>Department / School: Leadership Development</b>	<b>Phone Number: 314.345.2425</b>
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
<b>Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)</b>	
The AEI Speaker's Bureau is one of the most respected and renowned search consultant companies who assist districts in providing services of expert leaders in their field.	
<b>Vendor Name: AEI Speaker's Bureau</b>	<b>Email: Sherman@aiespeakers.com</b>
<b>Vendor Contact: Craig Sherman</b>	<b>Phone Number: 800.447.7325</b>
<b>Justification Information</b>	
<b>1. Why the uniquely specified goods are required?</b>	
AEI will provide the name of a speaker that will provide insight to examine student achievement data, impediments to learning, and teachers and parents' perceptions to the academic achievement divide.	
<b>2. Why good or services available from other vendors /competitors are not acceptable?</b>	
Because of their record of accomplishment.	
<b>3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)</b>	
<b>4. List the Names of other Vendors contacted &amp; Price Quotes:</b>	
NA	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
<b>Your sole source request will not be approved without the required signatures below:</b>	
 Department Head	11-15-2012 Date
CFO	Date
Superintendent	Date



## Sole Source Checklist

### 1. Check one of the following:

- One-of-a-kind** The commodity or service has no competitive product and is available from only one supplier.

Prior to checking this box you must complete each of the following tasks:

- Search the internet for companies providing similar services.
- Search purchasing files to determine if district has a record of vendors(s) that have provided similar services.
- Document search activities and findings

- Compatibility** The commodity or service must match existing brand of equipment for compatibility and is available from only one vendor.

Prior to checking this box you must complete the following task:

- Provide documentation from the provider of the original equipment/services that the equipment/services in question must be provided by the vendor in question

- Replacement Part** The commodity is a replacement part for a specific brand of existing equipment and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Document a search for additional suppliers

- Delivery Date** Only one supplier can meet necessary delivery requirements.

Prior to checking this box you must complete each of the following tasks:

- Document delivery date and quotes from at least two other vendors
- Document rationale in support of treating the delivery date as mission critical

- Research Continuity** The commodity or service must comply with established District standards and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Document district adoption of standard (i.e. Textbook adoption)

- Unique Design** The commodity or service must meet physical design or quality requirements and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Sole supplier (i.e. Regional Distributor)

- Emergency** URGENT NEED for the item or service does not permit soliciting competitive bids, as in cases of emergencies, disasters, etc.

Prior to checking this box you must complete the following task:

- Complete Emergency Purchase Form

2. If the Sole Source Criteria is met, then complete the Sole Source Form;
3. If the Sole Source Criteria are not met, then the item must be bid.

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**Speakers 5K and Under by Name»**

**Speakers 5K and Under by Category»**

**Speakers Above 5K by Category»**

**Speaker Representation\*»**

**Speaker Disclaimer»**

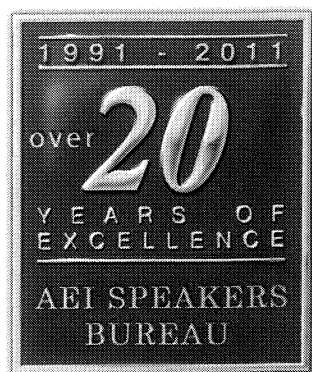
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## WELCOME TO AMERICAN ENTERTAINMENT INTERNATIONAL SPEAKERS BUREAU!

**AEI Speakers Bureau** is a full-service speakers bureau that specializes in organizing professional speaking engagements, podium events, and entertainment for various corporate, state, federal, civic, and academic groups on a local and international level.

AEI Speakers Bureau features professional public speakers, including **motivational speakers, business leaders, sales speakers, inspirational speakers**, speakers on **judaism and christianity, diversity, african american speakers, comedians, sport speakers, technology, variety, health and fitness, humorists, celebrities, local to New England** and so much more. Regardless of your event and topic, we guarantee you can find the perfect public keynote speaker. AEI Speakers Bureau is here to work with you, to work hard for your organization, and to make sure your next event is a success.

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Please call AEI Speakers Bureau office at 617-782-3111 or toll-free at 800-44-SPEAK (800-447-7325) and ask to speak with one of our **agents** today!

\*\*Are you a speaker seeking representation? Please see our **Speaker Representation** page for more details.

**TOP NEWS:**

Posted 12/03/2012 at 11  
**Promise to help children**  
 Speaker **Craig Kielburg** **Minutes** for his work with charity he founded when after he read a story about killed for trying to end child is now the largest organization children in the world!

Posted 11/05/2012 at 02  
**Abderrahim Foukara, A translator**  
 How do you convey to the of free speech, for example does it daily as Al Jazeera Washington.

**EXCLUSIVE SPEAKERS**



**Vy Higginse**  
**\*Exclusively**  
 Founder of M. Arts & Gospe



**Brian Unger**  
**\*Exclusively**  
 Writer, Actor, Got Their Sha



**Patty Duke**  
**\*Exclusively**  
 Academy Award Advocate for



**Abderrahim**  
**\*Exclusively**  
 Al Jazeera Sa Washington I



**Barry Nolan**  
**\*Exclusively**  
 Emmy Award Journalist



**Romina Arel**  
**\*Exclusively**  
 International & POPERA ART

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**FEATURED SPEAKER**



**Rick Wormeli**  
One of the first Certified Teaching Fellows, Rick Wormeli brings



**Dr. Richard M. Coates**  
Richard M. Coates has a Ph.D. in Arts degree in Science degree



**Dr. Alveda King**  
As a "Guardian of the Legacy" Alveda King is an activist. She is

American Entertainment International Speakers Bureau

214 Lincoln St. Suite #113 Allston, MA 02134

Tel: 617-782-3111 or 800-447-7325 Fax: 617-782-3444

[www.aeispeakers.com](http://www.aeispeakers.com)

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**KEYNOTE SPEAKERS SOURCE**

[Chris Berman](#) | [Zbigniew Brzezinski](#) | [Betty Mahmoody](#) | [Amazing Kreskin](#) | [Brian Regan](#) | [Walter Williams](#) | [Bob Woodward](#) | [Cal Thomas](#) | [Norville](#) | [Catherine Crier](#) | [Joe Dumars](#) | [Terry Bowden](#) | [Jonathan Kozol](#) | [Wally Amos](#) | [LaDonna Gatlin](#) | [Nikki Giovanni](#) | [Terry Jones](#) | [D Betances](#)

Requisition #: 10132210

Vendor #: \_\_\_\_\_

CONSULTANT SERVICE AGREEMENT  
BETWEEN

Special Administrative Board of the  
Transitional School District of the City of St. Louis

AND

“AEI Speakers Bureau”

THIS CONSULTANT AGREEMENT (“Agreement”) is made and entered into as of the 31<sup>th</sup> day of August 2012 by and between the Special Administrative Board of the Transitional School District of the City of St. Louis (hereinafter “SLPS,” “the District,” or “SAB”), a school district organized and existing under the laws of the state of Missouri and “AEI Speakers Bureau” (hereinafter “Consultant”). The taxpayer identification number, address, contact person, and telephone number for the Consultant is as follows:

Taxpayer Identification Number: 04-3102047

Address: 214 Lincoln Street, Suite 113 Boston, MA 02134

Contact Person: Craig Sherman

Telephone Number: 800-447-7325 x 120

**WHEREAS**, the District is in need of certain consulting services and has selected the Consultant to provide such services; and

**WHEREAS**, Consultant is willing to provide such services to the District; and

**WHEREAS**, the District and Consultant desire to memorialize the terms and conditions of their agreement;

**NOW, THEREFORE**, in consideration of the foregoing and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the District and Consultant agree as follows:

1. **TERM**: The Consultant shall commence performance of this Agreement on the 13th Day of December, 2012, and shall complete performance to the satisfaction of the District, as herein determined, no later than the 11th Day of January 2013.
2. **SCOPE OF SERVICES**: The Consultant shall provide services described more fully in Attachment “A” Scope of Services attached hereto, incorporated herein, and made a part of this Agreement (“Scope of Services” or “Services”).
3. **PERFORMANCE**: The Consultant agrees to perform the Services set forth herein in Attachment “A” in a competent and professional manner as determined by the District. The Consultant shall be and shall remain fully responsible for the quality and accuracy of Consultant’s work. Neither acceptance of such work by the District, nor payment

therefore shall relieve the Consultant of this responsibility. Consultant's performance will be measured according to the performance standards set forth in Attachment A.

4. **COMPENSATION:** The District shall compensate the Consultant for the work outlined in the Scope of Services in the amount of \$ 9,000.00 upon full completion of services outlined in the scope of services.

No payment shall be made until the following requirements have been met:

	<b>Requirement</b>	<b>SLPS Administrator</b>
(a)	Evaluation of Consultant's performance by:	<b>Audrey Jackson</b>
(b)	Satisfactory completion of work outlined in the Scope of services as determined and certified by:	<b>Audrey Jackson</b>
(c)	Verification of the receipt of all documents produced by Consultant pursuant to the Scope of Services by:	<b>Audrey Jackson</b>

5. **CONTRACT COSTS AND EXPENSES TO BE PAID BY DISTRICT:** The following is a list of the cost and expense that will be paid by the District under the terms of this agreement. Any costs or expenses not specifically listed in this section are the responsibility of the Consultant.
6. **PAYMENT SCHEDULE:** Upon completion of the scope of services and submission of invoices payment will be made within 60 days of the receipt of invoice.
7. **SUB-CONTRACTING:** The Consultant may not, without the approval of the District, subcontract any rights, responsibilities or obligations under this Agreement. Any subcontract without the express written consent of the District shall render the Agreement void at the election of the District.
8. **PERSONNEL:** The Consultant has the authority to secure at its own expense, all necessary personnel required to perform the services under this Agreement.
9. **SUBCONTRACTS:** The Consultant may not subcontract any portion of the services hereunder without the District's prior written consent. If a subcontractor is agreed to, the Consultant agrees that it will contract with the subcontractor under a separate written agreement, which shall contain a specific provision that said subcontractor shall be bound by the applicable terms and conditions of this Agreement. The Consultant shall be solely responsible to pay any subcontractors it utilizes under this Agreement and the Consultant understands that the District shall have no liability whatsoever relating to such payment. The Consultant assures the District that the Consultant will be responsible for the acts or omissions of said subcontractor and agrees to be liable consistent with the terms of Article 14. to the extent that any acts or omissions of the subcontractor relate to the performance of the services under this Agreement.

## **10. RECORDS, ACCOUNTING, AND EVALUATIONS OF SERVICES**

- a. **Maintenance of Books and Records.** The Consultant will maintain complete and accurate books and records in accordance with recognized accounting practices and standards; such books and records will include, but not be limited to, records reflecting billing, payments, hours worked, and payroll. The

Consultant understands that such records must be maintained for at least three (3) years after the termination or expiration of the Agreement. Upon receipt of written notice by the District, the Consultant shall allow the District access, during ordinary business hours, to the books and records relating to the services hereunder as may be reasonably required to verify services provided under this Agreement.

- b. **Right of Audit.** During the term of this Agreement and for three (3) years after its termination or expiration, the District shall have the right to conduct an audit, at its expense, of the relevant books and records during ordinary business hours to inspect, audit, and copy the books and records. In the event that any audit reveals, whether during the term of this Agreement or during the three (3) years subsequent to its termination or expiration, a discrepancy in the amount billed to the District and the amount paid by the District, the Consultant shall remit the excess amounts paid to the District within forty-five (45) days of notice of discrepancy. The District or its authorized representative will have the right to audit the Consultant's performance under this Agreement.
- c. **Evaluations of Services Performed.** The Consultant agrees to submit evaluations of the program or services performed under this Agreement to the District at the end of the term. The District will use the evaluations to determine the effectiveness of the program or services contracted for under the Agreement. The District will also use the evaluations to make planning and continuation of service decisions.

## 11. CONFIDENTIALITY

- a. **District Information.** The Consultant acknowledges that it shall now, and in the future may, have access to and contact with confidential information relating to ideas, strategies, plans, purposes, and/or agendas that the District may seek to advance. Any reports and information given to or generated by the Consultant hereunder, as well as the terms and conditions of this Agreement, shall also be considered confidential information. Both during the term of this Agreement and thereafter, the Consultant covenants and agrees to hold such information in trust and confidence and to exercise diligence in protecting and safeguarding such information, as well as any other information protected from public disclosure by federal or state law or by the policies or procedures of the District. The Consultant covenants and agrees it will not knowingly use, directly or indirectly, for its own benefit, or for the benefit of another, any of the confidential information, but instead will use such information only for the purposes contemplated hereunder. Further, the Consultant covenants and agrees that it will not disclose any confidential information to any third party except as may be required in the course of performing services for the District hereunder or by law. In no event, shall the Consultant be deemed a spokesperson for the District in any manner for disseminating any information hereunder.
- b. **Student Information.** The Consultant acknowledges that it shall now, and in the future may, have access to and contact with confidential information of students. Both during the term of this Agreement and thereafter, the Consultant covenants and agrees to hold such information in trust and confidence and to exercise diligence in protecting and safeguarding such information, as well as any other

information protected from public disclosure by federal or state law or by the policies or procedures of the District. The Consultant covenants and agrees it will not knowingly use, directly or indirectly, for its own benefit, or for the benefit of another, any of said confidential information, but instead will use said information only for the purposes contemplated hereunder. Further, the Consultant covenants and agrees that it will not disclose any confidential information to any third party except as may be required in the course of performing services for the District hereunder or by law. Finally, the Consultant covenants and agrees that any access to the confidential information of any student shall be in compliance with the Family Education Rights and Privacy Act (“FERPA”).

- c. **Student Education/Medical Records.** The Consultant acknowledges that it shall now, and in the future may, have access to and contact with the education and/or medical records of students. Both during the term of this Agreement and thereafter, the Consultant covenants and agrees to hold such information in trust and confidence and to exercise diligence in protecting and safeguarding such information, as well as any other information protected from public disclosure by federal or state law or by the policies or procedures of the District. The Consultant covenants and agrees it will not knowingly use, directly or indirectly, for its own benefit, or for the benefit of another, any of said confidential information, but instead will use said information only for the purposes contemplated hereunder. Further, the Consultant covenants and agrees that it will not disclose any confidential information to any third party except as may be required in the course of performing services for the District hereunder or by law. Finally, the Consultant covenants and agrees that any access to the education records of any student shall be in compliance with FERPA and any access to the medical records of any student shall be in compliance with the Health Insurance Portability and Accountability Act of 1996.
- d. **Exceptions to Confidentiality Obligations.** Notwithstanding the foregoing, the Consultant’s obligations of confidentiality will not include information which:
  - i. at the time of disclosure was in the public domain;
  - ii. after such disclosure, immediately becomes generally available to the public other than through any act or omission of the Consultant or its Personnel; and
  - iii. Is required to be disclosed by a court of competent jurisdiction, provided that prior written notice of such disclosure is furnished to the District in a timely manner in order to afford the District the opportunity to seek a protective order against such disclosure and the disclosure is strictly limited to the information that the court requires.
- e. **Remedies for Disclosure.** The Consultant understands and agrees that any unauthorized disclosure or use of any confidential information as provided under this article may result in the District seeking injunctive relief. The Consultant agrees to give prompt notice to the District of any unauthorized disclosure, use, or misappropriation of any confidential information and take all steps as requested by the District to limit, stop, or otherwise remedy the disclosure, use, or misappropriation of any confidential information. All steps taken by the Consultant relating to remedy shall be at its sole expense.

f. **Return of Confidential Information.** After expiration or termination of this Agreement, the Consultant must return all confidential information given to or generated by the Consultant hereunder within five (5) days of the District's written request. The Consultant agrees that it will comply with the District's instructions regarding the return or disposition of its confidential information, including any copies or reproductions.

12. **INDEMNIFICATION** Consultant agrees to indemnify and hold harmless the District and the District's officers, directors, servants, employees, and agents from and against any and all liabilities, losses, damages, costs, and expenses of any kind (including without limitation, reasonable legal fees and expenses) which may be suffered by, incurred by or threatened against the District or any officers, directors, servants, employees, or agents of the District on account of or resulting from injury, or claim of injury to person or property (including but not limited to consultant and/or its agents) arising out of the operation of the program operated by Consultant under this Agreement or arising out of this Agreement in any manner, including but not limited to the breach or failure to perform any term, covenant, condition or agreement herein provided to be performed by Consultant. This provision shall survive termination or expiration of the Agreement.
13. **WARRANTY FOR SERVICES** Consultant warrants and represents to the District that Consultant possesses the background, experience, expertise and qualifications to undertake and to carry out the Services. Consultant further warrants and represents that the Services will be performed in a professional, good, thorough and workmanlike manner, and consistent with accepted industry standards.
14. **REMEDIES FOR UNSATISFACTORY SERVICES** In the event Consultant fails to provide the Services consistent with the warranties and representations set forth in Section 8 above, the District at its option, may: (a) require Consultant to re-perform the unsatisfactory Services at no cost to the District; (b) refuse to pay Consultant for Services, unless and until Services are corrected and performed satisfactorily; (c) require Consultant to reimburse the District for all amounts paid for such unsatisfactory Services; and/or (d) proceed with, and assert, any and all remedies available at law. The foregoing options and remedies available to the District shall be deemed mutual and severable, and not exclusive.
15. **INSURANCE** Consultant shall maintain occurrence-based insurance including comprehensive general liability in the amounts shown below. Such insurance shall be provided by insurance companies authorized to do business in the State of Missouri.

The District shall be included as an additional insured on all required insurance policies, except Worker's Compensation and Employers' Liability, with respect to the liability arising out of the performance of Consultant's services under this Agreement. The Consultant shall provide a certificate of insurance evidencing the coverage required below.

**Required Insurance Coverage:**

Comprehensive General Liability:	\$1,000,000 per occurrence
Automotive Liability:	\$500,000 per occurrence
Workers' Compensation:	Statutory Limit



Employer's Liability: \$500,000.00 (If applicable)

16. **TERMINATION**

- a. **Termination without Cause.** The District may terminate this Agreement without cause by giving written notice of the intent to terminate. In the event that such written Notice of Intent to Terminate is provided, termination of this Agreement shall become effective thirty (30) days from the date set forth in the Notice of Intent to Terminate. The Consultant will cease work on said termination date and take all reasonable actions to minimize any expenses. The Consultant will be compensated for those services provided through the date of termination and any approved related expenses within sixty (60) of receipt of a properly submitted invoice.
- b. **Termination with Cause.** Either party reserves the right to terminate this Agreement immediately if the other party fails to comply with any terms or conditions of this Agreement and such failure continues for ten (10) days following receipt of written notice from the objecting party. In the event that this Agreement is terminated under this Article, the rights and remedies of either party provided under this Agreement shall not be exclusive and are in addition to any other rights and remedies which either party may be entitled to pursue in the event of a breach of this Agreement as provided by law or under the terms and conditions of this Agreement. The Consultant will be compensated for only those services satisfactorily provided through cure date end.
- c. **Effect of Termination on the Parties Obligations.** Upon termination of this Agreement for any reason, the parties shall have no further obligations under this Agreement, except as expressly set forth in this Agreement.
- d. **Return of Documentation.** Upon the expiration or termination of this Agreement, the Consultant shall, at the option of the District, deliver all finished or unfinished documents, data, studies, reports, and like documents generated by the Consultant hereunder.

17. **GOVERNING LAW – JURISDICTION** This Agreement shall be governed, construed and interpreted under Missouri law, and shall be deemed to be executed and performed in the City of St. Louis, Missouri. Any legal action relating to this Agreement shall be governed by the laws of the State of Missouri, and the parties agree to the exclusive exercise of jurisdiction and venue over them by a court of competent jurisdiction located in the City of St. Louis, Missouri. The parties expressly agree that no action concerning this Agreement, or an alleged breach thereof, may be commenced anywhere but the City of St. Louis, Missouri.

18. **REPORTING** During the term of this Agreement, Consultant shall report to, and confer with, the District's designee (Audrey Jackson) on regular basis, and as many reasonable requests, concerning the Services performed by Consultant and issues related to the Services. Consultant also agrees to meet and confer with other District administrators, officers and employees as directed or as may be necessary or appropriate.

19. **E-VERIFICATION** Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify) as set out in **ATTACHMENT B**. Compliance with provision requires completion of **ATTACHMENT C**.
20. **ASSIGNMENT** This Agreement may not be assigned by Consultant without the prior written authorization of the District, which authorization the District may withhold in its sole discretion.
21. **ENTIRE AGREEMENT** This Agreement contains the complete agreement between the parties and shall, as of the effective date hereof, supercede all other agreements between the parties relating to the subject matter of this Agreement. The parties stipulate that neither of them has made any representation with respect to the subject matter of this Agreement or the execution and delivery hereof except such representations as are specifically set forth herein. All agreements not expressly set forth herein are null and void. Each of the parties hereto acknowledges that they have relied on their own independent judgment in entering into this Agreement and have had the opportunity to consult legal counsel.
22. **MODIFICATION** No waiver or modification of this Agreement or of any covenant, condition or limitation herein contained shall be valid unless in writing and executed by authorized representatives of both parties, and no evidence of any waiver or modification shall be offered or received in evidence in any proceeding, arbitration, or litigation between the parties hereto arising out of or affecting this Agreement, or the rights or obligations of the parties hereunder, unless such waiver or modification is in writing and duly executed by authorized representatives of both parties
23. **NOTICE** Any notice required or permitted pursuant to this Agreement shall be deemed to have been given when delivered in person or sent postage prepaid via certified mail return receipt requested or via a nationally recognized overnight courier service and addressed:

To the District:                    The Special Administrative Board of the Transitional  
School District of the City of St. Louis  
801 North 11<sup>th</sup> Street  
St. Louis, MO 63101  
Attn: Superintendent-Legal Notice Enclosed

To Consultant:                    AEI Speakers Bureau  
214 Lincoln Street  
Suite 113  
Boston, MA 02134  
Legal Notice Enclosed

If such notice is sent by first class or express mail, it shall be deemed to have been given to the person entitled thereto three (3) days after deposit in the United States mail, or if by

Federal Express or the overnight courier service, the day after delivery to such service, for delivery to that person.

24. **WAIVER** No failure on the part of either party at any time to require the performance by the other party of any term hereof shall be taken or held to be a waiver of such term or in any way affect such party's right to enforce such term, and no waiver on the part of either party of any term hereof shall be taken or held to be a waiver of any other term hereof or a breach thereof.
25. **SEVERABILITY** If any clause or provision of this Agreement is illegal, invalid or unenforceable under present or future laws effective during the term of this Agreement, then and in that event, it is the intention of the parties hereto that the remainder of this Agreement shall not be affected thereby.
26. **HEADINGS** The section headings in this Agreement are intended for convenience of reference and will not affect its interpretation.
27. **COUNTERPARTS** The Agreement may be executed in two or more counterparts, each of which shall be deemed an original.
28. **BINDING EFFECT** The Agreement shall not be binding and effective unless and until it is duly and fully executed by both parties. This Agreement shall inure to the benefit of and be binding upon the successors and permitted assigns of the respective parties.
- a. **Special Administrative Board Approval.** It may be necessary to obtain the approval of the Special Administrative Board (hereinafter "SAB" or "Board") for this Agreement. If so, the Consultant understands and agrees that the obligations of the District are conditioned upon, and subject to, such approval. The District will promptly notify the Consultant of the approval or disapproval of the SAB. The Consultant understands that the District shall not be obligated to compensate it for any services provided prior to approval by the SAB and performance of such services hereunder shall be at the sole risk and liability of the Consultant. In the event of non-approval, the Agreement will not become effective and neither party will have any obligations to the other party arising out of the Agreement.
- b. **Executed Agreement.** This Agreement will not become effective unless and until an understanding is reached between the parties and the Agreement has been fully-executed. The Consultant understands and agrees that the obligations of the District are conditioned upon, and subject to, such execution. The Consultant understands that the District shall not be obligated to compensate it for any services provided prior to the execution of this Agreement and performance of such services hereunder shall be at the sole risk and liability of the Consultant.
29. **RIGHTS CUMULATIVE** All the rights and remedies of each party hereunder or pursuant to present or future law shall be deemed to be separate, distinct and cumulative, and no one or more of them, whether exercised or not, or any mention of or reference to any one or more of them herein, shall be deemed to be an exclusion or a waiver of any of the others, or of any of the rights or remedies which such party may have, whether by present or future law or pursuant hereto, and each party shall have, to the fullest extent

permitted by law, the right to enforce any rights or remedies separately and to take any lawful action or proceedings to exercise or enforce any right or other remedy without thereby waiving or being barred or stopped from exercising and enforcing any other rights and remedies by appropriate action or proceedings.

30. **CONSULTANT REPRESENTATIONS** Consultant acknowledges and represents that (i) Consultant is legally authorized to transact business in the State of Missouri and to provide the Services required hereunder (ii) the entering into this Agreement has been duly approved by the Consultant, (iii) the undersigned is duly authorized to execute this Agreement on behalf of Consultant and to bind Consultant to the terms hereof, and (iv) Consultant will comply with all State, Federal and local statutes, regulations and ordinances, including civil rights and employment laws, and agrees not to discriminate against any employee or applicant for employment or in the provision of Services on the basis of race, color, national origin, sex, sexual orientation, age or disability. Consultant also agrees to abide by all applicable District policies and regulations.
31. **INDEPENDENT CONTRACTOR** The District and Consultant agree that Consultant will act for all purposes as an independent contractor and not as an employee, in the performance of Consultant's duties under this Agreement. Accordingly, Consultant shall be responsible for payment of all taxes, including federal, state and local taxes arising out of Consultant's services in accordance with this Agreement, including by way of illustration but not limitation, federal and state income tax, Social Security tax, unemployment insurance taxes, and any other taxes. In addition, Consultant's employees shall not be entitled to any vacation, insurance, health, welfare, or other fringe benefits provided by the District. Consultant shall have no authority to assume or incur any obligation or responsibility, or make any warranty for, on behalf of the District, or to attempt to bind the District except with prior written authorization from the Board. Consultant shall pay all costs of conducting its activities hereunder, including all compensation to employees of Consultant.

### **32. CONSULTANT'S PERSONNEL**

- a. **Assignment of the Consultant's Personnel.** The Consultant will employ and assign qualified Personnel to the District's account in a sufficient number in order to provide and successfully complete the services in accordance to the Term under Article 2.1. The Consultant will provide the District with a continuously updated list of all its Personnel assigned to the District and qualifications of such Personnel will be provided without charge to the District within three (3) days of written request.
- b. **Control of Personnel and Work.** The Consultant understands and agrees that it is solely obligated to and responsible for the selection, qualification, performance, workmanship, quality of services, licensing, and compliance with the terms and conditions hereunder for all Personnel providing services relevant to this Agreement and that it shall have sole control over the means and details of performing the services, which shall be consistent with the District's intent hereunder. The Consultant shall use its best efforts, care, and diligence in the administration and performance of services hereunder. The Consultant ensures the District that it will properly supervise all Personnel during the performance of services and/or while any Personnel is on District property.

c. **Cooperation.** During the performance of its services, the Consultant shall cooperate with the District and its employees, shall not interfere with the conduct of the District's business, and shall observe all District policies and procedures, as well as all rules, regulations, and security requirements concerning the safety of persons and property.

d. **Background Checks.** All Personnel providing services under this Agreement that may in any way come into contact with students must undergo background checks consistent with those used by the District and state-licensed facilities; all such checks must be performed and passed prior to any Personnel providing any services hereunder. At a minimum, checks hereunder shall include a Department of Family Services background check, a criminal background check, and fingerprinting. The cost of all such background checks shall be borne by the Consultant and the District shall not be liable for such cost under any circumstance. The Consultant assures the District that the Consultant agrees to remove or not hire for the District's account any Personnel who have any Department of Family Services claims: a) that would raise concerns about inappropriate behavior with children; b) where a criminal offense has been committed that would raise concerns about inappropriate behavior with children; c) where there has been a conviction for any sex-related offense or any other offense indicating a lack of acceptable moral character for associating with children; d) where there has been a determination of any physical and/or mental abuse of children; and/or e) where there has been termination for cause due to inappropriate behavior with children in any project, program, and/or location of services of the Consultant. The District will receive notice of any Personnel so removed or terminated. The Consultant will select, hire, and train replacement Personnel within fifteen (15) days of a vacancy on the District's account, all without any additional cost to the District. Within three (3) days of a written request by the District, the Consultant agrees to provide written confirmation that the background checks on all Personnel hereunder reflected no negative findings and said Personnel passed the background checks and are, therefore, eligible to provide services under this Agreement.

e. **Removal of the Consultant's Personnel.** If the District determines that any of the Consultant's Personnel is not providing satisfactory service, or if any issues of behavior or inappropriate conduct or similar concerns occur, the District shall notify the Consultant in writing and the Consultant shall remove that individual from the District's account. The Consultant will be compensated for any services satisfactorily performed by the removed individual and any expenses as approved by the District, up to and including the date that the Consultant receives the District's written notice. The Consultant will not be compensated for any expenses associated with replacing the individual. The Consultant will select, hire, and train replacement personnel within fifteen (15) days of a vacancy on the District's account.

33. **OWNERSHIP OF COMPLETED SERVICES** Full and exclusive rights and ownership in the Services, including all deliverables, and all materials or information arising from this Agreement, and in any and all related letters, patents, trademarks, copyrights, trade secrets, confidential information or any other proprietary rights, intangible property or work product, that are delivered, produced or created in connection with Consultant Services under this Agreement shall vest in and are hereby assigned to the District. Except as provided in this Agreement, Consultant shall retain no right,

ownership or title in the Services including all deliverables and all materials or information arising from this Agreement, or any related letters, patents, trademarks, copyrights, trade secrets, confidential information or any other proprietary rights, intangible property or work product. Consultant acknowledges that any copyrightable works prepared by Consultant under this Agreement shall be deemed works for hire under the copyright laws, it being the intent of this Agreement to vest full and exclusive ownership rights in the District, including, but not limited to the exclusive right to prepare derivative works. The Services and all such rights belong to the District for whatever use it desires, and nothing contained herein shall be deemed to constitute a license or franchise in the District.

34. **INFRINGEMENT** Consultant warrants to the District that Consultant, in connection with performing the Services, will not infringe any patent, trademark, copyright, trade secrets, confidential information or any other proprietary right of any person. Consultant further represents and warrants to the District that neither Consultant or any company or individual performing services pursuant to this Agreement is under any obligation to assign or give any work done under Agreement to any third party.

35. **USE OF DATA / INFORMATION** Information and other data developed or acquired by or furnished to Consultant in the performance of this Agreement shall remain the District's property and shall be used only in connection with the Services provided to the District.

36. **DEFINITION** For purposes of this Agreement, the term "person" shall mean any natural person, firm, association, partnership, corporation or other form of legal entity.

37. **AUTHORIZATION**: this Agreement is authorized by:

**Board Resolution #** \_\_\_\_\_, attached hereto.

Or

**Other.** Please describe and attach appropriate documentation

Or under \$5,000

**Emergency Request**

38. **DELIVERABLES**: Please list the specific deliverables associated with this Agreement.

**(See attached Scope of Services for Details)**

IN WITNESS WHEREOF, the District and Consultant have executed this Agreement as of

the day and year first written above.

AEI Speakers Bureau  
214 Lincoln Street  
Suite 113  
Boston, MA 02134

**THE SPECIAL ADMINISTRATIVE  
BOARD OF THE TRANSITIONAL  
SCHOOL DISTRICT OF THE CITY OF  
ST. LOUIS**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: Consultant

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Tax I.D. No 04-3102047

ATTACHMENT B

**FEDERAL WORK AUTHORIZATION PROGRAM (“E-VERIFY”) ADDENDUM**

Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

Accordingly, your company:

- a) agrees to have an authorized person execute the attached “Federal Work Authorization Program Affidavit” attached hereto as Exhibit A and deliver the same to the District prior to or contemporaneously with the execution of its contract with the District;
- b) affirms it is enrolled in the “E-Verify” (formerly known as “Basic Pilot”) work authorization program of the United States, and are participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided, by your company to the District;
- c) affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;
- d) affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute 285.530, or any regulations issued thereto;
- e) agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;
- f) agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and
- g) agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

By: \_\_\_\_\_ (signature)

Printed Name and Title: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_ (company name)



ATTACHMENT C

FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT

I, \_\_\_\_\_, being of legal age and having been duly sworn upon my oath, state the following facts are true:

1. I am more than twenty-one years of age; and have first-hand knowledge of the matters set forth herein.

2. I am employed by \_\_\_\_\_ (hereinafter "Company") and have authority to issue this affidavit on its behalf.

3. Company is enrolled in and participating in the United States E-Verify (formerly known as "Basic Pilot") federal work authorization program with respect to Company's employees working in connection with the services Company is providing to, or will provide to, the District, to the extent allowed by E-Verify.

4. Company does not knowingly employ any person who is an unauthorized alien in connection with the services Company is providing to, or will provide to, the District.

FURTHER AFFIANT SAYETH NOT.

By: \_\_\_\_\_ (individual signature)

For \_\_\_\_\_ (company name)

Title: \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires:

**ATTACHMENT A**

**SCOPE OF SERVICES**

**Consultant Services**

Consultant will work with Principals, Assistant Principals, AIC's, PACE Interns, Parent Specialist and Central Office personnel to examine student achievement data, impediments to learning, and teachers and parents' perceptions to the academic achievement divide. Presenter will target Literacy across the Curriculum as the cornerstone for district-wide and school-wide reform K-12. Consultant will work with District personnel to develop an "Agenda for Action" as Saint Louis Public Schools embraces the challenges in pursuit of academic excellence.

**PERFORMANCE STANDARDS**

Agency performance at the end of the term of this Contract will be measured using the following performance standards.

- a. Evaluation
- b. Professional Growth
- c. Benchmark Assessments

**FOR OFFICE USE ONLY**

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Vendor# \_\_\_\_\_

Requisition# 10132210

Purchase Order # \_\_\_\_\_

Board Resolution# \_\_\_\_\_

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[Speakers 5K and Under by Name»](#)

[Speakers 5K and Under by Category»](#)

[Speakers Above 5K by Category»](#)

[Speaker Representation\\*»](#)

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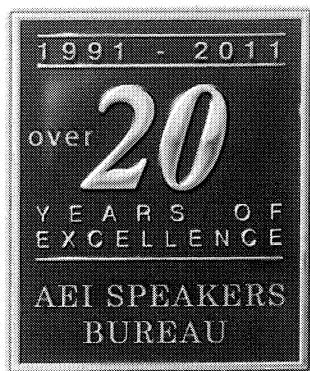
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# BOARD RESOLUTION

Date: December 7, 2012

Agenda Item : 01-17-13-04

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Audrey Jackson, Director, Professional Development

Action to be Approved: Contract

Other Transaction Descriptors: Sole Source  
(i.e.: Sole Source, Ratification)

**SUBJECT:** To ratify a sole source contract with Dr. Ron Ferguson to work with District staff to examine student achievement data, impediments to learning, and teachers and parents' perceptions to the academic achievement divide for the period of November 29, 2012 through June 30, 2013 at a cost not to exceed \$46,000. Six sessions will include administering and analyzing results from the Tripod Survey which focuses on closing the achievement gap. Dr. Ron Ferguson will provide insight to cultural responsiveness and the Seven C's of Effective Teaching.

**BACKGROUND:** Dr. Ferguson will share his research and work with District personnel to develop an "Agenda for Action" for Saint Louis Public Schools. Dr. Ferguson is a Senior Lecturer in Education and Public Policy at the Harvard Graduate School of Education and the Harvard Kennedy School. His most recent book is *Toward Excellence with Equity: An emerging vision for closing the achievement gap*. He is the creator of the Tripod Project for School Improvement and also the faculty co-chair and director of the Achievement Gap Initiative at Harvard University. His research and writing for the past decade have focused on addressing achievement gaps issues in schools and districts across the United States. .

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1.A

**FUNDING SOURCE:** (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 733-2331-825-VG-6319	Non-GOB	Requisition #: 10132236
Amount: \$46,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
\$46,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600015195

Department: Leadership Development

Requestor: Audrey Jackson

Angela Banks, Budget Director

Audrey Jackson, Director, Professional Development

Leon Fisher, CFO/Treasurer

Dr. Nicole Williams, Dep. Supt., Academics

Dr. Kelvin R. Adams, Superintendent



# REQUEST FOR SOLE SOURCE PURCHASE

<b>Requestor: Audrey Jackson</b>	<b>Date: November 14, 2012</b>
<b>Department / School: Leadership Development</b>	<b>Phone Number: 314.345.2425</b>
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
<b>Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)</b>	
Dr. Ferguson will share his research and work with District personnel to develop an "Agenda for Action" for Saint Louis Public Schools. Dr. Ferguson is a Senior Lecturer in Education and Public Policy at the Harvard Graduate School of Education and the Harvard Kennedy School. His most recent book is <i>Toward Excellence with Equity: An emerging vision for closing the achievement gap</i> . He is the creator of the Tripod Project for School Improvement and also the faculty co-chair and director of the Achievement Gap Initiative at Harvard University. His research and writing for the past decade have focused on racial achievement gaps, appearing in a variety of publications.	
<b>Vendor Name: Dr. Ron Ferguson</b>	<b>Email: Ronald_ferguson@harvard.edu</b>
<b>Vendor Contact: Same</b>	<b>Phone Number: 617.495.1104</b>
<b>Justification Information</b>	
<b>1. Why the uniquely specified goods are required?</b>	
Dr. Ferguson will work with targeted schools to narrow the achievement gap.	
<b>2. Why good or services available from other vendors /competitors are not acceptable?</b>	
Because of Dr. Ferguson's proven track record and research.	
<b>3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)</b>	
<b>4. List the Names of other Vendors contacted &amp; Price Quotes:</b>	
NA	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
<b>Your sole source request will not be approved without the required signatures below:</b>	
<i>Audrey Jackson</i> Department Head	NOVEMBER 15, 2012 Date
CFO	Date
Superintendent	Date

## Sole Source Checklist

### 1. Check one of the following:

- One-of-a-kind** The commodity or service has no competitive product and is available from only one supplier.

Prior to checking this box you must complete each of the following tasks:

- Search the internet for companies providing similar services.
- Search purchasing files to determine if district has a record of vendors(s) that have provided similar services.
- Document search activities and findings

- Compatibility** The commodity or service must match existing brand of equipment for compatibility and is available from only one vendor.

Prior to checking this box you must complete the following task:

- Provide documentation from the provider of the original equipment/services that the equipment/services in question must be provided by the vendor in question

- Replacement Part** The commodity is a replacement part for a specific brand of existing equipment and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Document a search for additional suppliers

- Delivery Date** Only one supplier can meet necessary delivery requirements.

Prior to checking this box you must complete each of the following tasks:

- Document delivery date and quotes from at least two other vendors
- Document rationale in support of treating the delivery date as mission critical

- Research Continuity** The commodity or service must comply with established District standards and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Document district adoption of standard (i.e. Textbook adoption)

- Unique Design** The commodity or service must meet physical design or quality requirements and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Sole supplier (i.e. Regional Distributor)

- Emergency URGENT NEED** for the item or service does not permit soliciting competitive bids, as in cases of emergencies, disasters, etc.

Prior to checking this box you must complete the following task:

- Complete Emergency Purchase Form

2. If the Sole Source Criteria is met, then complete the Sole Source Form;

3. If the Sole Source Criteria are no met, then the item must be bid.







[Home](#) > [About Us](#) > [Faculty & Staff Directory](#) > Ronald Ferguson



## Ronald F. Ferguson

Senior Lecturer in Education and Public Policy, GSE  
HKS Collateral Appointment (GSE)  
Malcolm Wiener Center for Social Policy

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## Profile

**Ronald F. Ferguson**, Senior Lecturer in Education and Public Policy at the Harvard Graduate School of Education and the Harvard Kennedy School, is also an economist and Senior Research Associate at the Malcolm Wiener Center for Social Policy. He has taught at Harvard since 1983, focusing on education and economic development. His research and writing for the past decade have focused on racial achievement gaps, appearing in a variety of publications. His most recent book is *Toward Excellence with Equity: An emerging vision for closing the achievement gap*, published by Harvard Education Press. He is the creator of the Tripod Project for School Improvement and also the faculty co-chair and director of the Achievement Gap Initiative at Harvard University. Ferguson earned an undergraduate degree from Cornell University and PhD from MIT, both in economics. He is the father of two and very happily married to Helen Mont-Ferguson.

## Courses

### Spring

SUP-470 Strategies and Policies for Narrowing Racial Achievement Gaps

## Research

For a complete list of faculty citations from 2001 - present, please visit the [Harvard Kennedy School Research Report Online](#).

### Selected Publication Citations:

#### Academic Journal/Scholarly Articles

Ferguson, Ronald. "Racial Tensions and Teacher Engagement in Professional Learning." *Perspectives* (Winter 2010): 12-16.

#### Book Chapters

Ferguson, Ronald. "Modernizing Federal Influence on American Schools." *Carrots, Sticks, and the Bully Pulpit: Lessons from a Half-Century of Federal Efforts to Improve America's Schools*. Ed. Frederick M. Hess and Andrew P. Kelly. Harvard Education Press, 2012, 253-272.

Ferguson, Ronald. "How Students' Views Predict Graduation Outcomes and Reveal Instructional Disparities under Children First Reforms." *Education Reform in New York City: Ambitious Change in the Nation's Most Complex School System*. Ed. O'Day, Jennifer A., Catherine S. Bitter, and Louis M. Gomez. Harvard Education Press, 2011, 225-254.

*Magazine and Newspaper Articles*

Ferguson, Ronald. "Racial Tensions and Teacher Engagement in Professional Learning." *Massachusetts Association for Supervision and Curriculum Design (MASCD) Perspectives Online*. Winter 2010.

*Research Papers/Reports*

Ferguson, Ronald F., Sandra Hackman, Robert Hanna, and Ann Ballantine. "How High Schools Become Exemplary." AGI Conference Report, June 1, 2010.

[< return to directory](#)

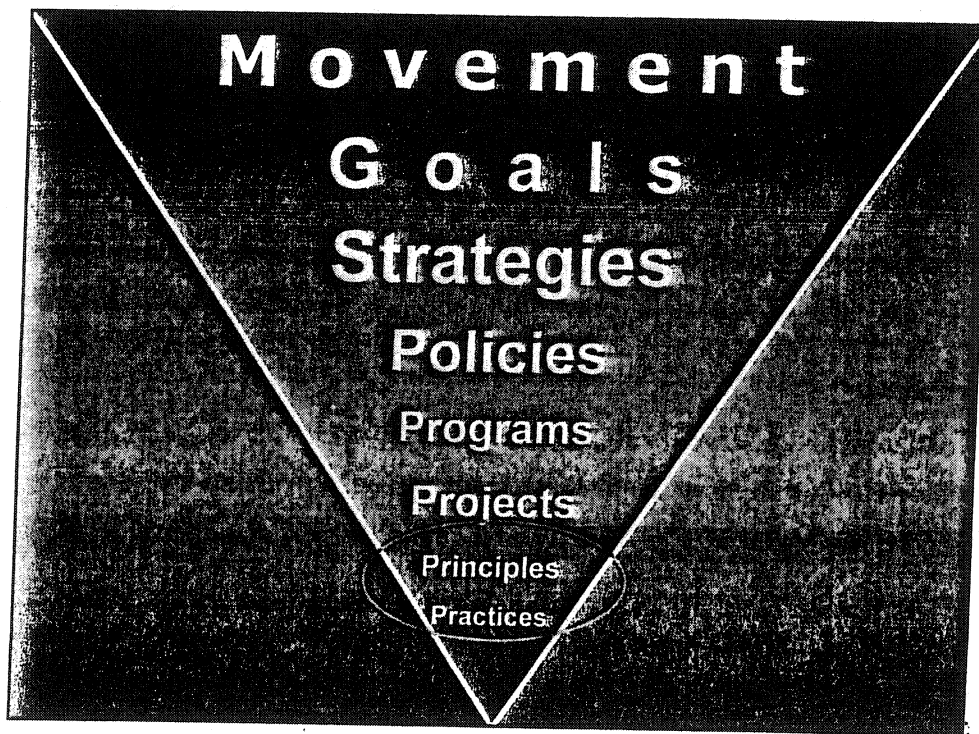


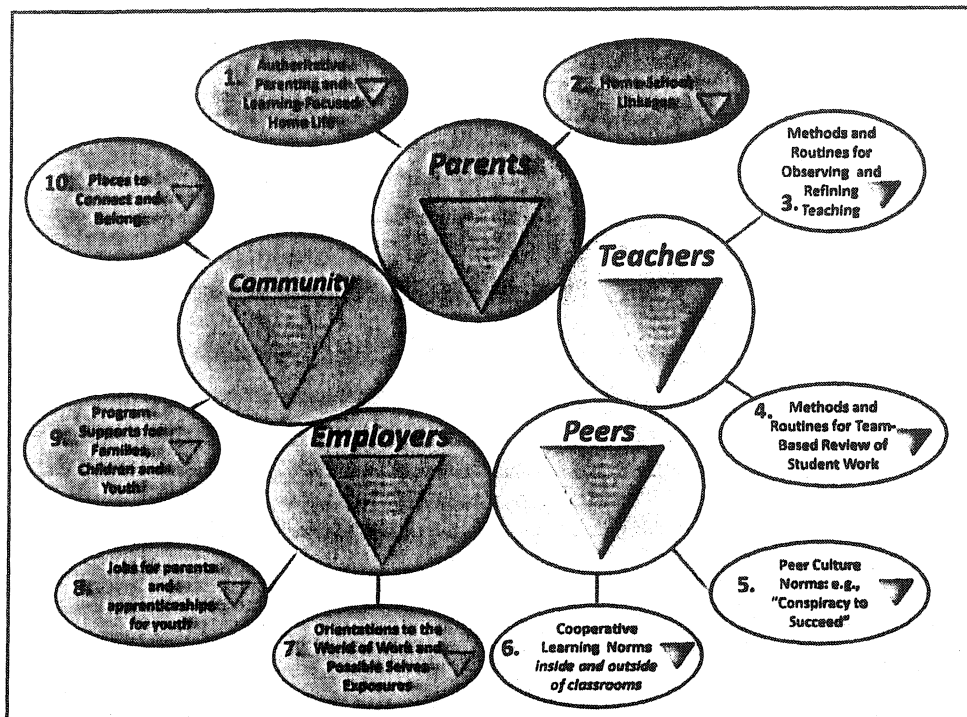
The Achievement Gap Initiative At Harvard University  
*Toward Excellence with Equity*

## **How Schools Become Truly Exemplary: Support and Press *for the Adults***

***Ronald F. Ferguson, PhD***  
Harvard University  
and the Tripod Project for School Improvement

*April 6, 2012*





All of us—both children and adults alike—need to become convinced that our own personal growth is both urgent and possible. Strong new evidence indicates that the quality of teaching experienced in each year of schooling has surprisingly large impacts on long-term life outcomes for students.\*

Other evidence shows that schools and teachers can undergo major improvements in effectiveness at educating children.\*\*

\*Raj Chetty, John N. Friedman, Jonah E. Rockoff, 2011. "The Long-Term Impacts of Teachers: Teacher Value-Added and Student Outcomes in Adulthood," NBER Working Paper, December.

\*\*Ronald Ferguson, et. al., 2010. *How High Schools Become Exemplary*. Achievement Gap Initiative at Harvard University, Conference Report from June 2009.

## The Seven C's

What Teachers & Leaders Do (What Learners Experience)

1. **Care** relationship building (Encouragement and Support)
2. **Control** for on-task behavior (Press for Cooperation and Focus)
3. **Clarify** important ideas & priorities (Success Seems Feasible)
4. **Challenge** learners (Press for Effort, Perseverance and Rigor)
5. **Captivate** learners (Learning is Interesting and Relevant)
6. **Confer** with learners (Learners' Ideas are Respected)
7. **Consolidate** understanding (Ideas get Connected and Integrated)

**Discuss:** Which do you think is the strongest predictor of learning gains?

5

## Cultural Responsiveness and the Seven C's of Effective Teaching

1. **Care:** I express caring to every student, being especially sure to not neglect students from any racial, ethnic or social class background. I try to be self conscious of my biases and to avoid allowing them to affect my interaction with students.
2. **Control:** I try to understand students' interpretations of the actions that I take for classroom management and I use disciplinary practices that fit and make sense to them.
3. **Clarify:** I try to understand and respond to any systematic patterns of misunderstanding characteristic of students who have had particular life experiences.
4. **Challenge:** I challenge all students to think rigorously and to persist in the face of difficulty; I don't give up on anyone and I don't let anyone give up on them self.
5. **Captivate:** I make an effort to use curriculum materials and to design lessons that will be interesting and relevant to students from a variety of backgrounds. I make a special effort to pay homage in my lessons and curriculum to the contributions of people from the groups represented in my class.
6. **Confer:** I elicit and value the classroom contributions of students from all racial, ethnic, social class and cultural backgrounds.
7. **Consolidate:** I help my students to build integrated understandings of the material that we cover in my class. I am conscious of the fact that my students are building their individual identities and life strategies and I help them to integrate our lessons with their own ideas so that they come away with more complete and coherent understandings of their current and future selves and the contributions they may make to their families, community and society.

Ron Ferguson, the Tripod Project, July 2011

### Discussion: Leadership and Learning

Items on the next page come from a survey of teachers in an urban school district. All of the items predict which schools achieve larger achievement gains, but some of the items are stronger predictors than others. They are ranked from the least to the most powerful. But there is a cluster of four items *in the wrong place in the order*. Which cluster of four do you think it is? And, should that cluster be higher or lower in the order?

Ranked 1-20 from least to most important, except that a cluster of 4 is out of place.

- |   |   |
|---|---|
| 1 | I understand what my role is in helping the school to improve.                          |
| 2 | I collaborate with other teachers to achieve consistency on how we assess student work. |
| 3 | Teachers here feel responsible that ALL students learn.                                 |
| 4 | The district's curriculum I'm responsible to teach is instructionally well conceived.   |
| 5 | Teachers here feel responsible that ALL students learn.                                 |
| 6 | This school sets high standards for academic performance.                               |
| 7 | Teachers here hold one another accountable for working hard.                            |
| 8 | School leaders push teachers to deliver excellent teaching.                             |
| 9 | The school culture here makes everyone feel obligated to teach well.                    |

(continued on the next slide)

<b>10</b>	<b>I understand what our school is trying to achieve with professional development.</b>
<b>11</b>	<b>Our school has distributed leadership; school staff share responsibility.</b>
<b>12</b>	<b>The professional climate at our district demands that the adults be learners.</b>
<b>13</b>	<b>Our school improvement goals are clear.</b>
<b>14</b>	<b>Our school's improvement strategy seems well aligned with the district's strategy.</b>
<b>15</b>	<b>Discipline at this school is handled consistently from classroom to classroom.</b>
<b>16</b>	<b>Our principal has confidence in the expertise of the teachers.</b>
<b>17</b>	<b>The professional development at our school is coherent.</b>
<b>18</b>	<b>Teachers at this school trust each other.</b>
<b>19</b>	<b>There is continuity in our school improvement agenda from one year to the next.</b>
<b>20</b>	<b>Our school leaders communicate clearly about priorities.</b>

The numbers on the next two slides show the differences in percentages of teachers agreeing with each listed statement in highest quartile of achievement-gain schools, minus percentages agreeing with the same items in lowest quartile of achievement-gain schools.

How do statements on the second slide differ in content from those on the first?



### Five Steps Schools took Toward Becoming Exemplary

1. Key people accepted responsibility to lead the change
2. Declared the purposes of the work in mission statements that focused on a few key ideas and priorities that stakeholders could understand and embrace
3. Designed strategies, plans, tools and tactics for broadly inclusive adult learning of ways to help students learn
4. Developed and refined quality standards for judging both teacher and student work
5. Skillfully and relentlessly implemented and monitored plans and strategies, attending persistently and explicitly to achieving and maintaining quality

### Six Fears Resistance

1. Fear of wasting time and energy. Organizers might not follow through on new agendas or if the ideas embedded in those agendas might not be worth pursuing.
2. Fear of losing autonomy. New agendas might require activities, materials or methods that differ from what the teacher would prefer.
3. Fear of experiencing incompetence when trying new things. New agendas might require learning skills or behaviors that are difficult to adopt successfully.
4. Fear of becoming socially isolated. Cooperating with new agendas might require behaviors that valued colleagues would find objectionable (e.g., "sucking up to the principal").
5. Fear of unpleasant surprises. New agendas increase uncertainty.
6. Fear of harder work. Complying with new agendas might require much higher than previous levels of effort.

**Four Trust Questions  
that we ask about one another:**

- 1. Can I trust your motives?**
- 2. Can I trust you to be competent?**
- 3. Can I trust you to be dependable?**
- 4. Can I trust you to respect me and my colleagues?**

**Providing young people with a high quality education is a fundamentally moral proposition around which the most effective schools appear to be organized.**

## Marian Brooks

- Marian Brooks of *Cambridge Education* emphasized that featured speakers talked explicitly about a moral obligation to children as a foundation for the work. In her words, “*There are some strands of beliefs—some real values in here—that are common to all of these people we heard. Teaching is a moral proposition, that's what we heard very strongly.*”

## James Connell

- James Connell of the *Institute for Research and Reform in Education* pointed out that leadership teams used their influence to insist effectively upon broad participation, saying: “*We heard about equity, that everybody's got to play. All the adults have to play, not just some of the adults have to play.*”

## Richard Murnane

- Richard Murnane of the *Harvard Graduate School of Education* pointed out that placing such demands on staff invokes tensions, and that leaders at featured schools did not shy away. They had: *“A willingness to have these difficult conversations, a term we heard again and again, and developing the capacity to have them in a constructive way.”*

## Karen Chenoweth

- And, Karen Chenoweth of the *Education Trust* pointed out that when leaders are able to get others to act, broadly shared expectations of success are not necessary at the outset: *“Several schools talked about something very profound -- that you don't have to start with everybody believing that success is possible, you have to start with somebody believing it, but as the successes build, the beliefs will build that successes are possible.”*

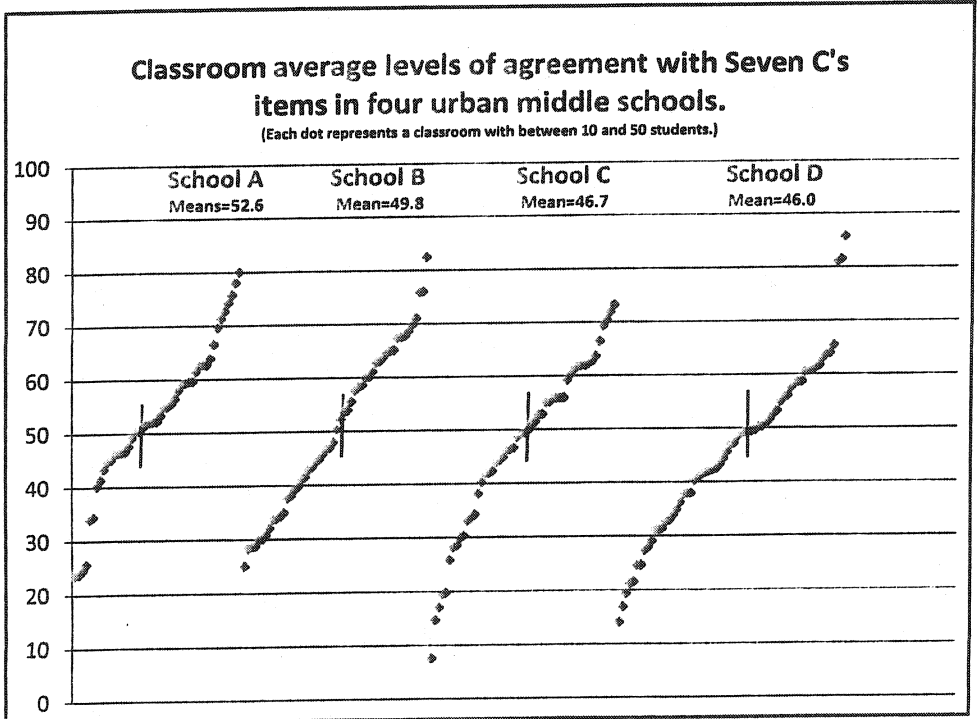
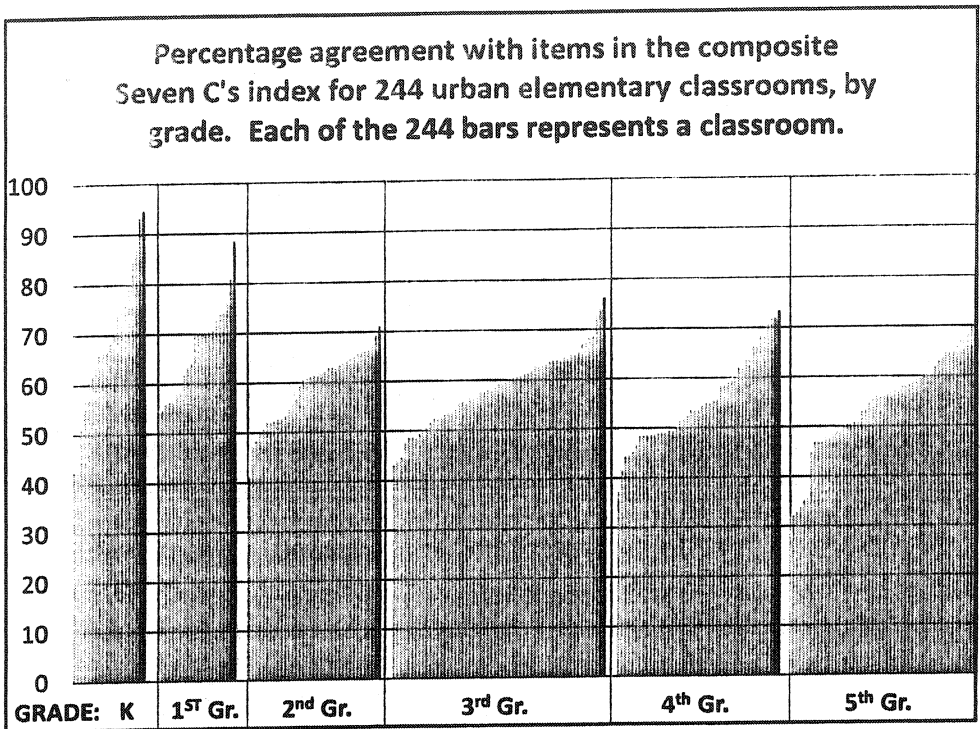
## Failure to Implement

Which items on the list below do you expect were the most common reasons that teachers gave for failing to implement professional development lessons?

- It was just too much, on top of everything else the school was trying to do.
- There was too little support and training.
- Teachers were not held accountable for doing it.
- The way it was introduced didn't inspire me to try.
- I never thought it could work with my students.
- I really tried to make it work, but it just didn't help my students.
- Doing it well would have been too much work.

<b>LEADERSHIP TO AVOID WEAK IMPLEMENTATION</b>		
<i>Problem</i>	<i>Reasons for Weak Implementation</i>	<i>To Induce Implementation:</i>
Weak Introduction	"The way it was introduced didn't inspire me to try it."	Introduce ideas in ways geared to foster interest and positive anticipation.
No Monitoring	"Teachers were not held accountable for doing it."	Confirm agreements, including on design & use of monitoring and feedback mechanisms.
Weak Support	"There was too little support and training."	Offer appropriate training & assistance and organize teams for peer support & sharing.
Insufficient Streamlining	"It was just too much, on top of everything else the school was trying to do."	Establish priorities, streamline assignments, foster coherence of systems.

<b>The Seven C's</b>	
<b>What Teachers &amp; Leaders Do (What Learners Experience)</b>	
<b>1. Care</b>	relationship building ( <u>Encouragement and Support</u> )
<b>2. Control</b>	for on-task behavior (Press for <u>Cooperation and Focus</u> )
<b>3. Clarify</b>	important ideas & priorities ( <u>Success Seems Feasible</u> )
<b>4. Challenge</b>	learners (Press for <u>Effort, Perseverance and Rigor</u> )
<b>5. Captivate</b>	learners (Learning is <u>Interesting and Relevant</u> )
<b>6. Confer</b>	with learners (Learners' <u>Ideas are Respected</u> )
<b>7. Consolidate</b>	understanding (Ideas get <u>Connected and Integrated</u> )



Developing *healthy dispositions* and experiencing *a high quality of life in school*: classrooms that rate higher on the Seven C's also rate higher on:

- Happiness in class
- Good behavior in class
- Healthy responses to social pressures  
(e.g., less holding back, hiding effort, help avoidance)
- Academic engagement/effort
- Satisfaction with performance and progress

Some findings from the Gates  
Foundation Measures of Effective  
Teaching Project

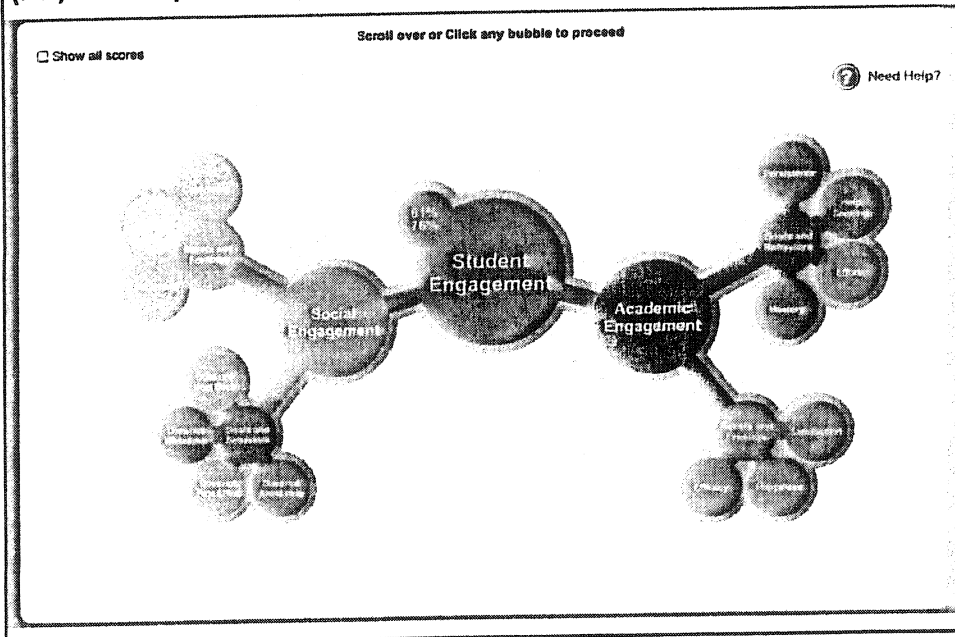


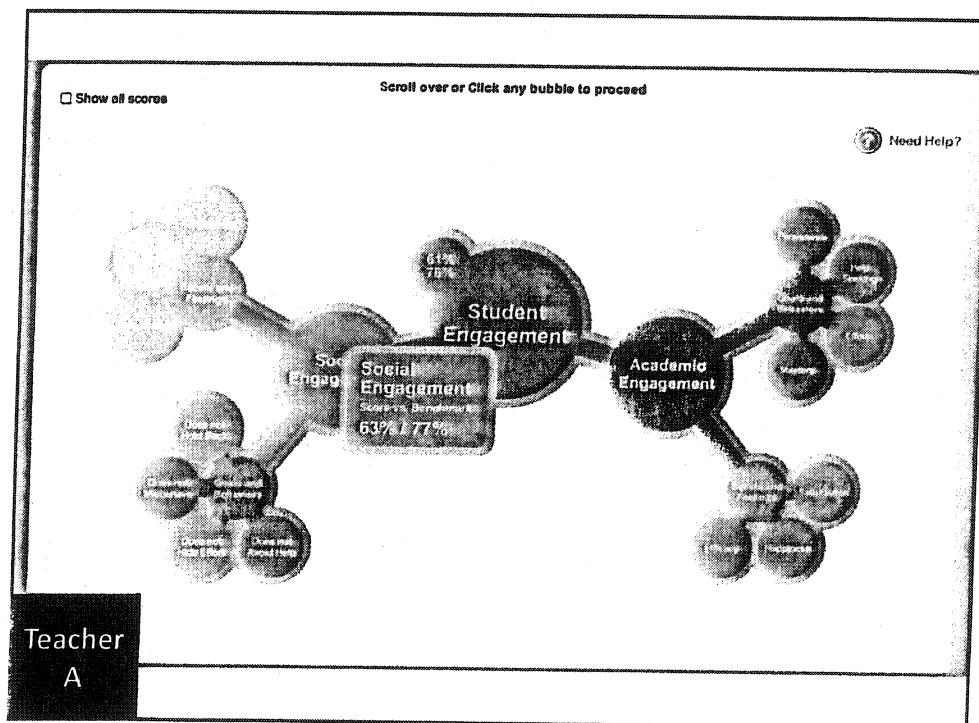
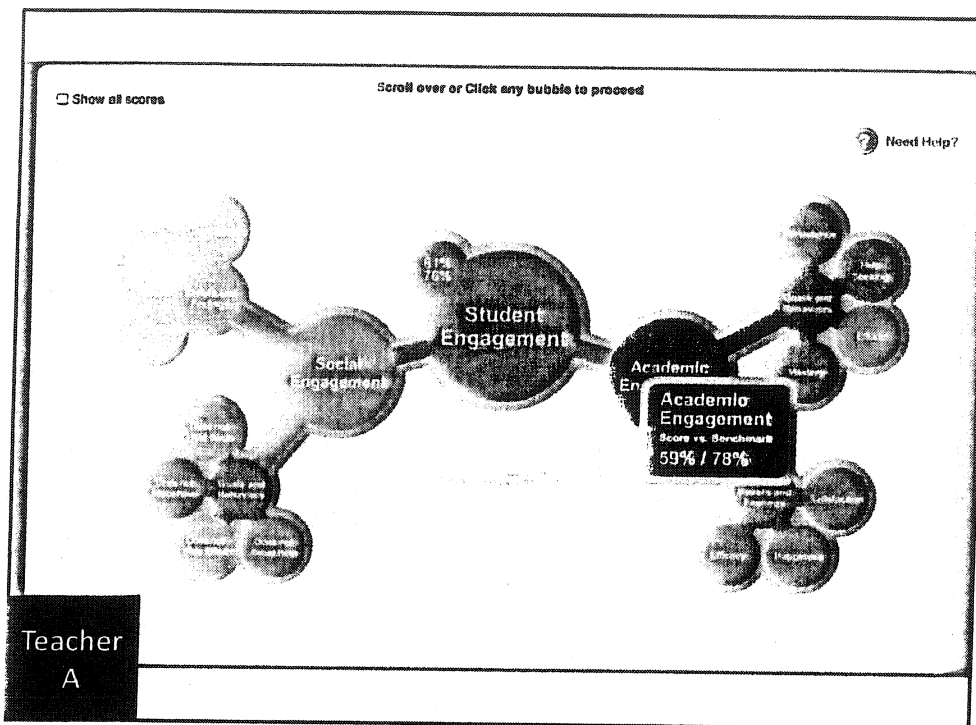
Predicted differences in months of learning for classrooms at the 25<sup>th</sup> versus 75<sup>th</sup> percentiles of the composite Seven C's distribution for the MET sample.  
 (Estimated using surveys from one class and gains from another class, taught by the same teacher.)

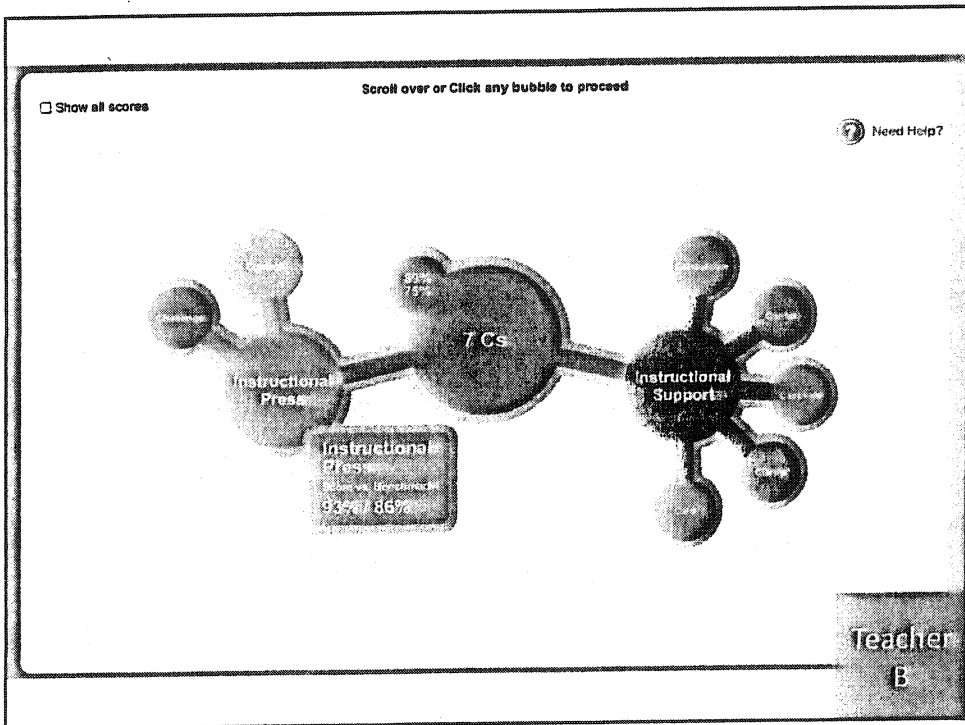
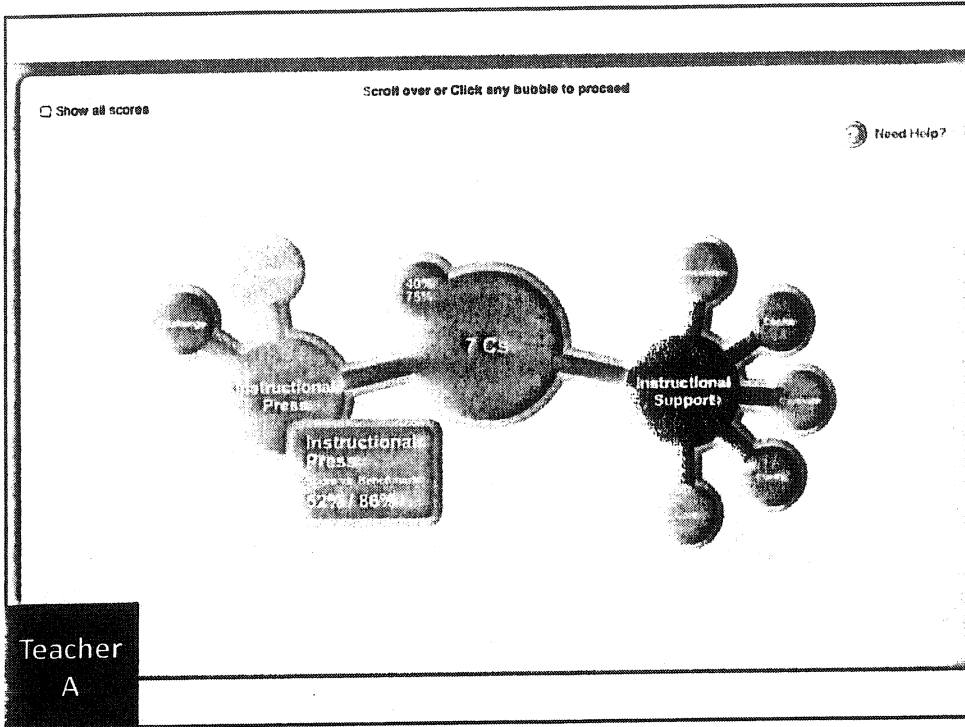
Using student survey responses in one section to predict learning gains in another	Predicted difference per school year*
<i>On state math tests</i>	<b>4.8 months</b>
<i>On the Balanced Assessment in Math</i>	<b>3.7 months</b>
<i>On state English Language Arts (ELA) tests</i>	<b>2.3 months</b>
<i>On the Stanford 9 Open Ended ELA</i>	<b>2.9 months</b>

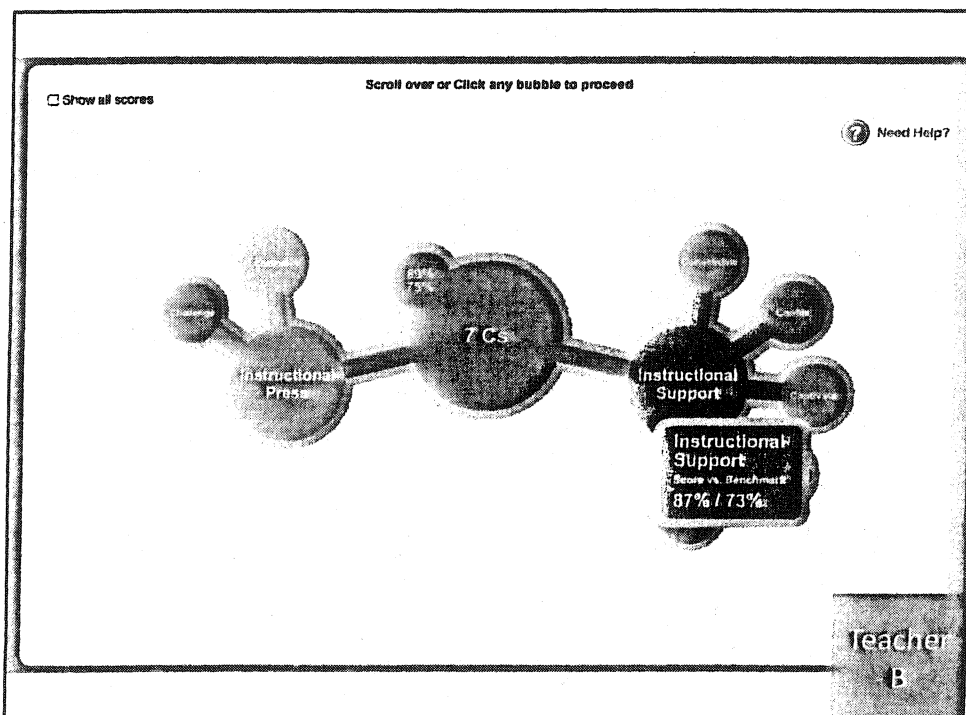
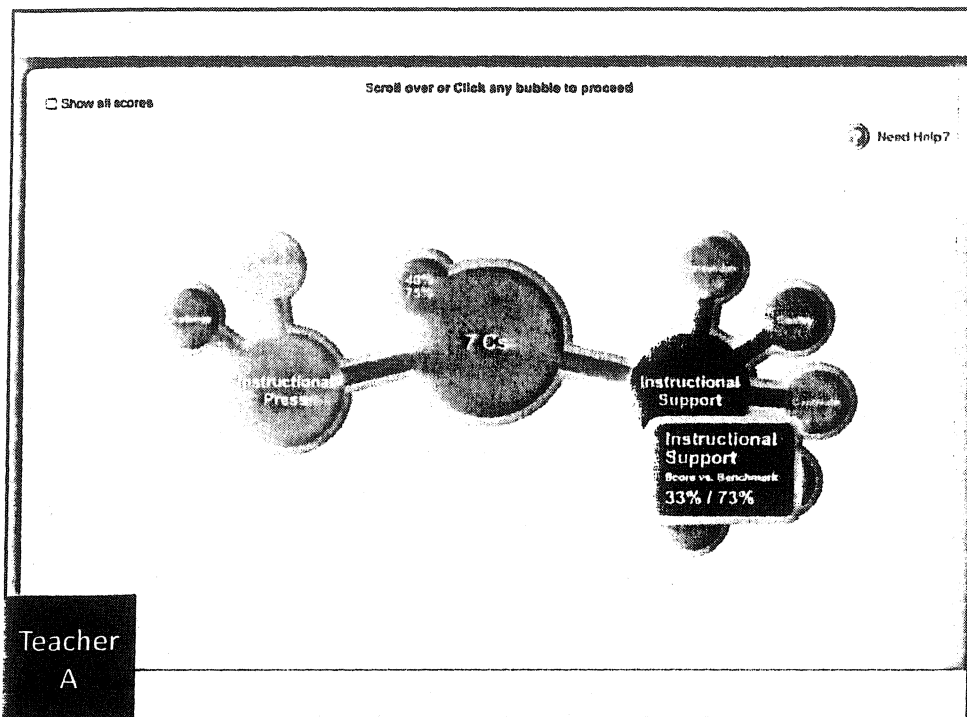
\*Based on Table 9, p. 26: Bill and Melinda Gates Foundation, "Learning about Teaching: Initial findings from the Measures of Effective Teaching Project." December 2010.

The benchmark in these examples is the bottom classroom in the top third (i.e., the 67<sup>th</sup> percentile) among all classrooms at this particular school.









# A Use Case

## District and School Analysis

- District level leaders review results of the 7Cs analysis across all schools in the district
- School level leaders review results of the 7Cs analysis across classrooms in their schools
- District and school level leaders use these data to focus professional development strategies and to monitor the impact of school improvement efforts

Content, Pedagogy, Relationships  
**The Tripod Project**

**District: Percent favorable, by school, for each Seven C's category.**  
 (Each line is one of 48 secondary schools in one urban school district.)

	Care	Control	Clarify	Challenge	Captivate	Confer	Consolidate	Mean
1	15	18	43	18	20	18	48	42
2	12	28	28	28	42	14	48	32
3	11	22	14	14	26	17	50	28
4	11	11	16	18	13	18	47	23
5	18	25	29	13	28	42	46	31
6	16	22	29	13	42	42	47	26
7	15	49	18	13	40	48	50	48
8	13	42	48	17	41	43	48	33
9	19	40	21	17	48	18	47	38
10	18	42	11	17	48	46	47	26
11	17	48	19	18	46	48	48	32
12	17	45	28	14	28	48	51	37
13	19	18	11	28	27	44	46	37
14	15	42	19	18	45	48	50	47
15	15	25	20	18	45	18	51	42
16	18	48	11	17	45	48	54	42
17	42	18	19	29	48	44	53	48
18	42	18	19	29	48	44	53	48
19	43	48	13	18	48	42	48	48
20	39	35	15	18	48	41	58	48
21	42	11	11	28	19	40	58	48
22	41	22	17	48	19	40	58	48
23	48	18	14	28	19	48	53	50
24	37	48	14	18	48	42	53	50
25	41	48	14	18	48	42	53	50
26	44	18	17	48	18	45	57	50
27	48	18	18	48	18	45	58	51
28	44	18	18	48	18	45	58	51
29	44	18	18	48	18	45	58	51
30	44	18	18	48	18	45	58	51
31	44	18	18	48	18	45	58	51
32	44	18	18	48	18	45	58	51
33	44	18	18	48	18	45	58	51
34	44	18	18	48	18	45	58	51
35	44	18	18	48	18	45	58	51
36	44	18	18	48	18	45	58	51
37	44	18	18	48	18	45	58	51
38	44	18	18	48	18	45	58	51
39	44	18	18	48	18	45	58	51
40	44	18	18	48	18	45	58	51
41	44	18	18	48	18	45	58	51
42	44	18	18	48	18	45	58	51
43	44	18	18	48	18	45	58	51
44	44	18	18	48	18	45	58	51
45	44	18	18	48	18	45	58	51
46	44	18	18	48	18	45	58	51
47	44	18	18	48	18	45	58	51
48	44	18	18	48	18	45	58	51

Line 1 is for the lowest rated high school: See the next slide.

	Care	Control	Clarify	Challenge	Captivate	Confer	Consolidate	Mean
1	25	28	29	28	29	28	28	27
2	25	28	29	28	29	28	28	27
3	25	28	29	28	29	28	28	27
4	25	28	29	28	29	28	28	27
5	25	28	29	28	29	28	28	27
6	25	28	29	28	29	28	28	27
7	25	28	29	28	29	28	28	27
8	25	28	29	28	29	28	28	27
9	25	28	29	28	29	28	28	27
10	25	28	29	28	29	28	28	27
11	25	28	29	28	29	28	28	27
12	25	28	29	28	29	28	28	27
13	25	28	29	28	29	28	28	27
14	25	28	29	28	29	28	28	27
15	25	28	29	28	29	28	28	27
16	25	28	29	28	29	28	28	27
17	25	28	29	28	29	28	28	27
18	25	28	29	28	29	28	28	27
19	25	28	29	28	29	28	28	27
20	25	28	29	28	29	28	28	27
21	25	28	29	28	29	28	28	27
22	25	28	29	28	29	28	28	27
23	25	28	29	28	29	28	28	27
24	25	28	29	28	29	28	28	27
25	25	28	29	28	29	28	28	27
26	25	28	29	28	29	28	28	27
27	25	28	29	28	29	28	28	27
28	25	28	29	28	29	28	28	27
29	25	28	29	28	29	28	28	27
30	25	28	29	28	29	28	28	27
31	25	28	29	28	29	28	28	27
32	25	28	29	28	29	28	28	27
33	25	28	29	28	29	28	28	27
34	25	28	29	28	29	28	28	27
35	25	28	29	28	29	28	28	27
36	25	28	29	28	29	28	28	27
37	25	28	29	28	29	28	28	27
38	25	28	29	28	29	28	28	27
39	25	28	29	28	29	28	28	27
40	25	28	29	28	29	28	28	27
41	25	28	29	28	29	28	28	27
42	25	28	29	28	29	28	28	27
43	25	28	29	28	29	28	28	27
44	25	28	29	28	29	28	28	27
45	25	28	29	28	29	28	28	27
46	25	28	29	28	29	28	28	27
47	25	28	29	28	29	28	28	27
48	25	28	29	28	29	28	28	27

Each row shows the percent favorable responses for a classroom in the lowest rated high school. (Classes with at least 10 respondents)

	Care	Control	Clarify	Challenge	Captivate	Confer	Consolidate	Mean
1	21	21	21	21	21	21	21	21
2	28	27	27	27	27	27	27	27
3	40	27	31	31	31	31	31	31
4	15	21	28	28	28	33	36	28
5	25	27	29	39	28	28	39	29
6	25	19	35	50	18	36	38	31
7	19	25	35	45	37	26	35	32
8	35	26	28	42	39	37	39	34
9	32	29	37	49	39	45	42	38
10	39	39	39	42	44	41	38	39
11	33	41	38	43	54	37	39	40
12	38	32	40	45	45	47	36	41
13	41	32	48	47	40	38	40	41
14	45	21	42	53	30	44	52	41
15	25	50	59	47	52	51	40	43
16	39	42	57	51	44	40	31	43
17	33	29	61	64	43	41	43	45
18	41	44	59	67	32	46	53	49
19	38	29	58	67	47	50	62	50
20	47	57	57	60	39	55	48	51
21	45	42	58	65	50	56	52	52
22	55	42	58	63	64	49	61	56
23	57	61	71	68	48	61	59	61
24	64	55	65	73	64	64	57	63
25	67	78	68	70	64	59	56	66
26	71	73	82	88	64	66	67	72

Line 48 shows the highest rated high school: See the next slide.

	Care	Clarify	Captivate	Consolidate	Mean
	Control	Challenge	Confer		
1	75	79	47	46	59
2	15	11	45	21	23
3	19	11	40	17	20
4	18	19	46	42	31
5	18	19	46	42	31
6	18	19	46	42	31
7	18	19	46	42	31
8	18	19	46	42	31
9	18	19	46	42	31
10	18	19	46	42	31
11	18	19	46	42	31
12	18	19	46	42	31
13	18	19	46	42	31
14	18	19	46	42	31
15	18	19	46	42	31
16	18	19	46	42	31
17	18	19	46	42	31
18	18	19	46	42	31
19	18	19	46	42	31
20	18	19	46	42	31
21	18	19	46	42	31
22	18	19	46	42	31
23	18	19	46	42	31
24	18	19	46	42	31
25	18	19	46	42	31
26	18	19	46	42	31
27	18	19	46	42	31
28	18	19	46	42	31
29	18	19	46	42	31
30	18	19	46	42	31
31	18	19	46	42	31
32	18	19	46	42	31
33	18	19	46	42	31
34	18	19	46	42	31
35	18	19	46	42	31
36	18	19	46	42	31
37	18	19	46	42	31
38	18	19	46	42	31
39	18	19	46	42	31
40	18	19	46	42	31
41	18	19	46	42	31
42	18	19	46	42	31
43	18	19	46	42	31
44	18	19	46	42	31
45	18	19	46	42	31
46	18	19	46	42	31
47	18	19	46	42	31
48	18	19	46	42	31

Each row shows the percent favorable responses for a classroom in the highest rated high school. (Classes with at least 10 respondents)

	Care	Clarify	Captivate	Consolidate	Mean
	Control	Challenge	Confer		
18	30	26	32	26	28
15	24	22	35	25	26
22	25	26	35	37	31
32	34	23	56	43	37
29	34	32	60	31	37
31	37	34	55	29	39
40	32	40	47	40	40
32	28	40	45	53	42
32	23	43	70	34	44
33	38	47	51	59	48
38	30	56	63	56	49
38	58	59	78	40	51
46	65	62	51	60	53
63	45	58	66	40	55
73	30	78	73	43	59
64	60	62	66	61	61
39	68	66	71	59	62
39	60	72	78	71	66
42	54	65	83	64	67
56	74	79	70	77	71
67	82	73	80	75	73
67	76	75	77	65	73
71	65	78	78	69	75
77	80	78	85	83	79

### Revisiting Key Points

- Teaching in *some classrooms* is much more effective than in others at fostering *Seven C's* learning conditions.
- Student perceptions of classroom practice on *Seven C's* dimensions can *help in predicting learning outcomes* and should be taken seriously by policy makers and educators.
- There tends to be much more *Seven C's* variation within schools—from one classroom to another—than between them, from one school to another.
- Generally, students are *happier, more hard working and more satisfied with their achievements* in classrooms that rate higher on the *Seven C's*.
- There are many ways that student perspectives can be used to provide useful information about patterns of teaching effectiveness, ideally in combination with other measures: we need *multiple measures multiple times over multiple year*.

Content, Pedagogy, Relationships  
**The Tripod Project**

## Seven Strategic Propositions from Research and Practice in Effective Schools and Districts

From the Preface to: Ronald F. Ferguson, Sandra Hackman, Robert Hanna, and Ann Ballantine, December 2008. *Raising Achievement and Closing Gaps in Whole School Systems: Recent Advances in Research and Practice*. Report on the 2008 Annual Conference of the Achievement Gap Initiative at Harvard University. Report is downloadable at [www.agi.harvard.edu](http://www.agi.harvard.edu).



## Proposition 1

- **Leadership that Combines Passion with Competence:** Superintendents, principals, other administrators, and even lead teachers effectively cultivate not only a sense of urgency but also a sense of possibility, built on demonstrated expertise among people in key positions and their commitment to continuous improvement.

## Proposition 2

- **Clear, Shared Conceptions of Effective Instruction:** The district identifies key ideas concerning effective instructional and supervisory practice, and works to establish them as a “common language” for approaching instructional improvement.

### Proposition 3

- **Streamlined and Coherent Curriculum:** The district purposefully selects curriculum materials and places some restrictions on school and teacher autonomy in curriculum decisions. The district also provides tools (including technology) and professional development to support classroom-level delivery of specific curricula.

### Proposition 4

- **Organizational Structures and Personnel that Embody Capacity to Teach and Motivate Adults:** The district maintains routines and structures within which adult educators (sometimes consultants) engage teachers and administrators in continuous improvement of instructional and supervisory practices. Coaching, observing, and sharing make it difficult for individuals to avoid the change process, and the push for adaptive change spurs resisters to leave their comfort zones or eventually depart from the district.

## Proposition 5

- **Patient but Tough Accountability:** The district develops tools and routines for monitoring teaching practices and learning outcomes, targeting assistance where needed, and sometimes replacing teachers or administrators who fail to improve.

## Proposition 6

- **Data-Driven Decision Making and Transparency:** Teachers and administrators analyze student performance for individual students and summarize data by grade level, special education status, English as a second language status, race/ethnicity, and gender. The district publicizes strategic goals for raising achievement levels and reducing gaps and tracks progress in visible ways. Administrators identify, examine, and often emulate practices from successful schools.

## Proposition 7

- **Community Involvement and Resources:** The district engages a broad range of stakeholders, including school board members, local businesses, and parents, to do their parts toward achieving well-formulated strategic goals.

## Accepting Responsibility

- Where does responsibility lie for **helping people to cope** effectively with the complexities that overwhelm them?
- Where does responsibility lie for **doing the intellectual work** to design adult learning experiences and organize the ongoing work in schools and districts?
- How does a person and a leadership team **earn the authority** to take such responsibility effectively?



## Five Challenges & Stages of Social & Intellectual Engagement

Progress is neither smooth nor irreversible, so early stages are often revisited.

(Columns are tasks. Rows are stages. Wording below represents upside ideals vs. downside possibilities.)

Challenges →						
S T A G E S	I.	II.	III.	IV.	V.	
	<u>Trust &amp; Interest</u> vs. <i>Mistrust &amp; Disinterest</i>	<i>Balanced vs. Imbalanced</i> <u>Authority Control</u> & <u>Member Autonomy</u>	<u>Ambitiousness</u> vs. <i>Ambivalence</i> (i.e., <i>High vs. Low Goals</i> )	<u>Industriousness</u> vs. <i>Disengagement</i> & <i>Discouragement</i>	<u>Success &amp; Consolidation</u> vs. <i>Confusion &amp; Irresolution</i>	
	I.	Introductory sessions foster in members a sense of <u>trust and interest</u> and a feeling of positive anticipation.	Authority expresses an expectation that the activities will be well managed while also welcoming member input.	Authority expresses commitment to high goals for members and the desire that members should have high goals too.	Authority expresses anticipation that there may be setbacks, but promises to be supportive to help members succeed.	Authority inspires initial interest in group purposes and helps members begin believing in their prospects for success.
	II.	Members' trust of the authority develops based on their perceptions of the authority's <b>motives, competence, consistency and respect</b> for members.	Often through mutual testing & responses, authority and members seek an appropriate balance of <u>authority control</u> and <u>member autonomy</u> .	Authority elaborates his or her goals and encourages members to take initiative in formulating and articulating goals for their own contributions.	Authority is vigilant that members are actively engaged and not off-task or discouraged. Authority provides supports, payoffs and penalties(?), as appropriate.	Members experience early successes and begin using their autonomy to enhance their own & others' effectiveness and fulfillment.
	III.	Trusted authority is relied upon to collaborate with members in setting goals and overcoming ambivalence.	Member autonomy and authority control are expressed mostly within an appropriately balanced range.	Each member collaborates with the authority to <u>commit to ambitious goals</u> and to <u>overcome ambivalence</u> by either party.	Authority insures that the "Five Conditions that Support <b>Ambitiousness &amp; Industriousness</b> " are established and maintained.	Members experience enough early success that ambitious goals seem feasible & members become more committed.
IV.	Trusted authority is relied upon for instruction, assistance and encouragement as members endeavor industriously to achieve goals.	Members can be trusted to manage additional autonomy; Authority seldom needs to be preoccupied with control issues.	Specific goals guide decisions about allocation of effort, resources and attention.	Authority and members <u>work industriously</u> to achieve goals and to <u>recover from any disengagement or discouragement</u> .	Members experience enough success that they sustain their industriousness and don't become discouraged by setbacks.	
V.	Trusted authority positively affirms each member's contribution and continues to be caring, competent, consistent and respectful.	Members continue to manage their autonomy well and the authority is mostly unconcerned about control issues.	Members remain on task for achievement of goals and begin to contemplate more advanced future goals in the same domain.	<b>Industriousness</b> pays off in terms of new understandings and growing confidence in capacity for being successful.	Members consolidate understandings and look forward to future experiences in which to use their new knowledge.	

Authors on group process, innovation diffusion, social work, human development and business marketing have discovered the basic patterns in this diagram multiple times, independently.

## ***FIVE CONDITIONS that Support Ambitiousness and Industriousness.***

Answers to the following five questions may affect whether members are *ambitious* instead of *ambivalent* (task 3). Note that changing the same questions from future to present tense shows their relevance for *industriousness* versus *discouragement & disengagement* (task 4).

1. **Is success going to be feasible?**
  - Do I have the capacity I need to do my part?
  - Will other people do their parts?
2. **Are the goals important to me? For my community?**
3. **Will the activities be interesting or enjoyable? Boring?**
4. **Will authority figures and colleagues care about me and support me?**
  - Will they encourage me? Will they push me?
  - Will they monitor and comment on my performance, good or bad?
5. **Will doing well affect my relationships with peers?**
  - Will there be negative/positive peer pressure?
  - Am I concerned about standing out from peers so that I might hold back (even if there is no peer pressure to avoid standing out)? [Accommodation]

How do an authority figure's practices affect how members answer these questions?

## ***FOUR TRUST QUESTIONS***

1. **Motives:** Can I trust that your motives are compatible with mine?
2. **Competence:** Can I trust that you are competent to play your role in making our work together successful?
3. **Dependability:** Can I trust on you to keep your word and to follow through in carrying out your role?
4. **Collegiality:** Can I trust you to treat me and others with respect so that our work will not be impeded by hurt feelings and grudges due to disrespect?



## 5 CHALLENGES TO EFFECTIVE TEACHER PROFESSIONAL DEVELOPMENT

School leaders can improve instruction by addressing these issues

BY RONALD F. FERGUSON

In most discussions of “what works” in education, the focus is on rules (such as class size limits) or on programs and their various components. These are clearly important. But no matter what the reform, implementation is key.

Five challenges to achieving and sustaining social and intellectual engagement in implementing professional development for school improvement are:

- Introducing new activities in ways

that inspire buy-in;

- Balancing principal control with teacher autonomy;
- Committing to ambitious goals;
- Maintaining industriousness in pursuit of those goals; and
- Effectively harvesting and sustaining the gains.

For each of the five challenges, school leaders take strategic actions and hope people will respond in ways likely to foster success.

Ask the leaders what they did in any school or district where test scores have risen dramatically, and some part of the answer will often resemble these strategies. What determines whether teachers are receptive to a strategy and whether they work hard to make an initiative successful?

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Leadership is a major part of the answer. Failure to successfully address the first three challenges is among the reasons professional development programs fail.

### ANALYZING PROFESSIONAL DEVELOPMENT

For the past several years, the Tripod Project for School Improvement has surveyed students and teachers regarding the five challenges.

Generally, there is nothing in the answers to suggest most teachers tried to make the programs work and failed or believed that the programs could not have affected teaching and learning in their classrooms if implemented well. Instead, it appears programs had little or no effect because they were never really implemented. The teacher surveys suggest that professional development fails not primarily because the ideas do not work when implemented or because teachers



## Reasons for ineffective professional development

Elementary and secondary school teachers checking each statement in response to the following direction:

"Recall the last professional development program at your school that had little or no effect on teaching or learning in your class. With that program in mind, please check all of the following responses that apply."

	Percentages that checked the response	
	Elementary	Secondary
<b>1. Trust and interest versus mistrust and disinterest</b>		
• The way it was introduced didn't inspire me to try it.	18%	31%
• Too many other things were going on, so I didn't pay a lot of attention to it.	19%	19%
• I never thought it could work with my students.	6%	10%
• The goals of the program were not clear.	21%	29%
<b>2. Balanced versus imbalanced administrator control and teacher autonomy</b>		
• Teachers were not held accountable for doing it.	27%	29%
• It was going to infringe too much on my way of doing things.	1%	4%
<b>3. Ambitiousness versus ambivalence</b>		
<i>A. Feasibility of success</i>		
• There was too little support and training.	28%	36%
• The people responsible for training me weren't very good.	19%	21%
<i>B. Enjoyment/difficulty</i>		
• It was just too much, on top of everything else the school was trying to do.	40%	42%
• It didn't fit well with other things I was doing.	13%	19%
• Doing it well would have been too much work.	3%	8%
<i>C. Supervisor support and press</i>		
• Our principal never really took it seriously.	4%	10%
<b>4. Industriousness versus discouragement and disengagement</b>		
• I really tried to make it work, but it just didn't help my students.	5%	8%
• I started trying to implement it, but then lost interest.	14%	9%

Sample: 212 teachers from 17 secondary schools and 78 teachers from 19 elementary schools who voluntarily completed this section of the Spring 2005 Tripod Project Teacher Survey online. Teachers represent roughly one-quarter of secondary classrooms and one-third of elementary school classrooms where students were surveyed.

reject the approaches outright, but because the ideas are not implemented. (See survey results above.)

The implications are straightforward. Programs that have minimal impact have not been implemented because leaders have failed to:

- Select and introduce ideas in ways that foster trust (feelings of security) and interest, not mistrust or lack of interest.
- Assign responsibilities and manage accountability in ways likely to achieve a balance of leadership control and follower autonomy, not too much or too little of either control or autonomy.

- Plan, initiate and monitor implementation in ways that inspire ambitious goals, not ambivalence and lack of commitment.

- Support ongoing implementation in ways that motivate industriousness in the face of setbacks, not discouragement and disengagement.
- Recognize, celebrate, and reward accomplishments in ways that sustain and consolidate positive changes, not squander them through confusion and incoherence.

Of course, to assert that these things are important is much easier than to explain how to do them. Local preconditions can pose substantial bar-

riers both to the introduction of new ideas and to their implementation.

### TWO CASE STUDIES

Researchers at Harvard have visited a number of schools over the past year, speaking to administrators and groups of teachers about successes and failures in professional development. In one school we visited, recent history predisposed it toward a balance of too little administrator control and perhaps too much teacher autonomy, discouraging administrators from introducing ideas around which

**No matter what the reform, implementation is key.**

**Responses to the 5 challenges**

Leadership actions that school leaders (A) and teachers (B) might take in relationship to the five challenges defined in the text and ways that followers might respond or not with regard to positive engagement (C).

The challenge	A School leaders' actions regarding a professional development program.	B Teacher's classroom leadership over the course of a school year.	C Engagement responses to leaders by school teachers and students.
1	Select and introduce ideas for professional development.	Begin the school year with classroom icebreakers.	Feel trustful and interested, versus mistrustful, insecure or uninterested
2	Assign associated responsibilities and define accountability for participation. Design feedback and monitoring mechanisms.	Establish rules and classroom management routines.	Achieve a balance (versus imbalance) of personal autonomy in relationship to the power and control of the leader, teacher or group.
3	Refine and clarify school and personal goals for instructional improvement.	Define goals for learning.	Resolve to be ambitious about achieving goals, versus ambivalent, lacking commitment.
4	Implement activities and help teachers to be successful; monitor and assist the unsuccessful or disengaged.	Implement teaching and learning activities and work with students to help them succeed.	Be relentlessly industriousness and resilient, versus discouraged and disengaged.
5	Codify, celebrate, and reward accomplishments.	Recognize, celebrate, and reward accomplishments	Achieve, consolidate, and sustain positive changes, versus getting lost in confusion and lack of coherence and squandering gains.

improvement efforts might be organized. The second example is a school that has improved over the past several years because of a strong principal whose leadership has effectively attended to the challenges in the Engaging Professional Development framework, a framework developed

through Harvard's Tripod Project for School

**In Case 1, the peers, not the administrators, are the sources of influential ideas.**

Improvement which focused initially on classroom-level challenges of engaging students in learning.

**CASE 1  
Revolving-Door Middle School**

Revolving-Door Middle School (a pseudonym) sits in a blue-collar suburb of Cleveland, Ohio. Two-thirds of the students qualify for free or reduced-price lunch. About one-third are black, and most of the rest are

white. When a team visited, the school had had a complete turnover of administrators for the third straight year. The school had had seven principals in 12 years. Student performance on state tests of reading, writing, and science was similar to other districts with comparable student populations, but in math it was lower. For all these subjects, scores at the end of 2004-05 had dropped. The state placed the school on "academic watch" and it had not made adequate yearly progress (AYP).

Nonetheless, teachers expressed pride in their stability as a staff and in their commitment to one another and students. "Everyone on this staff says they are a family, and that's what we feel," one teacher said. "People leave and come back."

In this school, peers, not administrators, are the sources of influential ideas: Teachers trust peer leaders who

have been at the school, but they do not trust that administrators will stay long enough to follow through on new initiatives or enforce new directives. "I walk across the hall to see what works," a teacher said. "We all do the same things."

The vice principal said the administration had not tried any new initiatives, believing suggestions would be unwelcome. "We are new folks, and they are sick and tired of relearning new people."

She continued, "This year was just to get to know you, and it was not successful. We took on a lot of extra burdens trying to build relationships. Especially regarding discipline, we took too much on. A student not doing a writing assignment should not be a referral to the principal. It's a classroom issue. But we took it on this year. It's been completely ineffective — constant referrals. And yet, we

still have the reputation of being unsupportive."

For this school, administrative turnover produced too little administrator control with perhaps too much teacher autonomy, and the strategy of the current administrators has even further undermined administrators' influence.

Consequently, teachers' responses to control-autonomy questions focus on control by peer leaders. As one explained it, "We do things as a collective. There's not peer pressure, but people go along — if everyone agrees, then everyone else agrees."

The administrators seem not to understand the key role of peer leaders. Asked about plans for the next year, the vice principal said a key will be working with teachers likely to resist the administration's plans. However, curriculum leaders and team leaders are well positioned to deal with resisters, once they themselves accept a new administration proposal

At the same time, some teachers yearn for administrative leadership. "Administration needs to be available — in the hallways, in the classrooms, popping in, saying hi," one teacher said. "We don't have that here, so people feel, if no one is going to watch me, why should I care?"

"The last principal tried to get teachers to walk kids to class," the teacher continued. "We did it for the first couple of weeks, and there were few fights in the hallway. But teachers didn't want to do it. [So some stopped], and nothing ever happened. This sets a tone for the rest of the staff that if you don't do what you don't want to do, nothing is going to happen to you. This was an effort introduced by the principal, but not with buy-in originally from leaders."

As teachers without administrative leadership or outside support, they do not have the wherewithal to

set the school on a strong upward trajectory of improvement.

Among the main things this school lacks is stable leadership capable of attending effectively to the five challenges. For example, if administrators chose this year to push for literacy instruction across the curriculum, could they introduce it effectively? Achieve accountability with a balance of control and autonomy for teachers? Inspire teachers to embrace ambitious goals and to implement the new program relentlessly, resisting discouragement? Would teachers take seriously administrators' overarching vision for school improvement? Without leadership that can meet these challenges, Revolving-Door Middle School seems unlikely to harvest more fully its potential as a professional community that educates children well.

#### CASE 2

##### Relentless Elementary School

Relentless Elementary School (a pseudonym) is a small elementary school in northern Ohio where almost 80% of students are non-white, and more than that qualify for free and reduced lunch. The staff here also prides itself on a

**In Case 2, the staff has a sense of family and accepts the principal as leader.**

strong sense of "family." However, they accept the principal as their leader. She arrived four years ago to lead a largely inherited faculty. For the first two years, she worked to dismiss two teachers she regarded as problems and ultimately succeeded. A strong professional development leader, she has focused the staff on particular instructional challenges and been supported with several programs that the district has provided. Test scores rose significantly in the year after she arrived and have stayed high for the past three years, though reading scores dropped slightly in the

# Bill of Rights

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### p. 51

year before the observational visit.

How does this principal introduce ideas so as to get buy-in (trust and interest)? The principal and teachers independently emphasized the importance of the way professional development is introduced in the school. When the district is promoting a new initiative, the principal takes two lead teachers with her to district trainings and then creates two-hour slots where the three present the new material to the rest of the staff. The teacher-to-teacher nature of this presentation — with the principal in the mix — is particularly effective. As one teacher said, “If the principal says it’s a good idea, ‘This is what colleges and universities around the country are doing,’ we try it. Usually there are some good points we can keep with us. ... One of the keys to our success is to ask, ‘Is this working?’ We’re

quick to change when we need to.”

Teachers expect the principal to introduce new and useful ideas and are mostly predisposed to be open, but agree they will not persist with ideas that do not prove effective.

How does this principal balance leadership control

with teacher autonomy? She has a low tolerance for teachers who refuse to participate appropriately as members of the staff. “We’re expected to comply with the district,” the principal said. “I have to embrace it; model it; be enthusiastic. ... I reinforce what we are supposed to be doing in weekly (grade-level) meetings and also when doing classroom observations.” A teacher said, “She has high standards. You know she is also working. She models for us. The enthusiasm shows.”

Yet teachers are invited to offer

opinions and expect their opinions to be taken seriously. In addition, the principal agrees implicitly not to strictly enforce some rules, such as the rule that rubrics should be posted in classrooms and reflected in the comments on student work. She says, “You have to pick your battles.”

How does this principal support ambitiousness and industriousness? In the Effective Professional Development framework, we say that people are more likely to be ambitious and industrious when five conditions that support ambitiousness and industriousness are satisfied:

- Success seems feasible on goals that are clearly defined;
- The goals seem important;
- The experience is enjoyable;
- Supervisors are both encouraging and insistent; and
- Peers are supportive.

The professional climate in this school satisfies all five conditions. The principal is an enthusiastic proponent of improvement through targeted programs, rigorously implemented. She and teachers agree on the value of weekly meetings where she participates with each grade-level team. Together, they examine student work, discuss student progress, and discuss new initiatives. She works one-on-one with some teachers to keep them focused on new instructional approaches. She works hard to keep up morale by convincing teachers that success is within their control and the work is important.

Much attention is paid to sustaining the school’s reputation for high scores on state tests. When asked about the source of the staff’s determination to achieve high scores, teachers respond, “Partially us, partially the principal. We are being judged. We want to do well. Have to keep up our reputation. We do better than many suburban schools [but they look down on us in a way]. We experience joy in seeing our children succeed.”

In general, the teachers feel that although there are too many new approaches each year, they are well supported both in terms of professional development and, importantly, materials. At this school, they are not expected just to figure things out for themselves after one workshop.

How does this principal achieve coherence and consolidation? Under this principal’s leadership, teachers at the school clearly understand their mission and methods by which to achieve it. Coherence with regard to particular programs comes from the ways that programs are managed and monitored during implementation and from the ways that the effective elements from programs are ultimately integrated into the school’s core instructional regime.

## CONCLUSION

To various degrees, school communities are predisposed to be trustful or mistrustful; cooperative or caught up in power struggles; ambitious or uncommitted; persistently industrious or easily discouraged; cohesive or chaotic.

Leaders can use the Effective Professional Development framework to diagnose, anticipate or plan for implementation challenges. Teachers’ survey responses suggest that when new initiatives founder, it is due less to the initiatives’ merits or characteristics and more to the ways in which the initiatives are introduced, managed, and supported. Too many initiatives are poorly introduced, not embedded in systems of accountability, poorly supported with training, and crowded by competing demands on time and attention. By successfully addressing the five challenges in implementing professional learning programs, school leaders can effectively improve instruction in their schools.

### To learn more

- The five challenges, an expanded description.
- Leadership and teacher engagement, a diagram by Ronald F. Ferguson.

Visit

[www.nsd.org/](http://www.nsd.org/)

XXXXXXXX







# BOARD RESOLUTION

Date: December 4, 2012

Agenda Item : 01-17-12-05

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: John Windom, Exec. Director, Full Service Schools

Action to be Approved: Contract Renewal

Other Transaction Descriptors:  
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 10-25-11-09

Prior Year Cost \$100,000.00

**SUBJECT:** To ratify the contract renewal with Area Resources for Community and Human Services (ARCHS) for After School for All Partnership of St. Louis (A.S.A.P.) services which provide after school programming for SLPS students. The period of the agreement is from July 1, 2012 - June 30, 2013 at a cost not to exceed \$50,000.00.

**BACKGROUND:** The A.S.A.P. is committed to providing after school programming that will achieve positive outcomes for children. The District is a key member of the partnership and will be the recipient of assistance in management, monitoring, and evaluation of its after school programs which will serve approximately 3,000 students.

Studies have consistently shown that high quality after school programs can markedly increase engagement in learning by providing students with opportunities and experiences typically not available during the regular school day. Students who are engaged in after school programs behave better in school, have better work habits, higher educational aspirations, improved attitudes toward school, a greater sense of belonging in the community and better relationships with parents.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: A.3.d

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 827-A2-233-1256-6319	Non-GOB	Requisition #:
Amount: \$50,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
\$50,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600013825

Department: Community Education

Requestor:

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

John Windom, Exec. Director, Full Service Schools

Dr. Kelvin R. Adams, Superintendent



## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: November 8, 2012
Dept / School: Community Education		Reported By: John Windom
Vendor: ARCHS		Vendor #: 600013825
Contract # / P.O / #: 4500162376		Contract Name: Area Resources for Community and Human Services (ARCHS)
Contract Amount: \$ 100,000.00		Award Date: 10-25-11
<p><b>Purpose of Contract (Brief Description):</b> This is a partnership agreement with Area Resources for Community and Human Services (ARCHS) for After School for All Partnership of St. Louis (A.S.A.P.) services which provide after school programming for SLPS students.</p> <p>The A.S.A.P. is committed to providing after school programming that will achieve positive outcomes for children. The District is a key member of the partnership and will be the recipient of assistance in management, monitoring, and evaluation of its after school programs which will serve approximately 3,000 students.</p> <p><b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). <b>Ratings</b> 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory</p>		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 x4 3 2 1	Progress is being made in this area.
Timeliness of Delivery or Performance	5 4 x3 2 1	Need increase in frequency of reports.
Business Relations	5 x4 3 2 1	Too many people involved in the communication and addressing of issues. Greater efficiency is needed.
Customer Satisfaction	5 x4 3 2 1	Need all programs to operate with well trained staff.
Cost Control	x5 4 3 2 1	District contributes \$100,000 as a portion of a multi-million dollar budget.
Average Score	4	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: center;">Please Check    Yes <input checked="" type="checkbox"/>    No <input type="checkbox"/></p>		



## FY13 ARCHS Afterschool Program Sites

1	<b>Adams</b>
2	<b>Ashland</b>
3	<b>Bryant Hill</b>
4	<b>Cole</b>
5	<b>Columbia</b>
6	<b>Cote Brilliante</b>
7	<b>Dunbar</b>
8	<b>Farragut</b>
9	<b>Ford</b>
10	<b>Froebel</b>
11	<b>Herzog</b>
12	<b>Hodgen</b>
13	<b>Jefferson</b>
14	<b>Laclede</b>
15	<b>Lexington</b>
16	<b>Mann</b>
17	<b>Mason</b>
18	<b>Meramec</b>
19	<b>Mullanphy</b>
20	<b>Nance</b>
21	<b>Oak Hill</b>
22	<b>Sherman</b>
23	<b>Sigel</b>
24	<b>Woodward</b>
25	<b>Woerner</b>





# BOARD RESOLUTION

Date: November 30, 2012

Agenda Item: 01-17-12-06

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: John Windom, Exec. Director, Full Service Schools

Action to be Approved:  
Contract Increase/Decrease

Other Transaction Descriptors:  
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 10-18-12-17

Previous Acceptance \$26,320.00

**SUBJECT:** To approve the amendment of Board Resolution #10-18-12-17, for the Missouri Botanical Garden, to include the increased cost to provide the Accessibility Service Project for Soldan High School. The contract with the Missouri Botanical Garden will be increased by \$2,800.00 for the period October 1, 2012 through May 15, 2013. The total cost of the contract including the amendment will be \$29,120.

**BACKGROUND:** The original Board Resolution amount did not include the collaboration with the St. Louis Society for the Blind and Visually Impaired to plan and implement a service learning project for Soldan students that will enrich the experience of visiting the Garden for those with limited abilities. In order to provide services written in the grant the cost of the contract must be increased.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1.A.3.d

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 827-W5-293-1663-6319	Non-GOB	Requisition #: 10132403
Amount: \$2,800.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$2,800.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600001260

Department: Community Education

Requestor: Judith King

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

John Windom, Exec. Director, Full Service Schools

Dr. Kelvin R. Adams, Superintendent



# MISSOURI BOTANICAL GARDEN

P.O. Box 299 • St. Louis, MO • 63166-0299 USA • +1 (314) 577-5100 • [www.mobot.org](http://www.mobot.org)

June 11, 2012

Dr. Kelvin R. Adams  
Superintendent of Schools  
St. Louis Public Schools  
801 N. 11th Street  
St. Louis, Missouri 63101

Dear Dr. Adams:

On behalf of the Missouri Botanical Garden, we are delighted to serve as one of your community partners in *Connections for Youth 2012*. We enthusiastically pledge our support, expertise, energy and resources to this collaborative, after-school program aimed at engaging and enriching SLPS-district students.

Since its founding, Missouri Botanical Garden has been committed to connecting people with plants and the wonders of the natural world. Today, education remains at the heart of everything we do — from playing host to nearly one million visitors a year to strengthening science learning and teaching for students and teachers to supporting sustainability and conservation efforts throughout the St. Louis community and around the world. Today, the Garden and its St. Louis-area sites (including Shaw Nature Reserve, Sophia M. Sachs Butterfly House and Litzsinger Road Ecology Center) provide in-depth, nature-inspired educational programs for nearly 100,000 students and 4,000 teachers each year. The Garden's team of professional, passionate educators focus on core priorities: (1) reconnecting people with nature; (2) increasing young people's interest in science and conservation careers; and (3) propelling the community toward sustainable living.

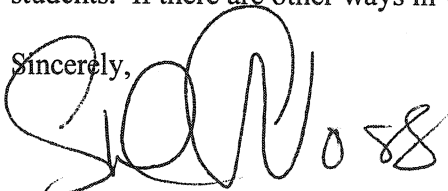
In just the past year (2011-2012), the Garden collaborated in a year-long *Sprouting Schools* program with Washington Montessori. The program focused on strengthening student and teacher appreciation and understanding of plants and the natural world while also promoting science inquiry skills. Professional development sessions engaged teachers in botany, ecology and earth science investigations in the schoolyard, classroom and school garden, while curriculum and hands-on instructional supplies enabled enriching science lessons for more than 330 preK-3rd grade students. Garden educators helped teachers design lessons that connected young children's observations to science concepts and created stimulating questions and investigations. Garden educators then modeled inquiry practices during the delivery of these lessons. Students discovered nature outside their classroom door and at the Garden, and with the encouragement and support of Garden instructors, helped plant garden beds in their schoolyard. This comprehensive program also embraced and supported the critical role of parents in young learners' lives, and engaged Washington Montessori families through Family Science Nights held at the school and at Missouri Botanical Garden.

The Garden seeks to build on this momentum at Washington Montessori through its participation in the *Connections for Youth 2012* program. Specifically, the Garden will:

- In Years 1-3, plan and conduct each year 24, two-hour sessions at Washington Montessori serving a total of 60 elementary students, and 20, two-hour sessions at Soldan International Studies High School serving a total of 40 high school students. The visits will include one Saturday Academy at the Garden and one after-school student visit to the Garden for each school\*. These services will be provided at an annual cost of \$6,720 for elementary school programming and \$5,600 for high school programming. *\*Transportation will be procured, coordinated and underwritten by the District.*
- Collaboratively plan, develop and co-deliver thematic units with the Saint Louis Zoo and the Saint Louis Science Center to ensure sessions are coordinated, cohesive, and articulated. Ensure all programming is delivered using best practices in inquiry-driven learning and teaching. Integrate elements of place-based education, service learning and family engagement throughout the year.
- In Year 1, collaborate with the St. Louis Society for the Blind and Visually Impaired to plan and implement a service learning project for Soldan students that will enrich the experience of visiting the Garden for those with limited abilities. These services will include 10, two-hour sessions at a cost of \$2,800. Two of these sessions will take place at the Garden\* (one in the Fall and one in the Spring), while the other eight will be at Soldan. *\*Transportation will be procured, coordinated and underwritten by the District.*
- Provide complimentary one-day admission passes to Missouri Botanical Garden, Shaw Nature Reserve and Sophia M. Sachs Butterfly House to participating students and families as part of a culminating learning experience associated with the *Connections for Youth 2012* program.
- Appoint a representative to serve on the Project Advisory Council.
- Participate in project evaluation activities as necessary.

Thank you again for inviting us to join you and other community partners in this exciting program focused on providing enriching, meaningful after-school learning experiences for SLPS students. If there are other ways in which we can be of service, please don't hesitate to call.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Voss' with a stylized flourish at the end.

Sheila S. Voss  
VP, Education





# BOARD RESOLUTION

Date: December 3, 2012

Agenda Item : 01-17-13-07

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Blake Youde, Dep. Supt., Institutional Advancement

Action to be Approved:  
Agency/Partnership Agreement

Other Transaction Descriptors:  
(i.e.: Sole Source, Ratification)

**SUBJECT:** To approve an Agency Service Agreement with Healthy Youth Partnership to fund mini grants at 16 elementary schools participating in the Aim to Fitness program as proposed in the U. S. Department of Education - Carol M. White - Aim to Fitness Grant. The Agreement is for the period January 18, 2013 - July 31, 2013 and shall not exceed \$90,038.00.

**BACKGROUND:** The District was awarded the USDE Carol M. White Aim to Fitness Grant in September 2012 for use during the 2012-2013 school year. According to the grant agreement, for school year 2012-2013, SLPS may designate sixteen schools to receive the mini grants. Schools that receive mini grants from the Healthy Youth Partnership may use them to fund services that are in keeping with the goals and objectives of the Carol M. White Aim to Fitness Grant. Services provided may include, but are not necessarily limited to, physical activity programs, nutrition education programs, and professional development workshops for SLPS staff. Please see the attached list for the sixteen schools that will be participating in the grant program.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.A.

**FUNDING SOURCE:** (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 847-WZ-293-1123-6319	Non-GOB	Requisition #: 10132473
Amount: \$90,038.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$90,038.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600015204

Department: Development Office

Requestor: Linda Riekens

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Blake Youde, Dep. Supt., Institutional Advancement

Dr. Kelvin R. Adams, Superintendent





**AGENCY SERVICE AGREEMENT  
BETWEEN  
Special Administrative Board of the  
Transitional School District of the City of St. Louis  
AND  
Healthy Youth Partnership**

This Agency Service Agreement (“Agreement”) is made and entered into as of the 18th day of January, 2013 by and between the Special Administrative Board of the Transitional School District of the City of St. Louis (hereinafter “SLPS,” “the District,” or “SAB”), a school district organized and existing under the laws of the state of Missouri and Healthy Youth Partnership also known as HYP (hereinafter Agency).

**WHEREAS**, the District is in need of certain services as a part of the U.S. Department of Education – Carol M. White – Aim To Fitness Grant for its students and has selected the Agency to provide such classes; and

**WHEREAS**, Agency is willing to provide such services to the District; and

**WHEREAS**, the District and Agency desire to memorialize the terms and conditions of their agreement;

**TERM:** This agreement shall commence on the 18th Day of January, 2013, and shall be completed on the 31st Day of July, 2013.

**SCOPE OF SERVICES:**

**The Agency will provide**

1. Coordination of one or more mini-grant programs wherein HYP partners and/or other community agencies provide services to participating SLPS schools for each academic year of the Carol M. White PEP grant term. The participating schools will be decided by SLPS. For school year 2012-13, sixteen (16) schools are slated to begin receiving services; for each subsequent year of the grant term HYP will provide services to the schools identified by SLPS, not to exceed eighteen (18) schools in any one year of the grant term. The services provided by HYP will be in keeping with the goals and objectives of the Aim To Fitness Grant and may include but not necessarily be limited to mini-grants, activities related to School Health Advisory Councils (SHACS), physical activity programs, nutrition education programs, and professional development workshops for SLPS staff. These services may be provided before school, after school, or integrated into the school day.

Under the grant, community collaboration is in place to implement the mini-grant proposed. Jayne Greenberg is hired to provide evaluation services.

2. A Community Coordinator to be hired by HYP who will work collaboratively with HYP partners, HYP Board of Directors and St. Louis Public Schools in order to implement the above mini-grant programs.

3. Evaluation of the above mini-grant programs, to include such activities as process/implementation, goals and objectives specific to each content area (physical activity, nutrition, etc.), and other outcome measures as deemed necessary by HYP. It is expected that HYP will work closely (meetings, phone calls, etc.) with other Aim To Fitness Grant contracted evaluation partners to coordinate activities and prevent overlap and duplication of effort. It is agreed that Jayne Greenberg will provide evaluation services at a cost of \$15,000. The payment to Dr. Greenberg, detailed above will be made bi-annually.

#### **SLPS will provide**

1. Project Director to facilitate close collaboration between HYP and the schools and contacts within the schools to be included in the mini-grant programs.
2. District support, dedicated personnel, and sufficient time and space to convene at a minimum semi-monthly basis the School Health Advisory Councils (SHACS) for all participating schools in the mini-grant program described above.
3. Project Director shall provide written feedback as to the progress of HYP activities at least on quarterly basis and shall meet with the HYP Community Coordinator and Board to discuss progress, problems, and future plans at least twice during the contracted period
4. Sufficient access to SLPS schools (playgrounds, gyms, classrooms, outdoor spaces, meeting rooms, etc.) participating in the mini-grant program for HYP staff and contracted partners to implement above programs. All HYP activities will adhere to relevant SLPS policies and procedures, and the Project Director should provide clear guidance as to such policies and procedures as they relate to communications, marketing, use of equipment, and other relevant policies and procedures.
5. Support and assistance from SLPS Development and Partnership Director to secure additional funding for grant implementation and evaluation.

**PERFORMANCE:** The Agency agrees to perform the Services set forth above in a competent and professional manner. The Agency shall be and shall remain fully responsible for the quality and accuracy of Agency's work. Agency's performance will be measured according to the performance standards set forth in Attachment A.

**COMPENSATION:** The District shall compensate the Agency for the work as outlined in the payment schedule below (HYP does acknowledge the annual payment allowed per the grant terms are: \$90,038 – year 1; \$88,460.00 – year 2; \$89,539.00 – year 3).

**PAYMENT SCHEDULE:** Payment shall be provided to Agency upon receipt of invoices. Agency shall provide quarterly invoices to SLPS and shall be signed by the appropriate administrative Agency official. The Agencies quarterly invoices shall constitute the required financial reports under this Agreement. The Final Invoice shall be clearly identified as “final” and shall be submitted no later than thirty (30) days after the Agency’s end date.

**BACKGROUND SCREENS:** In the event that Agency employees will have direct contact with SLPS students, a background check will be required. The Agency shall arrange to have the background checks completed and provide a verification of a completed background check to SLPS for each employee who will have direct contact with SLPS students.

**CONFIDENTIALITY:**

**District Information.** The Agency acknowledges that it shall now, and in the future may, have access to and contact with confidential information relating to ideas, strategies, plans, purposes, and/or agendas that the District may seek to advance. Any reports and information given to or generated by the Agency hereunder, as well as the terms and conditions of this Agreement, shall also be considered confidential information. Both during the term of this Agreement and thereafter, the Agency covenants and agrees to hold such information in trust and confidence and to exercise diligence in protecting and safeguarding such information, as well as any other information protected from public disclosure by federal or state law or by the policies or procedures of the District. The Agency covenants and agrees it will not knowingly use, directly or indirectly, for its own benefit, or for the benefit of another, any of the confidential information, but instead will use such information only for the purposes contemplated hereunder. Further, the Agency covenants and agrees that it will not disclose any confidential information to any third party except as may be required in the course of performing services for the District hereunder or by law. In no event, shall the Agency be deemed a spokesman for the District in any manner for the purpose of disseminating any information hereunder.

**Student Information.** The Agency acknowledges that it shall now, and in the future may, have access to and contact with confidential information of students. Both during the term of this Agreement and thereafter, the Agency covenants and agrees to hold such information in trust and confidence and to exercise diligence in protecting and safeguarding such information, as well as any other information protected from public disclosure by federal or state law or by the policies or procedures of the District. The Agency covenants

and agrees it will not knowingly use, directly or indirectly, for its own benefit, or for the benefit of another, any of said confidential information, but instead will use said information only for the purposes contemplated hereunder. Further, the Agency covenants and agrees that it will not disclose any confidential information to any third party except as may be required in the course of performing services for the District hereunder or by law. Finally, the Agency covenants and agrees that any access to the confidential information of any student shall be in compliance with the Family Education Rights and Privacy Act ("FERPA").

**Student Education/Medical Records.** The Agency acknowledges that it shall now, and in the future may, have access to and contact with the education and/or medical records of students. Both during the term of this Agreement and thereafter, the Agency covenants and agrees to hold such information in trust and confidence and to exercise diligence in protecting and safeguarding such information, as well as any other information protected from public disclosure by federal or state law or by the policies or procedures of the District. The Agency covenants and agrees it will not knowingly use, directly or indirectly, for its own benefit, or for the benefit of another, any of said confidential information, but instead will use said information only for the purposes contemplated hereunder. Further, the Agency covenants and agrees that it will not disclose any confidential information to any third party except as may be required in the course of performing services for the District hereunder or by law. Finally, the Agency covenants and agrees that any access to the education records of any student shall be in compliance with FERPA and any access to the medical records of any student shall be in compliance with the Health Insurance Portability and Accountability Act of 1996.

**Exceptions to Confidentiality Obligations.** Notwithstanding the foregoing, the Agency's obligations of confidentiality will not include information which:

at the time of disclosure was in the public domain;

after such disclosure, immediately becomes generally available to the public other than through any act or omission of the Agency or its Personnel; and

is required to be disclosed by a court of competent jurisdiction, provided that prior written notice of such disclosure is furnished to the District in a timely manner in order to afford the District the opportunity to seek a protective order against such disclosure and the disclosure is strictly limited to the information that the court requires.

## **INDEMNIFICATION**

SLPS agrees to hold harmless the Agency and the Agency's officers, directors, employees, volunteers and agents from and against all liabilities, losses, damages, costs, and expenses of any kind (including without limitation, reasonable legal fees and expenses) which may be suffered by or incurred by or threatened against the Agency or any of its officers, directors, employees, volunteers and agents of Agency on account of or resulting from injury, or claim of injury to person or property arising out of the negligence or alleged negligence of SLPS.

Agency agrees to hold harmless SLPS and SLPS's officers, directors, employees, volunteers and agents from and against all liabilities, losses, damages, costs, and expenses of any kind (including without limitation, reasonable legal fees and expenses) which may be suffered by or incurred by or threatened against SLPS or any of its officers, directors, employees, volunteers and agents of SLPS on account of or resulting from injury, or claim of injury to person or property arising out of the negligence or alleged negligence of Agency.

## **INSURANCE**

SLPS has a self funded arrangement to address liability claims which may be presented against SLPS or its employees. This program has a limit of \$1,000,000. SLPS is a qualified self-insurer in the State of Missouri.

Agency shall maintain occurrence based insurance including comprehensive general liability in the amount of \$500,000. The Agency will also carry Workers' Compensation coverage as mandated by the State of Missouri.

## **TERMINATION**

- a. **Termination without Cause.** Either party may terminate this Agreement without cause by giving written notice of the intent to terminate. In the event that such written Notice of Intent to Terminate is provided, termination of this Agreement shall become effective thirty (30) days from the date set forth in the Notice of Intent to Terminate. The Agency will be compensated for those services provided through the date of termination and any approved related expenses within sixty (60) of receipt of a properly submitted invoice.
  
- b. **Termination with Cause.** Either party reserves the right to terminate this Agreement immediately if the other party fails to comply with any terms or conditions of this Agreement and such failure continues for ten (10) days following receipt of written notice from the objecting party. In the event that this Agreement is terminated under this Article, the rights and remedies of either party provided under this Agreement shall not be exclusive and are in addition to any other rights and remedies which either party may be entitled

to pursue in the event of a breach of this Agreement as provided by law or under the terms and conditions of this Agreement.

c. **Effect of Termination on the Parties Obligations.** Upon termination of this Agreement for any reason, the parties shall have no further obligations under this Agreement, except as expressly set forth in this Agreement.

d. **Return of Documentation.** Upon the expiration or termination of this Agreement, the Consultant shall, at the option of the District, deliver all finished or unfinished documents, data, studies, reports, and like documents generated by the Consultant hereunder.

### **GOVERNING LAW - JURISDICTION**

This Agreement shall be governed, construed and interpreted under Missouri law, and shall be deemed to be executed and performed in the City of St. Louis, Missouri. Any legal action relating to this Agreement shall be governed by the laws of the State of Missouri, and the parties agree to the exclusive exercise of jurisdiction and venue over them by a court of competent jurisdiction located in the City of St. Louis, Missouri. The parties expressly agree that no action concerning this Agreement, or an alleged breach thereof, may be commenced anywhere but the City of St. Louis, Missouri.

### **ENTIRE AGREEMENT**

This Agreement contains the complete agreement between the parties and shall, as of the effective date hereof, supercede all other agreements between the parties relating to the subject matter of this Agreement. The parties stipulate that neither of them has made any representation with respect to the subject matter of this Agreement or the execution and delivery hereof except such representations as are specifically set forth herein. All agreements not expressly set forth herein are null and void. Each of the parties hereto acknowledges that they have relied on their own independent judgment in entering into this Agreement and have had the opportunity to consult legal counsel.

### **MODIFICATION**

No waiver or modification of this Agreement or of any covenant, condition or limitation herein contained shall be valid unless in writing and executed by authorized representatives of both parties, and no evidence of any waiver or modification shall be offered or received in evidence in any proceeding, arbitration, or litigation between the parties hereto arising out of or affecting this Agreement, or the rights or obligations of the parties hereunder, unless such waiver or modification is in writing and duly executed by authorized representatives of both parties

## **NOTICE**

Any notice required or permitted pursuant to this Agreement shall be deemed to have been given when delivered in person or sent postage prepaid via certified mail return receipt requested or via a nationally recognized overnight courier service and addressed:

### **To the District:**

The Special Administrative Board of the Transitional  
School District of the City of St. Louis

801 North 11<sup>th</sup> Street

St. Louis, MO 63101

Attn: Superintendent-Legal Notice Enclosed

### **To Consultant:**

Healthy Youth Partnership

910 N. Eleventh St.

St. Louis, MO 63101-1018

Attn: President of the Board - Legal Notice Enclosed

If such notice is sent by first class or express mail, it shall be deemed to have been given to the person entitled thereto three (3) days after deposit in the United States mail, or if by Federal Express or the overnight courier service, the day after delivery to such service, for delivery to that person.

## **BINDING EFFECT**

The Agreement shall not be binding and effective unless and until it is duly and fully executed by both parties. This Agreement shall inure to the benefit of and be binding upon the successors and permitted assigns of the respective parties.

- a. **Special Administrative Board Approval.** It may be necessary to obtain the approval of the Special Administrative Board (hereinafter "SAB" or "Board") for this Agreement. If so, the Agency understands and agrees that the obligations of the District are conditioned upon, and subject to, such approval. The District will promptly notify the Agency of the approval or disapproval of the SAB. In the event of non-approval, the Agreement will not become effective and neither party will have any obligations to the other party arising out of the Agreement.

- b. **Executed Agreement.** This Agreement will not become effective unless and until an understanding is reached between the parties and the Agreement has been fully-executed. The Consultant understands and agrees that the obligations of the District are conditioned upon, and subject to, such execution. The Consultant understands that the District shall not be obligated to compensate it for any services provided prior to the execution of this Agreement and performance of such services hereunder shall be at the sole risk and liability of the Consultant.

IN WITNESS WHEREOF, the District and Agency have executed this Agreement as of the day and year first written above.

**HEALTHY YOUTH PARTNERSHIP  
910 NORTH 11TH ST.  
ST. LOUIS MO 63101-1018**

**THE SPECIAL ADMINISTRATIVE  
BOARD OF THE TRANSITIONAL  
SCHOOL DISTRICT OF THE CITY OF  
ST. LOUIS**

By: \_\_\_\_\_

Title: President, Board of Directors

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



# Attachment A

## Performance Standards

The Healthy Youth Partnership will provide:

- At. Least two (2) mini-grants
- At least two activities related to the School Health Advisory Councils



**PEP Grant Year 1 2012-2013  
1st Cohort - Clusters A, B, C**

<b>Cluster A,B,C</b>	<b>SCHOOL BELL TIME</b>	<b>ADDRESS PHONE #</b>	<b>PRINCIPAL</b>	<b>PE TEACHER</b>
1	<b>Adams Elementary</b>	1311 Tower Grove Ave., 63110	Tawana Hughes	John Johnson
A	8:05-3:02	535-3910		
2	<b>Ames VPA Elementary</b>	2900 Hadley, 63107	JaVetta Parks-Prince	James Karwoski
B	9:10-4:07	241-7165		
3	<b>Ashland Elementary</b>	3921 No. Newstead, 63115	Lisa Brown	Luxora Crawford
C	8:05-3:02	385-4767		
4	<b>Clay Elementary</b>	3820 No. 14 <sup>th</sup> St., 63107	Donna Owens	Lindsey Petersen
B	8:05-3:02	231-9608		
5	<b>Cole Elementary</b>	3935 Enright, 63108	Sean Nichols	Aneta Pavlova
B	8:05-3:02	533-0894		
6	<b>Hamilton Elementary</b>	5819 Westminster Place, 63112	Starlett Frenchie	Karen Schneider
B	8:05-3:02	367-0552		
7	<b>Hickey Elementary</b>	3111 Cora Ave., 63115	Peggy Starks	Fabian Turner
C	8:05-3:02	383-2550		
8	<b>Hodgen Elementary</b>	1616 California, 63104	Regina Hasty	Steven Mercado
A	9:20-4:17	771-2539		
9	<b>Laclede Elementary</b>	5821 Kennerly Ave., 63112	Daisy Fisher	Sabrina Mack
C	8:15-3:12	385-0546		
10	<b>Lexington Elementary</b>	5030 Lexington Ave., 63115	Myra Pendleton	Russell Arms
C	8:05-3:02	385-2522		
11	<b>Lyon Acad. Basic Inst.</b>	516 Loughborough, 63111	Isakli Ingrid	Nicholas Schwerdt
A	8:05-3:02	353-1349		
12	<b>Mason Elementary</b>	6031 Southwest Ave., 63139	Deb Leto	James Blanke
A	8:05-3:02	645-1201		
13	<b>Peabody Elementary</b>	1224 S. 14 <sup>th</sup> St., 63104	Carey Cunningham	Ashley Daniels
A	8:05-3:02	241-1533		
14	<b>Walbridge Elementary</b>	5000 Davison Ave., 63120	Cynthia Harrison-Lewis	Cheryl Paige
C	8:05-3:02	383-1829		
15	<b>Washington Montessori</b>	1130 N. Euclid, 63113	DeAndrea Torrey	Benjamin Cornell
B	9:10-4:07	361-0432		
16	<b>Woerner Elementary</b>	6131 Leona, 63111	Peggy Meyer	Terry Hessler
A	9:10-4:07	481-8585		
<b>M. Leanne White, Ed.S. Project Director (314)345-4402 office (314) 952-8511 cell</b>			<b>Travis Brown Athletic Director (314) 345-4405</b>	







# BOARD RESOLUTION

Date: December 4, 2012

Agenda Item : 01-17-12-08

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm

**Action to be Approved: Contract Renewal**  
St. Louis Parking Garage Management Agreement  
**Previous Board Resolution: 12-14-04-03**

**Other Transaction Descriptors:**  
(i.e.: Sole Source, Ratification)

**SUBJECT:** To approve a contract renewal with St. Louis Parking to operate the 911 Garage and designated District-owned surface lots as a commercial parking garage and special events parking for the same terms and conditions of our expired agreement. The term will begin January 18, 2013 through December 31, 2013. All fees due to St. Louis Parking are paid from the gross revenues generated from the operation of the 911 Garage and special event parking on the District-owned surface lots.

**BACKGROUND:** This agreement authorizes St. Louis Parking to operate the parking facility located at 911 North 11<sup>th</sup> Street (referred to as the 911 Garage), and school lots at 1050-98 and 1118 S. 7<sup>th</sup> Street (Madison School), 2035 Russell Avenue (Sigel School), 2129 Ann Boulevard (McKinley School), 2516 S. 9<sup>th</sup> Street and 2515 S. 7<sup>th</sup> Street (Humboldt School), 2117-2131 South 7<sup>th</sup> Street (Lafayette School), 3450 Wisconsin & 3415 Salena (Shepard School), 1921 Prather Avenue (Wilkinson @ Roe School), and 6746 Clayton Avenue (Dewey School), (referred to as Parking Lots).

**Accountability Plan Goals:** Goal III: Facilities, Resources Support

**Objective/Strategy:** III.C.1

**FUNDING SOURCE:** (ex: 111 Location Code - 00 Project Code - 110 Fund Type - 2218 Function- 6411 Object Code)

<b>Fund Source:</b> 000-84-110-0000-5192	GOB	<b>Requisition #:</b> NA
<b>Amount:</b>		
<b>Fund Source:</b>		<b>Requisition #:</b>
<b>Amount:</b>		
<b>Fund Source:</b>		<b>Requisition #:</b>
<b>Amount:</b>		
<b>Cost not to Exceed</b>	<input type="checkbox"/> Pending Funding Availability	<b>Vendor #:</b> 600004355

Department: Operations

Requestor: Marti L. Roveda

Angela Banks, Budget Director

Roger CayCe, Exec. Dir., Operations/Bldg. Comm.

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent





## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 11/26/2012
Dept / School: Real Estate		Reported By: Marti Roveda
Vendor: St. Louis Parking		Vendor #:
Contract # / P.O/ #:		Contract Name: Garage Management Agreement
Contract Amount: % of Gross Revenue		Award Date:
<b>Purpose of Contract (Brief Description):</b> To operate the 911 Garage and designated District owned surface lots as a commercial parking garage and special events parking.		
<b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 4 3 2 1	
Timeliness of Delivery or Performance	5 4 3 2 1	
Business Relations	5 4 3 2 1	
Customer Satisfaction	5 4 3 2 1	
Cost Control	5 4 3 2 1	
Average Score	4.4	
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		



## VENDOR PERFORMANCE REPORT INSTRUCTIONS

<b>Type of report</b>	Identify if this the final report or a quarterly report (3 months)
<b>Report Date</b>	the date the report is prepared
<b>Department</b>	Indicate the name of the reporting department
<b>Reported By</b>	Please sign your name
<b>Vendor</b>	Enter the vendor's name
<b>Vendor Number</b>	Enter the vendor's assigned number
<b>Contract # / PO #</b>	Enter the assigned contract # or the purchase order # for the goods or Services being reported
<b>Contract Name</b>	This the official name used when the contract was solicited
<b>Contract Amount</b>	The total dollar value of the contract: the amount listed on the Board Resolution
<b>Award Date</b>	Enter the date that the Board approved this contract
<b>Contract Description</b>	Provide a brief description of the work being done under the contract
<b>Performance Ratings</b>	In the comment column provide the rationale for the rating you give. Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

### Performance Ratings Guidelines

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	Marginal	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

### Performance Categories Descriptions

Category	Description
<b>Quality of Goods and / or Services</b>	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
<b>Timeliness of Delivery or Performance</b>	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS benefit); quickly resolved delivery issues
<b>Business Relations</b>	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
<b>Customer Satisfaction</b>	Rate the vendor based on feedback you receive from your customers (end-users)
<b>Cost Control</b>	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements





# Board Resolution

Date: December 4, 2012

Agenda Item: 01-17-12-09

To: Dr. Kelvin R. Adams, Superintendent

From: Cheryl VanNoy, Exec. Dir., Technology Services

Action: X

Action to be Approved:

Other Transaction Descriptors: Sole Source

**X** Contract  
Previous Cost: \$ 90,000.00

### SUBJECT:

To approve a sole source contract with Microsoft Services Premier Agreement to provide problem resolution support that covers technology systems 24/7, training and workshops that keep the Technology staff up to date on the latest technologies. The support will be for the period January 18, 2013 through January 18, 2014 at a cost not to exceed \$93,000.

### BACKGROUND:

As a Premier Support customer, SLPS will be provided flexible assistance that includes proactive planning and support, onsite training and best practices, in-depth workshops, and a comprehensive suite of online information services designed to meet the District's complex support needs. SLPS will have access to technical support professionals who provide rapid problem resolutions 24 hours a day, seven days a week. This represents an increase of 3% due to the increase in salary of Microsoft certified technicians.

Accountability Plan Goal: Goal III: Facilities, Resources Support

Objective/Strategy:

III.C.

### FUNDING SOURCE: (Location Code) - (Project Code) - (Fund Type) - (Function) - (Object Code)

Fund Source:	981 - 75 - 110 - 2828 - 6319	GOB	Requisition #:	10132481
Amount:	\$ 93,000.00			
Fund Source:	- - - -		Requisition #:	
Amount:				
Fund Source:	- - - -		Requisition #:	
Amount:				
Cost Not to Exceed	\$ 93,000.00	<input type="checkbox"/>	Pending Funding Availability	Vendor #: 600007990

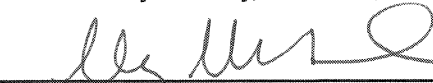
Department: Technology Services



Angela Banks, Budget Director



Cheryl VanNoy, Exec. Dir., Technology Services



Mary M. Houlihan, Dep., Supt., Operations



Leon Fisher, CFO/Treasurer



Dr. Kelvin R. Adams, Superintendent





# REQUEST FOR SOLE SOURCE PURCHASE

<b>Requestor:</b> Cheryl VanNoy	<b>Date:</b> November 21, 2012
<b>Department / School:</b> Technology Services	<b>Phone Number:</b> 314-345-2366
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
<b>Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)</b>	
Training and support for Microsoft products.	
<b>Vendor Name:</b> Microsoft Corporation	<b>Email:</b>
<b>Vendor Contact:</b> Meaghan Harned	<b>Phone Number:</b>
<b>Justification Information</b>	
<b>1. Why the uniquely specified goods are required?</b>	
Microsoft is the vendor that we use for specific training and upcoming modifications/additions/upgrades in software applications—specifically with Microsoft products.	
<b>2. Why good or services available from other vendors /competitors are not acceptable?</b>	
Because the software is a Microsoft product and because all of our equipment includes these applications, the sources for this specific training and support is only available from the actual vendor.	
<b>3. Other relevant information if any (i.e., attach manufacturer’s statement verifying exclusive availability of product etc...)</b>	
<b>4. List the Names of other Vendors contacted &amp; Price Quotes:</b>	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
<b>Your sole source request will not be approved without the required signatures below:</b>	
Department Head	Date
CFO	Date
Superintendent	Date



## Sole Source Checklist

### 1. Check one of the following:

**One-of-a-kind** The commodity or service has no competitive product and is available from only one supplier.

Prior to checking this box you must complete each of the following tasks:

- Search the internet for companies providing similar services.
- Search purchasing files to determine if district has a record of vendors(s) that have provided similar services.
- Document search activities and findings

**Compatibility** The commodity or service must match existing brand of equipment for compatibility and is available from only one vendor.

Prior to checking this box you must complete the following task:

- Provide documentation from the provider of the original equipment/services that the equipment/services in question must be provided by the vendor in question

**Replacement Part** The commodity is a replacement part for a specific brand of existing equipment and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Document a search for additional suppliers

**Delivery Date** Only one supplier can meet necessary delivery requirements.

Prior to checking this box you must complete each of the following tasks:

- Document delivery date and quotes from at least two other vendors
- Document rationale in support of treating the delivery date as mission critical

**Research Continuity** The commodity or service must comply with established District standards and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Document district adoption of standard (i.e. Textbook adoption)

**Unique Design** The commodity or service must meet physical design or quality requirements and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Sole supplier (i.e. Regional Distributor)

**Emergency URGENT NEED** for the item or service does not permit soliciting competitive bids, as in cases of emergencies, disasters, etc.

Prior to checking this box you must complete the following task:

- Complete Emergency Purchase Form

2. If the Sole Source Criteria is met, then complete the Sole Source Form;

3. If the Sole Source Criteria are not met, then the item must be bid.







## Vendor Performance Report

Type of report: Final X Quarterly <input type="checkbox"/>		Report Date: 11/19/2012
Dept / School: Technology		Reported By: Cheryl VanNoy
Vendor: Microsoft		Vendor #: 600007990
Contract # / P.O. #: 4500159730		Contract Name: Microsoft Software Support
Contract Amount: \$ 90,000		Award Date: 11-15-11
Purpose of Contract (Brief Description): Microsoft software support		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	X5	
	4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	X5	
	4	
	3	
	2	
	1	
Business Relations	X5	
	4	
	3	
	2	
	1	
Customer Satisfaction	X5	
	4	
	3	
	2	
	1	
Cost Control	5	
	X4	
	3	
	2	
	1	
Average Score	4.8	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period. <p style="text-align: center;">Please Check    Yes X    No <input type="checkbox"/></p>		

## VENDOR PERFORMANCE REPORT INSTRUCTIONS

<b>Type of report</b>	Identify if this the final report or a quarterly report (3 months)
<b>Report Date</b>	the date the report is prepared
<b>Department</b>	Indicate the name of the reporting department
<b>Reported By</b>	Please sign your name
<b>Vendor</b>	Enter the vendor's name
<b>Vendor Number</b>	Enter the vendor's assigned number
<b>Contract # / PO #</b>	Enter the assigned contract # or the purchase order # for the goods or Services being reported
<b>Contract Name</b>	This the official name used when the contract was solicited
<b>Contract Amount</b>	The total dollar value of the contract: the amount listed on the Board Resolution
<b>Award Date</b>	Enter the date that the Board approved this contract
<b>Contract Description</b>	Provide a brief description of the work being done under the contract
<b>Performance Ratings</b>	In the comment column provide the rationale for the rating you give. Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

### Performance Ratings Guidelines

Rating	Category	Description
5	<b>Exceptional</b>	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	<b>Very Good</b>	Met all performance requirements; Minor problems; Effective corrective actions
3	<b>Satisfactory</b>	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	<b>Marginal</b>	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	<b>Unsatisfactory</b>	Most performance requirements are not met; Recovery not likely

### Performance Categories Descriptions

Category	Description
<b>Quality of Goods and / or Services</b>	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
<b>Timeliness of Delivery or Performance</b>	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS benefit); quickly resolved delivery issues
<b>Business Relations</b>	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
<b>Customer Satisfaction</b>	Rate the vendor based on feedback you receive from your customers (end-users)
<b>Cost Control</b>	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements





# BOARD RESOLUTION

Date: December 6, 2012

Agenda Item : 01-17-13-10

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Sheila Smith-Anderson, Exec. Dir., Curr. Instruc

Action to be Approved: Contract

Other Transaction Descriptors:  
(i.e.: Sole Source, Ratification)

RFP/Bid # 001-1213

**SUBJECT:** To approve a contract with Follett Systems to provide a new centralized library, textbook and asset management system for all schools. The cost includes 225 new bar code scanners and services to physically barcode all existing textbooks, leveled book rooms and other assets. The contract will be for the period January 18, 2013 to January 17, 2014. The cost of the contract will not exceed \$759,458 which includes a 10% contingency of \$69,042. (The pricing reflects a credit for the current library system)

**BACKGROUND:** The SLPS management system is more than 10 years old and soon will not be supported by the vendor. The current bar code scanners are unable to interface with new computers in the libraries causing the need for manual entry of new books. The system would provide single search capability across the District and would expand to include textbooks and other assets (computers, music and sports equipment). Textbooks and other assets, especially computer equipment such as iPads, laptops, netbooks, nooks and e-readers, continue to grow and there is currently no efficient way to track these items. The District would realize the following benefits:  
See Attached Page for listing of the benefits.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.D.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 847-00-110	GOB	Requisition #: TBD
Amount: \$759,458.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$759,458.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600002393

Department: Curriculum & Instruction

Requestor: Sheila Smith-Anderson

Angela Banks, Budget Director

Mary M. Houlihan, Dep. Supt., Operations

Leon Fisher, CFO/Treasurer

Dr. Nicole Williams, Dep. Supt., Academics

Dr. Kelvin R. Adams, Superintendent

## Board Resolution For Follett Systems – Page 2

- a. Improved access and availability of library books, textbooks, and others assets across the District
- b. Savings on labor and manpower to manually track textbooks and other assets (TBD)
- c. Savings on cost of replacement textbooks (estimate \$326,000 savings annually) plus savings on cost of other replacement assets (TBD)
- d. Greater accountability for students and staff due to checkout process and tracking system
- e. Improved inventory control over library books, leveled bookroom books, textbooks, computer and other equipment
- f. Progress monitoring feature for students to expedite academic performance through data driven decisions, specifically in literacy



December 6, 2012

## MEMORANDUM

**TO:** Dr. Nicole Williams

**FROM:** Sheila Smith-Anderson

**RE:** RFP 001-1213 Centralized Library, Textbook, & Asset Tracking

The evaluation took place on November 1, 2012. The evaluation committee consisted of the following:

Sheila Smith-Anderson	Executive Director, Curriculum, Instruction & Professional Development
Mary Houlihan	Deputy Superintendent - Operations
Dr. Pauline Moley	Supervisor – Academic Instructional Coaches
Audrey Jackson	Director – Leadership Development

Bids from the following companies were evaluated and recorded as follows:

Company Name	Bid Amount	Overall Score	Award (Y/N)
Insignia Software	\$360,000	174	No
Follett Software	\$690,416	337	Yes

One copy of each evaluation form is on file along with this evaluation record in the risk management department.

Sheila Smith-Anderson  
Executive Director, Curriculum, Instruction & Professional Development

# Demonstration Evaluation Summary

## Centralized Library, Textbook, Asset Tracking Summary

Name of Vendor	Evaluation Pts Total	Ranking (1,2,3, etc)	Comments
Insignia Software	174	2	
Follett Software	337	1	

# Demonstration Evaluation Summary

## Centralized Library, Textbook, Asset Tracking Summary

Name of Vendor	Evaluation Pts Total	Ranking (1,2,3, etc)	Comments
Insignia Software	174	2	
Follett Software	387	1	







# BOARD RESOLUTION

Date: December 4, 2012

Agenda Item : 01-17-12-11

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Cheryl VanNoy, Exec. Dir., Technology Services

Action to be Approved: Contract

Other Transaction Descriptors:  
(i.e.: Sole Source, Ratification)

RFP/Bid # 006-1213 SAP Assessment Services

**SUBJECT:** To approve a contract with CIBER for SAP consulting services to be provided January 18, 2013 through June 30, 2013 at a cost not to exceed \$45,630 which includes a contingency of \$15,000 to allow one additional week of onsite evaluation, if necessary.

**BACKGROUND:** The district uses SAP as its Enterprise Resource Planning (ERP) system, specifically the Finance, HR and Payroll applications. The system was implemented in 1999 and updated to version ECC 6.0 in 2008. The 2008 upgrade was an "as is" upgrade with little enhanced functionality. There have been no modifications or enhancements since that time. Since the original implementation, employee turnover has reduced the number of SuperUsers fully trained in the use of SAP for their functional areas. There is currently only one in-house technical resource to support the application. The recent financial audits include many findings that could be best addressed with enhanced systems functionality. The goal with this assignment is to fully assess the current system and evaluate the feasibility and cost for any potential upgrades and/or improvements. The results of this assessment will be used to determine future priorities and projects to improve SAP including enhancements, training, and ongoing support.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy:

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code - 110 Fund Type - 2218 Function - 6411 Object Code)

Fund Source: 981-75-110-2577-6319	GOB	Requisition #: 10132480
Amount: \$45,630.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$45,630.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600013075

Department: Technology Services

Requestor:

Cheryl L Van Noy  
Cheryl VanNoy, Exec. Dir., Technology Services

Mary M Houlihan  
Mary M. Houlihan, Dep. Supt., Operations

Angela Banks  
Angela Banks, Budget Director

Leon Fisher  
Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams  
Dr. Kelvin R. Adams, Superintendent



November 29, 2012

**MEMORANDUM**

**TO: Mary Houlihan**

**FROM: Kevin Coyne**

**RE: Bid Evaluation Record for RFP# 005-1213 SAP Assessment Services**

The evaluation began at 11/27/12 and concluded on 11/29/12. The evaluation committee consisted of the following:

Mary Houlihan	Deputy Superintendent - Operations	SLPS
Dr. James Henderson	Executive Director – Human Resources	SLPS
Leon Fisher	CFO/Treasurer	SLPS
Cheryl VanNoy	Executive Director – Technology Services	SLPS
Sheila Madkins	Director – Technology Services	SLPS

Bids from the following companies were evaluated and recorded as follows:

Company Name	Bid Amount	Overall Score	Award (Y/N)
CIBER	\$30,630	23	Yes
Meridian Partners	\$154,720	17	No
Universal System Technologies	\$132,960	11	No

One copy of each evaluation form is on file along with this evaluation record in the Purchasing Department.

Kevin Coyne  
Sr. Risk Management and Compliance Analyst  
Finance Department

# Evaluation Summary

## SAP Assessment Services

Name of Vendor	Evaluation Pts Total	Ranking (1,2,3, etc)	Comments
Ciber	23	1	
Meridian Partners	17	2	
Universal System Technologies	11	3	





# BOARD RESOLUTION

Date: December 5, 2012

Agenda Item : 01-17-13-12

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Cheryl VanNoy, Exec. Dir., Technology Services

Action to be Approved: RFP/Bid

Other Transaction Descriptors:  
(i.e.: Sole Source, Ratification)

RFP/Bid # 007-1213 Erate Consulting Services

**SUBJECT:** To approve a contract with BTU, LLC for E-Rate consulting services to be provided January 18, 2013 through February 1, 2014 with an option to renew for up to two additional years at a cost not to exceed \$86,184.00 per year with the approval of the Board.

**BACKGROUND:** In the past, with assistance from consultants, the District has positively responded to Program Integrity Audits and other requests. Additionally, the District has received over 100+ million dollars in goods and services. The assistance of an E-Rate expert will facilitate both the planning and submission of applications for future funding requests. Per our District guidelines, this contract is put out for RFP every three years.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: 6.4.1

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 981-75-110-2828-6319	GOB	Requisition #: 10132465
Amount: \$86,184.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$86,184.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600013980

Department: Technology Services

Requestor:

Cheryl VanNoy  
Cheryl VanNoy, Exec. Dir., Technology Services

Mary M. Houlihan  
Mary M. Houlihan, Dep. Supt., Operations

Angela Banks

Angela Banks, Budget Director

Leon Fisher

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams  
Dr. Kelvin R. Adams, Superintendent

# Evaluation Summary

## Erate Consulting Services

Name of Vendor	Evaluation Pts Total	Ranking (1,2,3, etc)	Comments
BTU Consulting	360	1	
CSM Consulting, Inc.	270	3	
E-Rate Central	278	2	
Funds For Learning	232	4	



December 4, 2012

# MEMORANDUM

**TO:** Mary Houlihan

**FROM:** Kevin Coyne

**RE:** Bid Evaluation Record for RFP# 007-1213 Erate Consulting Services

The evaluation began at 11/28/12 and concluded on 11/28/12. The evaluation committee consisted of the following:

Cheryl VanNoy	Executive Director – Technology Services	SLPS
Mark Howell	Technology Services	SLPS
Anna Munson	Executive Director – Federal Grants Mgmt	SLPS
Kevin Coyne	Sr. Risk Mgmt & Compliance Analyst	SLPS

Bids from the following companies were evaluated and recorded as follows:

Company Name	Bid Amount	Overall Score	Award (Y/N)
BTU Consulting	\$86,184	360	Yes
CSM Consulting, Inc.	\$94,500	270	No
E-Rate Central	\$85,000	278	No
Funds For Learning	\$58,000 + Travel Total - \$93,000	232	No

One copy of each evaluation form is on file along with this evaluation record in the Purchasing Department.

Kevin Coyne  
Sr. Risk Management and Compliance Analyst  
Finance Department







# BOARD RESOLUTION

Date: December 4, 2012

Agenda Item: 01-17-13-13

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Cheryl VanNoy, Exec. Dir., Technology Services

Action to be Approved: RFP/Bid

Other Transaction Descriptors:  
(i.e.: Sole Source, Ratification)

RFP/Bid # Bid

**SUBJECT:** To approve a contract with Emerald Data Solutions for the BoardDocs product to be used for the Board document management system. The contract will be for the period February 1, 2013 through January 31, 2014 at a cost not to exceed \$10,000.

**BACKGROUND:** The District does not currently have a Board document system. BoardDocs is a product supported by MSBA and is used by a large number of districts in the State of Missouri. BoardDocs was compared and bid against the other major document management system as well as Sharepoint, an internal software option, and was found to be the best fit for SLPS.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy:

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code - 110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 981-00-110-2577-6319	GOB	Requisition #: 10132464
Amount: \$10,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
\$10,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Technology Services

Requestor:

Cheryl VanNoy, Exec. Dir., Technology Services

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



November 29, 2012

**MEMORANDUM**

**TO: Mary Houlihan**

**FROM: Kevin Coyne**

**RE: Bid Evaluation Record for Bid – Board Document Management System**

The evaluation began at 11/27/12 and concluded on 11/29/12. The evaluation committee consisted of the following:

Mary Houlihan	Deputy Superintendent - Operations	SLPS
Leon Fisher	CFO/Treasurer	SLPS
Cheryl VanNoy	Executive Director – Technology Services	SLPS
Ruth Lewis	Board Office	SLPS
Kevin Coyne	Sr. Risk Mgmt & Compliance Analyst	SLPS

Bids from the following companies were evaluated and recorded as follows:

Company Name	Bid Amount	Overall Score	Award (Y/N)
Emerald Data Solutions	\$10,000	25	Yes
IQM2	\$11,520	15	No
Sharepoint Technology		Did Not Meet Needs	No

One copy of each evaluation form is on file along with this evaluation record in the Purchasing Department.

Kevin Coyne  
Sr. Risk Management and Compliance Analyst  
Finance Department

# Evaluation Summary

## Board Document Management System

Name of Vendor	Evaluation Pts Total	Ranking (1,2,3, etc)	Comments
Emerald Data Solutions	25	1	
IQM2	15	2	
Sharepoint			Would not meet the interactive needs required



**ITEM#:**

**01-17-13-14**

**(APPROVED AT THE 12/13/12 MEETING)**



**ITEM#:**

**01-17-13-15**

**(APPROVED AT THE 12/13/12 MEETING)**





**ITEM#:**

**01-17-13-16**

**(APPROVED AT THE 12/13/12 MEETING)**



**ITEM#:**

**01-17-13-17**

(APPROVED AT THE 12/13/12 MEETING)





# BOARD RESOLUTION

Date: December 3, 2012

Agenda Item : 01-17-13-12

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm

Action to be Approved:  
Agency/Partnership Agreement

Other Transaction Descriptors:  
(i.e.: Sole Source, Ratification)

Hilliker/Wash Real Estate Fee`

**SUBJECT:** To approve payment of the real estate fee due to Hilliker Corporation/Linda M. Wash Real Estate, LLC for real estate services rendered for the Mitchell School contract. The fee of \$29,400.00 represents 3% of the contract price of \$980,000.00 due to the brokers subsequent to the District's termination of the contract.

**BACKGROUND:** According to the 29<sup>th</sup> Amendment to the Listing Agreement dated January 24, 2012 between brokers Hilliker Corporation /Linda M. Wash Real Estate, LLC and the Board of Education, and agreed upon on February 24, 2012, the brokers are due a fee equal to 3% of the contracted sale price if the Board terminates a contract for properties included as part of the listing agreement. The Mitchell School contract for \$980,000.00 was terminated by the Board. Therefore, Hilliker/Wash is due a fee of \$29,400.00.

**Accountability Plan Goals:** Goal III: Facilities, Resources Support **Objective/Strategy:** III.C.1

**FUNDING SOURCE:** (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

<b>Fund Source:</b> 905-00-110-2624-6358	GOB	<b>Requisition #:</b> NA
<b>Amount:</b> \$29,400.00		
<b>Fund Source:</b>		<b>Requisition #:</b>
<b>Amount:</b>		
<b>Fund Source:</b>		<b>Requisition #:</b>
<b>Amount:</b>		
<b>Cost not to Exceed</b> \$29,400.00	<input type="checkbox"/> Pending Funding Availability	<b>Vendor #:</b> 600004355

Department: Operations

Requestor Marti L. Roveda

Angela Banks, Budget Director

Roger CayCe, Exec. Dir., Operations/Bldg. Comm.

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



**HILLIKER  
CORPORATION**  
COMMERCIAL REAL ESTATE

2001 S. Hanley Rd., Suite 300  
St. Louis MO 63144  
P 314 781 0001  
F 314 781 1159  
www.hillikercorp.com

## COMMISSION INVOICE

March 5, 2012

To: Special Administrative Board of  
the Transitional School District of the  
City of St. Louis  
C/O Martha Roveda  
108 N. 11<sup>th</sup> Street  
St. Louis, MO 63101

Re: Mitchell School (955 Arcade)  
Commission

Commission due for real estate services rendered by Hilliker Corporation and  
Linda M. Wash Real Estate, LLC for Mitchell School. Contract terminated by Seller.

COMMISSION DUE HILLIKER CORPORATION: **\$29,400.00**

(3%) of Contract Sale Price of \$980,000.00

*Thank you and please make check payable to Hilliker Corporation.*

**PAYABLE UPON RECEIPT**

**TWENTY NINTH AMENDMENT TO LISTING AGREEMENT**

**Dated: January 24, 2012**

Properties: St. Louis Public School Surplus Properties  
Owner: Board of Education of the City of St. Louis  
Brokers: Hilliker Corporation and Linda M Wash Real Estate, LLC  
Original Listing Date: August 23, 2003  
Amendments: The 28 Amendments executed from 4/13/04 to 10/20/11 remain valid

The undersigned herewith agree to amend the above referenced agreement as follows:

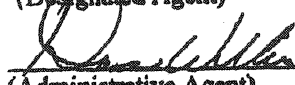
- Should properties included in the listing be contracted by Owner to be sold and Owner subsequently terminates said contract or should Broker present a full price offer from a qualified Buyer and Owner not accept said offer then Brokers shall be due a fee equal to 3% of the contracted sale price.

All other terms of the Listing Agreement, as amended, to remain unchanged.

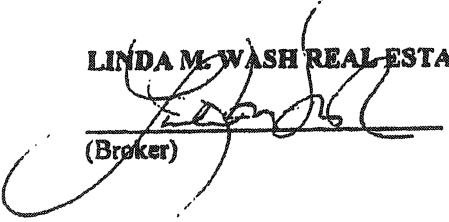
**HILLIKER CORPORATION**

  
(Designated Agent)

  
(Designated Agent)

  
(Administrative Agent)

**LINDA M. WASH REAL ESTATE, LLC**

  
(Broker)

**THE SPECIAL ADMINISTRATIVE BOARD  
OF THE TRANSITIONAL SCHOOL  
DISTRICT OF THE CITY OF ST. LOUIS**

BY: 

TITLE: CEO

DATE: 2.24.12







# BOARD RESOLUTION

Date: November 30, 2012

Agenda Item : 0117-13-19

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm

Action to be Approved: Policy Adoption/Change Other Transaction Descriptors:  
(i.e.: Sole Source, Ratification)

**SUBJECT:** To approve an increase in Building Use Fees, per BOE Policy R1330, for the utilization and/or rental of SLPS schools and facilities. These revised fees will begin July 1, 2013.

**BACKGROUND:** Revenues generated from the increase in Building Use Fees will be used to offset the increase in overhead costs, i.e., utilities, custodial, and maintenance expenses, and any additional costs incurred to open buildings on non-school days.

**Accountability Plan Goals:** Goal III: Facilities, Resources Support **Objective/Strategy:** III.C.1

**FUNDING SOURCE:** (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Operations

Requestor: Linda C. McKnight

Roger CayCe, Exec. Dir., Operations/Bldg. Comm.

Angela Banks, Budget Director

Mary M. Houlihan, Dep. Supt., Operations

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

**BUILDING PERMIT FEES INCREASE**

**(In Comparison to surrounding School Districts)**

**Custodial Fee** (Monday – Saturday) = \$40.00/hr.

**Custodial Fee** (Sunday) = \$55.00/hr.

**Electrician Fee** (Monday – Saturday) = \$50.00/hr. *(will be assigned for all auditorium use)*

**Electrician Fee** (Sunday) = \$65.00/hr.

**Security Fee** (Monday – Friday) = \$30.00/hr.

**Security Fee** (Saturday) = \$45.00/hr.

**Security Fee** (Sunday) = \$60.00/hr.

**Auditorium** (Regular) = \$85.00/hr. *(plus electrician fee)*

**Central Visual Performing Arts Auditorium- Base Rental Fees**

Non SLPS Organization = \$750/day *(plus other staff fees)*

SLPS Organization = \$300/day *(plus other staff fees)*

**ELEMENTARY SCHOOL & MIDDLE**

Monday – Friday Building Usage Fee = \$ 40.00/hr.

Saturday Building Usage Fee = \$50.00/hr.

Sunday Building Usage Fee = \$75.00/hr.

**HIGH SCHOOLS**

Monday – Friday Building Usage Fee = \$60.00/hr.

Saturday Building Usage Fee = \$90.00/hr.

Sunday Building Usage Fee = \$110.00/hr.

**ATHLETIC HIGH SCHOOL FIELDS**

\$300.00 minimum 4 hours

\$50.00 each additional hour

**GATEWAY HIGH TURF**

\$1250.00 minimum of 4 hours

\$275.00 each additional hour

## **BUILDING PERMIT FEES - PRESENT**

Monday – Saturday Custodial Fee = \$30.00/hr.

Sunday Custodial Fee = \$45.00/hr.

Electrician Fee = \$35.00/hr.

### **ELEMENTARY SCHOOL & MIDDLE**

Monday – Friday Building Usage Fee = \$ 30.00/hr.

Saturday Building Usage Fee = \$45.00/hr.

Sunday Building Usage Fee = \$60.00/hr.

### **HIGH SCHOOLS**

Monday – Friday Building Usage Fee = \$50.00/hr.

Saturday Building Usage Fee = \$85.00/hr.

Sunday Building Usage Fee = \$100.00/hr.

### **ATHLETIC HIGH SCHOOL FIELDS**

\$48.00/hr. or \$290.00/day (i.e. six (6) to eight (8) hours).



**ITEM#:**

**01-17-13-20**

**(APPROVED AT THE 12/13/12 MEETING)**





# BOARD RESOLUTION

Date: November 30, 2012

Agenda Item : 01-17-13-21

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Sheila Smith-Anderson, Exec. Dir., Curr. Instruc

Action to be Approved: RFP/Bid

Other Transaction Descriptors: Bid  
(i.e.: Sole Source, Ratification)

**SUBJECT:** To approve the purchase of 1,250 Fitbook Junior journals, 16 teacher kits, shipping and one (1) travel expense for a training session from Fitlosophy for the AIM for Fitness Project. The total combined cost will not exceed \$16,419.20.

**BACKGROUND:** The fitbook™ is a personalized, flexible and functional line of fitness plus nutrition journals that offer a unique 12-week system to plan for success, track your progress, and reach your goals. The Fitbook Junior will aide students with meeting the "self empower" goal designated in the AIM for Fitness Project and will also comply with the District's initiative of improving student literacy.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.A.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 847-WZ-293-1123-6411	Non-GOB	Requisition #: 10132429
Amount: \$16,419.20		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$16,419.20	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600015198

Department: Athletics

Requestor: Leanne White

Angela Banks, Budget Director

  
Sheila Smith-Anderson, Exec. Dir., Curr. Instruc  
Leon Fisher, CFO/Treasurer  
Dr. Nicole Williams, Dep. Supt., Academics

Dr. Kelvin R. Adams, Superintendent



fitlosophy inc.

fitlosophy, inc.

260 Newport Center Drive, Suite 100  
Newport Beach, CA 92660

# Sales Order

Date	S.O. No.
11/15/2012	40

Name / Address
St. Louis Public Schools Leanne White St. Louis Public Schools 801 N 11th St. St. Louis, MO 63101

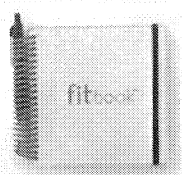
Ship To
St. Louis Public Schools Leanne White St. Louis Public Schools 801 N 11th St. St. Louis, MO 63101

P.O. No.	Project

Item	Description	Ordered	U/M	Rate	Amount
FTBK-JR-001	fitbook junior: goal-setting journal	1,250	ea	12.00	15,000.00
teachkit001	Teacher's Kits	16	ea	19.95	319.20
Shipping & Han...	Shipping & Handling - estimate	1		800.00	800.00
travelexpense	travel expenses	1	ea	300.00	300.00
				<b>Total</b>	\$16,419.20

## fitness journals by fitosophy

NOTE: orders placed before 5pm PST are shipped out within 48 hours! please allow 2-3 days for UPS, 5-7 days for USPS, and 10-12 days for international delivery.

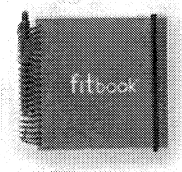


fitbook: fitness + nutrition journal

**Our Price:** \$22.95

[» add to cart](#)

the personalized, flexible, and functional fitness + nutrition journal that offers a unique 12-week system to plan for success, track your progress, and reach your goals. [» more info](#)

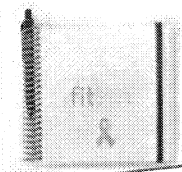


fitbook BLACK: fitness + nutrition journal

**Our Price:** \$22.95

[» add to cart](#)

fitbook gets a macho-camacho makeover with a sleek black cover, black spiral binding, and a sharp black pen - while still featuring the same goal-setting functionality that you know and love about fitbook! [» more info](#)

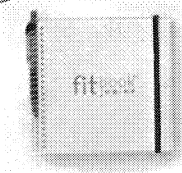


fitbook PINK: fitness + nutrition journal (\$4 to breast cancer)

**Our Price:** \$24.95

[» add to cart](#)

it's back! limited-edition fitbook PINK + give back! available for a limited time only, \$4 from the sale of each fitbook PINK benefits breast cancer research + awareness in honor of breast cancer awareness month! [» more info](#)



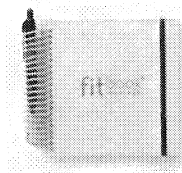
fitbook junior: healthy goal setting for kids

**List Price:** \$22.95

**Our Price:** \$19.95

[» add to cart](#)

the fun, interactive, and goal-oriented fitness + nutrition journal for teaching kiddos to live a healthy, active lifestyle - plus a bonus coach guide! [» more info](#)



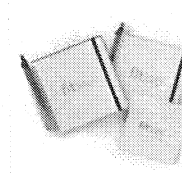
fitbook mama2b: 40-week pregnancy journal

**List Price:** \$28.95

**Our Price:** \$24.95

[» add to cart](#)

this chubby 40-week fitbook™ helps expecting mamas set goals and track progress to ensure an active + healthy pregnancy. [» more info](#)

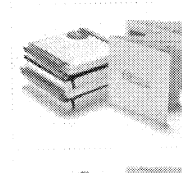


fampack: fitbook + fitbook junior

**Our Price:** \$39.95

[» add to cart](#)

make it a team effort: 1 fitbook + 1 fitbook junior = a fit family! get the fampack and save - our way of encouraging families to get and stay healthy together. [» more info](#)

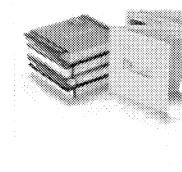


fitpack: set of 4 fitbooks

**Our Price:** \$79.95

[» add to cart](#)

set of 4 fitbooks to get and stay on track for the next 12 months - includes 4 pint-size pens plus a bonus yearly plan! [» more info](#)



fitpack BLACK: set of 4 fitbook BLACKS

**Our Price:** \$79.95

[» add to cart](#)

set of 4 fitbook BLACKS to get and stay on track for the next 12 months - includes 4 pint-size pens plus a bonus yearly plan! [» more info](#)



## Executive Summary

fit philosophy conducted a survey on 5th-8th grade and their parents/guardians to attain feedback on their school assignment, to participate in the 12-week fitbook junior program. Feedback in the following areas was desired: frequency of use, degree of use/interaction in the program, results due to involvement in the project and opinion of the program. Major finding from the analysis included the following: **74.5%** of all students recommending use of the fitbook junior program to other schools, over **50%** of all students felt that writing their goals down made them think more about how they could accomplish them, and the fitbook increased over **70%** of all students awareness of their eating and exercise habits resulting in healthier eating and more exercise. Conclusions include that fitbook junior has indeed increased student awareness of eating healthy and exercising routinely.

## Findings

### All Grades

**70.9%** of students surveyed found that the fitbook junior program increased their awareness of their eating and exercise habits, resulting in a choice to eat healthier and exercise more. **50.9%** of the students felt that writing their goals down made them think more about how they could accomplish them. **27.3%** of student liked the design of fitbook junior the most, **12.7%** enjoyed the activity log/get movin' section the best, while **9.1%** liked the nutrient tracker, and another **9.1%** favored the weekly wrap-up pages. **74.5%** of all students recommend that other schools use the fitbook junior program to teach kids about eating healthy and being active. **17.8%** of the participants in the fitbook junior program used "awesome" to describe fitbook junior and **11.1%** described it as "fun".

### 5<sup>th</sup> grade

Results from 5<sup>th</sup> graders survey proved that **61.1%** tracked their goals 4-6 times per week, while **16.6%** tracked them 1-3 times, **16.6%** also tracked them every day. On a weekly basis at least **55%** of students set get movin', food, school, and home goals. Specifically **83.3%** set get movin', **55.5%** set food, **66.6%** set school, and **66.6%** set home goals weekly. **83.3%** of 5<sup>th</sup> graders would complete their weekly wrap-up and count their stars at the end of each week. On a daily basis **77.7%** of student tracked their activity, **66.6%** tracked food intake, **33.3%** used their nutrient tracker, and **11.1%** didn't track at all. **50%** of students said they tried to eat healthier foods during the 12-weeks. **55.5%** of 5<sup>th</sup> graders recommend the fitbook junior program to other schools to teach kids about healthy foods and exercise and **55.4%** also gave fitbook an above average grade of an A or B.

### 6<sup>th</sup> grade

The 6<sup>th</sup> grader survey results concluded that **55.5%** tracked their goals 4-6 times per week, while **22.2%** tracked them every day, **5.5%** tracked them 1-3 times a week, and **5.5%** reported other. On a weekly basis at least **77.7%** of students set get movin', food, school, and home goals. Specifically **83.3%** set get movin' and food goals, while **77.7%** set school and home goals weekly. **61.1%** of 6<sup>th</sup> graders would complete their weekly wrap-up and count their stars at the end of each week. On a daily basis **55.5%** of student tracked their activity, **66.6%** tracked food intake, **44.4%** used their nutrient tracker, and **27.7%** didn't track at all. **55.5%** of students said they tried to eat healthier foods during the 12-weeks. **88.8%** of 6<sup>th</sup> graders recommend the fitbook junior program to other schools to teach kids about healthy foods and exercise and **66.6%** also gave fitbook an A while **22.2%** gave fitbook a B.

## 7<sup>th</sup> grade

**40%** of 7<sup>th</sup> graders surveyed tracked their goals 4-6 times per week, while **26.6%** tracked them every day, another **26.6%** tracked them 1-3 times per week. On a weekly basis at least **86.6%** of the 15 students set get movin', food, school, and home goals. Specifically **100%** set get movin', **93.3%** set food and school goals, while **86.6%** home goals weekly. **73.3%** of 7<sup>th</sup> graders would complete their weekly wrap-up and count their stars at the end of each week. On a daily basis **86.6%** of student tracked their activity, **73.3%** tracked food intake and **53.3%** used their nutrient tracker. **46.6%** of students thought they played more while they were tracking their activities. **53.3%** of students said they tried to eat healthier foods during the 12-weeks, and **66.6%** said they also tried to avoid unhealthy foods during those 12-weeks. **73.3%** of 7<sup>th</sup> graders recommend the fitbook junior program to other schools to teach kids about healthy foods and exercise and **40%** gave fitbook an A while **13.3%** gave fitbook a B.

## 8<sup>th</sup> grade

Of the 8<sup>th</sup> graders surveyed **75%** reported tracking 4-6 times per week in their fitbook junior and the remaining **25%** tracked 1-3 times per week. On a weekly basis at least **50%** of the 4 students set get movin', food, school, and home goals. Specifically **75%** set get movin' and food goals, while **50%** set both school and home goals weekly. **100%** of 8<sup>th</sup> graders would complete their weekly wrap-up and count their stars at the end of each week. On a daily basis **75%** of student tracked their activity, food intake, and used the nutrient tracker. **50%** of students thought they played more while they were tracking their activities. **75%** of 8<sup>th</sup> graders saw improvements in their sports or other physical activities during the fitbook junior program. **50%** of students said they tried to eat healthier foods during the 12-weeks. **100%** of 8<sup>th</sup> graders recommend the fitbook junior program to other schools to teach kids about healthy foods and exercise and **50%** gave fitbook a B.

## Parent Survey

Parents were surveyed for feedback on their child's involvement in the 12-week fitbook junior program. **62.5%** of parents found the coach guide provided to be a degree of effective, ranging from somewhat effective to very effective. **50%** of parents spent 1-30 minutes a week setting goals and rewards with their child. Of the parents surveyed **40%** found their child to be more aware of their food choices during the 12 weeks, **20%** found their child ate healthier, another **20%** say their child avoid unhealthy food. **22.2%** of parents found their child to be more aware of being active, **11.1%** saw their child make more of an effort to be active, another **11.1%** found that their child spent less time inactive during the program. **37.5%** of parents saw their child have a positive influence on other family members or friends during their involvement in the fitbook junior program. **50%** of the parents surveyed wouldn't make any changes to the fitbook junior, while **25%** would add a comment/parent signature section to fitbook junior. **62.5%** of the parents found fitbook junior to be a good start and very educational and effective. **25%** of parents gave fitbook junior and A, while **37.5%** didn't grade fitbook junior.

## Conclusion + Recommendations

Analysis of the fitbook junior pilot program survey concluded that the majority of children found the 12-week program to be beneficial in educating the importance of eating healthy and routinely exercising as nearly **75%** of the students recommend other schools adapt the program into their health and physical education programs.

Name \_\_\_\_\_

Grade \_\_\_\_\_

Score \_\_\_\_\_

## WRAP IT UP!

(conclusion worksheet level 2)

**Answer the questions below about your experience using fitbook junior. Use complete sentences, correct punctuation, and spelling.**

1. Why is it important to have goals?

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2. Do you think that writing your goals down made you more focused on them during the day? Why or why not?

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3. What is the difference between a short-term and a long-term goal?

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4. Using your fitbook junior as a reference, write down a measurable goal that you accomplished.

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5. How did you measure or track this goal? How did you know you accomplished it?

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6. The Surgeon General recommends children ages 6-19 get 60 minutes of moderate to vigorous physical activity per day. Do you get at least 60 minutes of physical activity 7 days a week? 5 days a week? Why or why not?

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7. What is the most important thing you learned about your nutrition and activity habits by using the fitbook junior?

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8. What are you doing well?

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9. What could you do better?

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# PEP Grant Year 1 2012-2013

## 1st Cohort - Clusters A, B, C

Cluster A,B,C	SCHOOL BELL TIME	ADDRESS PHONE #	PRINCIPAL	PE TEACHER
1	<b>Adams Elementary</b>	1311 Tower Grove Ave., 63110	Tawana Hughes	John Johnson
A	8:05-3:02	535-3910		
2	<b>Ames VPA Elementary</b>	2900 Hadley, 63107	JaVetta Parks-Prince	James Karwoski
B	9:10-4:07	241-7165		
3	<b>Ashland Elementary</b>	3921 No. Newstead, 63115	Lisa Brown	Luxora Crawford
C	8:05-3:02	385-4767		
4	<b>Clay Elementary</b>	3820 No. 14 <sup>th</sup> St., 63107	Donna Owens	Lindsey Petersen
B	8:05-3:02	231-9608		
5	<b>Cole Elementary</b>	3935 Enright, 63108	Sean Nichols	Aneta Pavlova
B	8:05-3:02	533-0894		
6	<b>Hamilton Elementary</b>	5819 Westminster Place, 63112	Starlett Frenchie	Karen Schneider
B	8:05-3:02	367-0552		
7	<b>Hickey Elementary</b>	3111 Cora Ave., 63115	Peggy Starks	Fabian Turner
C	8:05-3:02	383-2550		
8	<b>Hodgen Elementary</b>	1616 California, 63104	Regina Hasty	Steven Mercado
A	9:20-4:17	771-2539		
9	<b>Laclede Elementary</b>	5821 Kennerly Ave., 63112	Daisy Fisher	Sabrina Mack
C	8:15-3:12	385-0546		
10	<b>Lexington Elementary</b>	5030 Lexington Ave., 63115	Myra Pendleton	Russell Arms
C	8:05-3:02	385-2522		
11	<b>Lyon Acad. Basic Inst.</b>	516 Loughborough, 63111	Isakli Ingrid	Nicholas Schwerdt
A	8:05-3:02	353-1349		
12	<b>Mason Elementary</b>	6031 Southwest Ave., 63139	Deb Leto	James Blanke
A	8:05-3:02	645-1201		
13	<b>Peabody Elementary</b>	1224 S. 14 <sup>th</sup> St., 63104	Carey Cunningham	Ashley Daniels
A	8:05-3:02	241-1533		
14	<b>Walbridge Elementary</b>	5000 Davison Ave., 63120	Cynthia Harrison-Lewis	Cheryl Paige
C	8:05-3:02	383-1829		
15	<b>Washington Montessori</b>	1130 N. Euclid, 63113	DeAndrea Torrey	Benjamin Cornell
B	9:10-4:07	361-0432		
16	<b>Woerner Elementary</b>	6131 Leona, 63111	Peggy Meyer	Terry Hessler
A	9:10-4:07	481-8585		
	M. Leanne White, Ed.S. Project Director (314)345-4402 office (314) 952-8511 cell			Travis Brown Athletic Director (314) 345-4405





# BOARD RESOLUTION

Date: January 7, 2013

Agenda Item : 01-17-13-22

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Sheila Smith-Anderson, Exec. Dir., Curr. Instruc

Action to be Approved: Purchase of Service (s)      Other Transaction Descriptors: Sole Source  
(i.e.: Sole Source, Ratification)

**SUBJECT:** To approve a sole source subscription for web hosting services to support the Fitnessgram 9 Physical Education software from Cooper Institute as part of the Aim for Fitness Program for the period January 18, 2013 - July 31, 2013 at a cost not to exceed \$6,453.43. The services will be for the sixteen schools in the 1st Aim for Fitness Cohort. This item is being requested for approval at the January 17 meeting to allow a timely start of the grant.

**BACKGROUND:** The Cooper Institute is associated with Human Kinetics and is the only host website server providing the web host subscription for Fitnessgram. The Cooper Institute's web hosting subscription corresponds as the web host site for the FITNESSGRAM 9 Physical Education software. The web host will provide data monitoring, storage space, and security.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.A

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 847-WZ-293-1123-6441	Non-GOB	Requisition #: 10132708
Amount: \$6,453.43		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$6,453.43	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600015254

Department: Athletics

Requestor: Leanne White

Sheila Smith-Anderson, Exec. Dir., Curr. Instruc

1/7/2013  
Dr. Nicole Williams, Dep. Supt., Academics

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



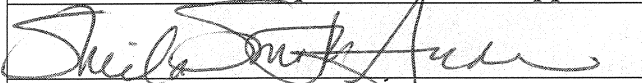
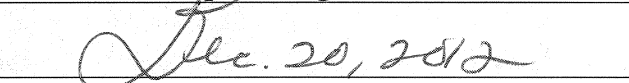


# REQUEST FOR SOLE SOURCE PURCHASE

<b>Requestor: Margaret L. White</b>	<b>Date: December 12, 2012</b>
<b>Department / School: Curriculum &amp; Instruction</b>	<b>Phone Number: 345-4403</b>
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
<b>Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)</b>	
The purchase of The Cooper Institute's web hosting subscription. The subscription will provide data monitoring, storage space, and security for each of the schools (16 schools in the 1 <sup>st</sup> AIM for Fitness Cohort) using FITNESSGRAM 9 Physical Education software. It does this by making all FITNESSGRAM functions available using an Internet browser, through outside web hosting.	
<b>Vendor Name: The Cooper Institute</b>	<b>Email: fgwebhosting@cooperinstitute.org</b>
<b>Vendor Contact: Monika Faltiss</b>	<b>Phone Number: (800) 635-7050 ext 3279</b>
<b>Justification Information</b>	
<b>1. Why the uniquely specified goods are required?</b>	
The Cooper Institute's web hosting subscription corresponds as the web host site for the FITNESSGRAM 9 Physical Education software. The web host will provide data monitoring, storage space, and security and it does this by making all FITNESSGRAM 9 functions available using an Internet browser, through outside web hosting. The 16 schools participating in the AIM for Fitness Project will use the Fitnessgram 9 software that has the ability to generate printed reports for each student (a parent version of the report can be generated, too). The Fitnessgram report defines the recommended range of fitness for each test measure—the Healthy Fitness Zone and will fulfill the DESE requirement for reporting the physical fitness assessments of all of the 5 <sup>th</sup> grade students.	
<b>2. Why good or services available from other vendors /competitors are not acceptable?</b>	
The Cooper Institute is associated with Human Kinetics and is the only host website server providing the web host subscription for Fitnessgram.	
<b>3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)</b>	
Fitnessgram was developed by the highly respected Cooper Institute. The Cooper Institute is dedicated to scientific research in the field of preventive medicine and public health and communicating the results of research to the scientific and medical communities as well as to the public. With assistance and support from the Washington University School of Medicine, AIM for Fitness project teachers, and the Project Director, physical fitness data will be retrieved from all 4 <sup>th</sup> and 5 <sup>th</sup> grade students participating in the program. This data will then be securely housed, monitored and distributed to teachers in forms of parent and student friendly reports.	
<b>4. List the Names of other Vendors contacted &amp; Price Quotes:</b>	
No other vendors provide this service for the FITNESSGRAM 9 software.	

*I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.*

**Your sole source request will not be approved without the required signatures below:**

	
Department Head	Date
CFO	Date
Superintendent	Date

## Sole Source Checklist

### 1. Check one of the following:

**One-of-a-kind** The commodity or service has no competitive product and is available from only one supplier.

Prior to checking this box you must complete each of the following tasks:

- Search the internet for companies providing similar services.
- Search purchasing files to determine if district has a record of vendors(s) that have provided similar services.
- Document search activities and findings

**Compatibility** The commodity or service must match existing brand of equipment for compatibility and is available from only one vendor.

Prior to checking this box you must complete the following task:

- Provide documentation from the provider of the original equipment/services that the equipment/services in question must be provided by the vendor in question

**Replacement Part** The commodity is a replacement part for a specific brand of existing equipment and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Document a search for additional suppliers

**Delivery Date** Only one supplier can meet necessary delivery requirements.

Prior to checking this box you must complete each of the following tasks:

- Document delivery date and quotes from at least two other vendors
- Document rationale in support of treating the delivery date as mission critical

**Research Continuity** The commodity or service must comply with established District standards and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Document district adoption of standard (i.e. Textbook adoption)

**Unique Design** The commodity or service must meet physical design or quality requirements and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Sole supplier (i.e. Regional Distributor)

**Emergency URGENT NEED** for the item or service does not permit soliciting competitive bids, as in cases of emergencies, disasters, etc.

Prior to checking this box you must complete the following task:

- Complete Emergency Purchase Form

2. If the Sole Source Criteria is met, then complete the Sole Source Form;

3. If the Sole Source Criteria are not met, then the item must be bid.

**FITNESSGRAM Version 9**  
**The Cooper Institute Webhosting Service**  
**Price Quote**

**Customer**

St. Louis Public Schools  
801 N. 11th Street  
St. Louis, MO, 63101

<b>Service</b>	<b>Annual Per School Price</b>	<b># Schools</b>	<b>Total</b>
Webhosting school <= 500 students	\$356	16	\$5,696
<b>ANNUAL TOTAL</b>			<b>\$5,696</b>
Price does not include 6.6 % sales tax.			

Estimated Effective Date of Service: Specify desired activation date on purchase order.

Note: School must have an active FITNESSGRAM 9 software license purchased from Human Kinetics prior to activating webhosting. CI will have to receive license key that will be sent from Human Kinetics prior to activating website.

Indicate tax exempt status on purchase order.

Purchase Orders may be returned to the following:

FITNESSGRAM

Attn: Monika Faltiss

The Cooper Institute

12330 Preston Rd.

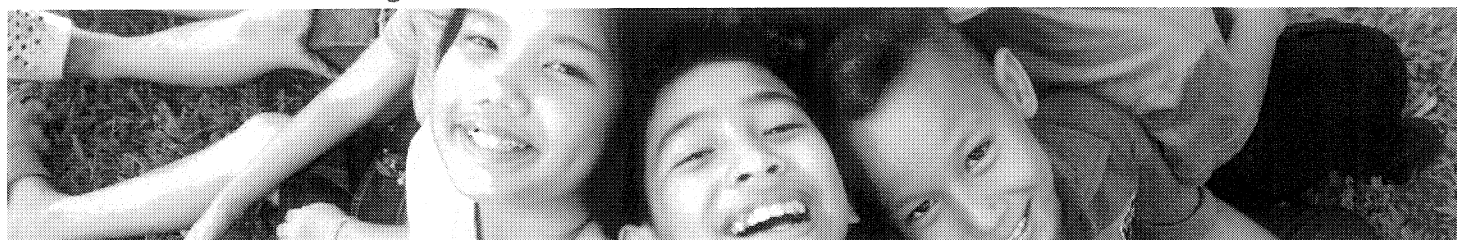
Dallas, TX 75230

fgwebhosting@cooperinst.org

Fax: 972-341-3227

**PEP Grant Year 12012-2013  
1st Cohort - Cluters A, B, C**

<b>Cluster A,B,C</b>	<b>SCHOOL BELL TIME</b>	<b>ADDRESS PHONE #</b>	<b>PRINCIPAL</b>	<b>PE TEACHER</b>
<b>1</b>	<b>Adams Elementary</b>	1311 Tower Grove Ave., 63110	Tawana Hughes	John Johnson
<b>A</b>	8:05-3:02	535-3910		
<b>2</b>	<b>Ames VPA Elementary</b>	2900 Hadley, 63107	JaVetta Parks-Prince	James Karwoski
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<b>7</b>	<b>Hickey Elementary</b>	3111 Cora Ave., 63115	Peggy Starks	Fabian Turner
<b>C</b>	8:05-3:02	383-2550		
<b>8</b>	<b>Hodgen Elementary</b>	1616 California, 63104	Regina Hasty	Steven Mercado
<b>A</b>	9:20-4:17	771-2539		
<b>9</b>	<b>Laclede Elementary</b>	5821 Kennerly Ave., 63112	Daisy Fisher	Sabrina Mack
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<b>11</b>	<b>Lyon Acad. Basic Inst.</b>	516 Loughborough, 63111	Isakli Ingrid	Nicholas Schwerdt
<b>A</b>	8:05-3:02	353-1349		
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<b>16</b>	<b>Woerner Elementary</b>	6131 Leona, 63111	Peggy Meyer	Terry Hessler
<b>A</b>	9:10-4:07	481-8585		
<b>M. Leanne White, Ed.S.</b> <b>Project Director</b> <b>(314)345-4402 office</b> <b>(314) 952-8511 cell</b>			<b>Travis Brown</b> <b>Athletic Director (314)</b> <b>345-4405</b>	



## OVERVIEW

FITNESSGRAM (FG) 9.0, the new web-based version, is now available! FG 9.0 has everything that FG 8 had to offer and more. As a web-based application, FG 9.0 may be hosted by the local school district or by a third party. The Cooper Institute, a 501(c)(3) non-profit globally dedicated to preventive medicine research and education, is offering cost effective web hosting alternatives.

**Web hosting is required for web-based programs allowing you to store, input, and access your data.**

## BENEFITS

- freedom to access and enter data from any device that has internet connection;
- less time spent manually downloading and updating FG software - no installations are required;
- eliminates confusion by allowing districts or school systems to mandate specific test items;
- expanded options for generating statistical reports and graphs; and
- distributes reports to students and parents through e-mail.

**You can try a demo of web-based FITNESSGRAM 9.0 now at [www.Fitnessgram.net/Fitnessgram9/demo](http://www.Fitnessgram.net/Fitnessgram9/demo)**

## COST

The annual cost includes monitoring, storage space, and security for one school building. If you enter more records than your subscription allows, your subscription will upgrade to the next level. The Cooper Institute accepts checks, credit cards, and/or purchase orders.

Subscription Level	Total # of Student in FG Data File	Costs (per building per school year)
I	<500	\$356.00*
II	501-1000	\$414.00*
III	>1000	\$471.00*

\*Cost subject to change and tax not included. Tax Rate is 6.6%.

Note: You must purchase FG 9.0 license from Human Kinetics prior to subscribing to web hosting.

## TO SUBSCRIBE

**Step 1: You must first purchase a FG 9.0 license from Human Kinetics.** Human Kinetics will issue you a FG 9.0 license code embedded in an e-mail. This license code is required when you purchase web hosting from The Cooper Institute.

- To purchase FG 9.0 call (800) 747-4457, e-mail [K12sales@hkusa.com](mailto:K12sales@hkusa.com) or visit [www.FITNESSGRAM.net/contactus](http://www.FITNESSGRAM.net/contactus) and select your state for your sales representative.

**Step 2: To purchase web hosting for FG 9.0 call (800) 635-7050.** Remember to have your FG 9.0 license code number from Human Kinetics ready.

- For more information on web hosting, please call The Cooper Institute (972)341-3200 / (800)635-7050
- For more information on FG 9.0 pricing or system requirements, please call Human Kinetics at (800) 747-4457

FITNESSGRAM® is the premier fitness assessment tool with an educational reporting system. It emphasizes health-related fitness for life by measuring three components 1) aerobic capacity; 2) body composition; and 3) muscular strength, endurance and flexibility. Results, based on age and gender, are available in a report card format that physical education teachers can use to educate families and students and encourage healthy behaviors.

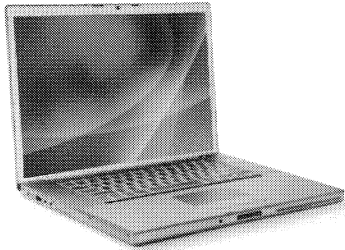
For more information about FITNESSGRAM  
visit [www.FitnessGram.net](http://www.FitnessGram.net)



## SYSTEM REQUIREMENTS

Browser: IE 7 & 8; Firefox 2 and 3

Connectivity: For Internet use, you need a good, quality internet provider.  
School use: Most districts have T1 lines or fiber optics. These are ideal.  
Home use: Never use dial-up. DSL might be an issue depending on the provider.  
Home use should have a high-speed broadband Internet connection



Screen resolution: 1024 x 768 pixels

Adobe Acrobat Reader: FG reports are generated in PDF format.  
School: Acrobat Reader 7 or above  
Home: Acrobat Reader 7 or above; VISTA Home  
Operating system requires Acrobat Reader 9.

FG 9.0 Now on the web!

## SECURITY

The Cooper Institute has taken many precautions to ensure your data is secure. The following security is in place:

- o backed up by enterprise UPS and generator;
- o contains secure Internet Connection including Intrusion Protection System (IPS) with monitoring; and
- o Client-to-server encryption provided through using SSL Certificate(s) with 128-bit encryption.

Due to the stringent security measures and monitoring at Region 10 (see below), you can feel confident your data will be safe, secure, and retrievable. For more information regarding data security, please contact David Souders at 972-348-1178.

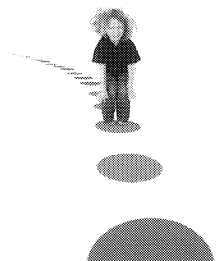
## DATA HOSTING

Your data will be monitored by The Cooper Institute, while physically housed at Region 10 Educational Service Center (400 East Spring Valley Road, Richardson, Texas 75081), a leader in providing educational services, innovative products, and web hosting to clients. Region 10 will support the web based version of FG 9.0. They are well experienced in hosting student data and working with schools. The Cooper Institute is excited about this venture and is confident that Region 10 has the resources and security measures to house FG 9.0.

## FOR MORE INFORMATION

Web Hosting Information (The Cooper Institute) (972) 341-3200 / (800) 635-7050

FG 9.0 Pricing and System Information (Human Kinetics) (800) 747-4457 or visit [www.FITNESSGRAM.net](http://www.FITNESSGRAM.net)









# BOARD RESOLUTION

Date: January 7, 2013

Agenda Item : 01-17-13-23

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Sheila Smith-Anderson, Exec. Dir., Curr. Instruc

Action to be Approved: Purchase of Good (s)

Other Transaction Descriptors: Bid  
(i.e.: Sole Source, Ratification)

**SUBJECT:** To approve the purchase of 32 tablet charging carts from Haddock Corporation as a part of the "We Love Reading" Grant. The cost will not exceed \$59,960.00. This item is being requested for approval at the January 17 meeting to allow a timely start of the grant program.

**BACKGROUND:** The tablet charging carts will be used to charge the Nooks being used in the "We Love Reading" Grant program, as well as to provide a secure storage space for the Nooks when not in use. This grant includes 16 schools (See Attached List) and each school will receive 2 tablet charging carts.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.A.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code - 110 Fund Type - 2218 Function - 6411 Object Code)

Fund Source: 847-W8-293-2218-6541	Non-GOB	Requisition #: 10132735
Amount: \$59,960.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$59,960.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600013273

Department: Curriculum & Instruction

Requestor: Sheila Smith-Anderson

Sheila Smith-Anderson, Exec. Dir., Curr. Instruc

Dr. Nicole Williams, Dep. Supt., Academics

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



January 4, 2013

## MEMORANDUM

**TO:** Dr. Nicole Williams  
**FROM:** Sheila Smith-Anderson  
**RE:** Bid – Tablet Charging Carts

The evaluation took place on December 13, 2012. The evaluation committee consisted of the following:

Sheila Smith-Anderson	Executive Director, Curriculum, Instruction & Professional Development
Linda Riekes	Development Office
Kevin Coyne	Risk Management and Compliance

Bids from the following companies were evaluated and recorded as follows:

Company Name	Bid Amount	Price Per Unit (Based on 2 units per school)	Award (Y/N)
Apple	\$83,040	\$2,595.00	No
Barnes and Noble	\$88,608	\$1,705.50 (plus Shipping)	No
Bretford	\$66,325	\$1,381.00 (3 units needed per school)	No
ErgoTron	\$81,408	\$2,544.00	No
Haddock	\$59,960	\$1,499.00	Yes

One copy of each evaluation Quotation is on file along with this evaluation record in the risk management department.

Sheila Smith-Anderson  
Executive Director, Curriculum, Instruction & Professional Development

# haddock

## PROPOSAL

### HADDOCK CORPORATION

8201 E 34TH STREET CIRCLE N., #801

WICHITA, KS 67226

316-558-3849

WWW.GOHADDOCK.COM

**TO: ST LOUIS PUBLIC SCHOOLS**  
801 N 11TH ST  
ST LOUIS MO 63101

THU, DEC 13, 2012

**SALESPERSON**  
505 - CHANDRA

**PROPOSAL / ORDER NUMBER**  
FM86115

HCC29331

**PHONE**  
314-231-3720

**FAX**  
314-345-2645

QTY	ITEM #	DESCRIPTION	PRICE	EXT
40	TAB40SS/PW4	TABLET CHARGING CART, 40 UNIT, (46"H, 24"W, 24.75"D)	1,499.00	59,960.00
40	SHIPPING	SHIPPING COST PER UNIT	150.00	6,000.00
40	SHIPPING	HADDOCK CUSTOMER DISCOUNT-FREE SHIPPING	-150.00	-6,000.00

<b>PRODUCTS/SERVICES</b>	59,960.00
<b>TAX RATE</b>	0.000%
<b>TAXES</b>	0.00
<b>SHIPPING</b>	
<b>TOTAL</b>	<b>59,960.00</b>

**TERMS: PRE-PAY 2% DISCOUNT OR 10 DAYS 1% DISCOUNT OR NET 30 DAYS**

SEND PRE-PAYS WITH YOUR ORDER TO HADDOCK CORPORATION, PO BOX 844118, KANSAS CITY, MO 64184-4118

PLEASE FAX YOUR ORDER TO 316-425-6347 OR 866-456-4077 OR EMAIL TO [ORDERS@GOHADDOCK.COM](mailto:ORDERS@GOHADDOCK.COM)

IF THIS IS YOUR FIRST ORDER WITH US, PLEASE INCLUDE A COPY OF YOUR TAX EXEMPT FORM.

PRICES SUBJECT TO CHANGE WITHOUT NOTICE

INFORMATION CONTAINED IN THIS PROPOSAL IS FOR THE USE OF HADDOCK CORPORATION.

RELEASE OF THIS INFORMATION TO ANY PARTIES OTHER THAN IT'S INTENDED USE IS STRICTLY PROHIBITED.

THU DEC 13, 2012 3:52:14 PM

**We Love Reading Grant Year 1 2012-2013**  
**- Clusters 1, 2, 3**

<b>Cluster 1,2,3</b>	<b>SCHOOL BELL TIME</b>	<b>ADDRESS PHONE #</b>	<b>PRINCIPAL</b>
1	<b>Ashland Elementary</b>	3921 No. Newstead, 63115	Lisa Brown
3	8:05-3:02	385-4767	
2	<b>Columbia Elementary</b>	3120 St. Louis Ave, 63103	Carrie Collins
3	8:05-3:02	533-2750	
3	<b>Dunbar Elementary</b>	1415 N. Garrison, Ave., 63106	Carla Cunnigan
3	8:15-3:12	533-2526	
4	<b>Hamilton Elementary</b>	5819 Westminster Place, 63112	Starlett Frenchie
3	8:05-3:02	367-0552	
5	<b>Hodgen Elementary</b>	1616 California, 63104	Regina Hasty
1	9:20-4:17	771-2539	
6	<b>Jefferson Elementary</b>	1301 Hogan St., 63106	Nathalie Means
3	8:05-3:02	231-2459	
7	<b>Laclede Elementary</b>	5821 Kennerly Ave., 63112	Daisy Fisher
2	8:15-3:12	385-0546	
8	<b>Lyon Acad. Basic Inst.</b>	516 Loughborough, 63111	Isakli Ingrid
1	8:05-3:02	353-1349	
9	<b>Mann Elementary</b>	4047 Juniata St., 63116	Nicole Conaway
3	8:05-3:02	772-4545	
10	<b>Meramec Elementary</b>	2745 Meramec St., 63118	LaKena Curtis
1	9:10-4:07	353-7145	
11	<b>Nance Elementary</b>	8959 Riverview Blvd., 63147	Monica Miller
1	8:05-3:02	867-0634	
12	<b>Oak Hill Elementary</b>	4300 Morganford Rd., 63116	Karessa Morrow
1	9:10-4:07	481-0420	
13	<b>Sigel Elementary</b>	2050 Allen Ave., 63104	Evelyn Woods
3	9:10-4:07	241-1533	
14	<b>Walbridge Elementary</b>	5000 Davison Ave., 63120	Cynthia Harrison-Lewis
3	8:05-3:02	383-1829	
15	<b>Washington Montessori</b>	1130 N. Euclid, 63113	DeAndrea Torrey
1	9:10-4:07	361-0432	
16	<b>Woodward Elementary</b>	6131 Leona, 63111	Kimberly Austin
1	9:10-4:07	481-8585	





# BOARD RESOLUTION

Date: January 7, 2013

Agenda Item : 01-17-13 24

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Sheila Smith-Anderson, Exec. Dir., Curr. Instruc

Action to be Approved: Purchase of Good (s)

Other Transaction Descriptors:  
(i.e.: Sole Source, Ratification)

Bid

**SUBJECT:** To approve the purchase of library books for the "We Love Reading" Book Club from Follett Library Resources at a cost not to exceed \$122,346.24. This item is being requested for approval at the January 17 meeting to allow a timely start of the grant program.

**BACKGROUND:** SLPS will receive 24 library books each of 15 titles for 16 Elementary schools (See Attached List), which covers grade levels; Kindergarten, 1st Grade and 2nd Grade. These selected library books are supplemental materials to the ebooks to support a strong literacy program within the classroom.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.A.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 847-W8-293-2218-6441	Non-GOB	Requisition #: 10132690
Amount: \$122,346.24		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$122,346.24	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600007088

Department: Curriculum & Instruction

Requestor: Sheila Smith-Anderson

Sheila Smith-Anderson, Exec. Dir., Curr. Instruc

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Nicole Williams, Dep. Supt., Academics

Dr. Kelvin R. Adams, Superintendent



December 17, 2012

## MEMORANDUM

**TO:** Dr. Nicole Williams  
**FROM:** Sheila Smith-Anderson  
**RE:** We Love Reading Textbooks

Bids from the following companies were evaluated and recorded as follows:

Company Name	Bid Amount	Award (Y/N)
Mackin	\$125,687.04	No
Follett	\$122,346.24	Yes
Scholastic	Incomplete Bid	No
Left Bank Books	No Bid	No
Barnes & Noble	\$148,085.76	No

Sheila Smith-Anderson  
Executive Director, Curriculum, Instruction & Professional Development

Follett Library Resources, Inc.  
 1340 Ridgeview Dr.  
 McHenry, IL 60050

St. Louis Public Schools  
 December 14, 2012

P: 888-511-5114  
 F: 800-852-5458  
 sales@flr.follett.com

Kindergarten						
QTY	TITLE	ISBN	FLR #	BINDING	PRICE	EXT PRICE
384	Cassie's word quilt	9780553112337	37222YX	PAP	\$ 3.61	\$ 1,386.24
384	Chicka chicka boom boom	9780689835681	37832K4	PAP	\$ 4.13	\$ 1,585.92
384	Dog and Bear : two friends, three stories	9780312547998	0154TV2	PAP	\$ 2.71	\$ 1,040.64
384	The Earth book	9780316042659	00463W4	HRD	\$ 6.32	\$ 2,426.88
384	Johnny Appleseed	9780689859588	37036Y4	PAP	\$ 2.06	\$ 791.04
384	LMNO peas	9781416991410	39386J9	HRD	\$ 10.80	\$ 4,147.20
384	Martin's dream	9781416927747	05401X2	PAP	\$ 2.06	\$ 791.04
384	Move!	9780618646371	29003SX	HRD	\$ 10.17	\$ 3,905.28
384	No two alike	9781442417427	0271KS9	HRD	\$ 10.79	\$ 4,143.36
384	Not a box	9780061123221	11066T8	HRD	\$ 9.53	\$ 3,659.52
384	Pete the cat : I love my white shoes	9780061906220	29678E9	HRD	\$ 10.76	\$ 4,131.84
384	Shark vs. train	9780316007627	29319K0	HRD	\$ 10.79	\$ 4,143.36
384	Ten black dots	9780688135744	33125MX	PAP	\$ 4.06	\$ 1,559.04
384	Underground	9781442458826	0778DC4	HRD	\$ 11.43	\$ 4,389.12
384	We march	9781596435391	0147DVX	HRD	\$ 10.79	\$ 4,143.36
5760					SUB TOTAL:	\$ 42,243.84
1st Grade						
QTY	TITLE	ISBN	FLR #	BINDING	PRICE	EXT PRICE
384	All the water in the world	9781416971306	0245BL5	HRD	\$ 10.79	\$ 4,143.36
384	All the world	9781416985808	01372SX	HRD	\$ 11.43	\$ 4,389.12
384	Art & Max	9780618756636	0384YD7	HRD	\$ 11.43	\$ 4,389.12
384	Bibioburro : a true story from Colombia	9781416997788	0055ZA6	HRD	\$ 10.79	\$ 4,143.36
384	Frederick	9780394826141	32487K8	PAP	\$ 3.61	\$ 1,386.24
384	Frog and Toad are friends	9780064440202	27145L9	PAP	\$ 2.32	\$ 890.88
384	Frogs!	9781426303920	12233Y3	PAP	\$ 2.06	\$ 791.04
384	Happy, healthy Aja!	9781580894715	0987FB9	PAP	\$ 4.44	\$ 1,704.96
384	Hello, bumblebee bat	9781570914645	11289U1	PAP	\$ 3.58	\$ 1,374.72
384	Me-- Jane	9780316045469	0200LM2	HRD	\$ 10.16	\$ 3,901.44
384	Sort it out!	9781934359112	04468V0	HRD	\$ 10.77	\$ 4,135.68
384	Stars	9781442422490	0041FS7	HRD	\$ 10.79	\$ 4,143.36
384	Ten little caterpillars	9781442433854	0271FS2	HRD	\$ 11.43	\$ 4,389.12
384	Tikki Tikki Tembo	9780312367480	34130UX	PAP	\$ 4.04	\$ 1,551.36
384	Zomo the Rabbit : a trickster tale from West Africa	9780152010102	36478A5	PAP	\$ 3.62	\$ 1,390.08
5760					SUB TOTAL:	\$ 42,723.84



Follett Library Resources, Inc.  
 1340 Ridgeview Dr.  
 McHenry, IL 60050

St. Louis Public Schools  
 December 14, 2012

P: 888-511-5114  
 F: 800-852-5458  
 sales@flr.follett.com

QTY	2nd Grade TITLE	ISBN	FLR #	BINDING	PRICE	EXT PRICE
384	Alexander and the terrible, horrible, no good, very bad day	9780689711732	04891L9	PAP	\$ 4.12	\$ 1,582.08
384	Beautiful blackbird	9780689847318	17774N6	HRD	\$ 12.04	\$ 4,623.36
384	Chirchir is singing	9780375861987	0347YM8	HRD	\$ 11.41	\$ 4,381.44
384	The day the dinosaurs died	9780060005306	39482Y8	PAP	\$ 2.31	\$ 887.04
384	Fireboat: the heroic adventures of the John J. Harvey	9780142403624	3581Z25	PAP	\$ 4.06	\$ 1,559.04
384	Friday the scary cat	9781442422933	0096NFX	PAP	\$ 2.56	\$ 983.04
384	The grapes of math: mind-stretching math riddles	9780439598408	36041CX	PAP	\$ 3.60	\$ 1,382.40
384	Mama Miti: Wangari Maathai and the trees of Kenya	9781416935056	39868E7	HRD	\$ 11.41	\$ 4,381.44
384	Man gave names to all the animals	9781402768583	0456EE0	HRD	\$ 11.39	\$ 4,373.76
384	Mummies	9781426305283	04670U1	PAP	\$ 2.06	\$ 791.04
384	Nubs: the true story of a mutt, a Marine & a miracle	9780316053181	00496W5	HRD	\$ 11.41	\$ 4,381.44
384	Paco and the giant chile plant	9781932748994	03323X5	PAP	\$ 4.61	\$ 1,770.24
384	Planets	9781426310362	0710YA7	PAP	\$ 2.09	\$ 802.56
384	Red sings from treetops: a year in colors	9780547014944	05837Z3	HRD	\$ 10.15	\$ 3,897.60
384	Uncle Jed's barbershop	9780689819131	34666N2	PAP	\$ 4.12	\$ 1,582.08
5760					SUB TOTAL:	\$ 37,378.56
					TOTAL:	\$ 122,346.24
	<b>Total Books Per School:</b>	1080				
	<b>Total Schools:</b>	16				
	<b>Total Books Ordered:</b>	17,280				
	<b>Binding Key:</b>					
	PAP - Paperback					
	HRD - Hardcover					
	<b>Notes:</b>					
	Prices are guaranteed for 60 days, or until February 12, 2013.					
	FREE Unattached classroom label and barcode with marc record for all books on this bid. (\$0.40 value per book)					
	FREE shipping directly to the chosen schools.					
	(16 separate orders/shippments)					
	FLR's quoted pricing is predicated upon Follett being selected as primary or sole source for this bid.					
	FLR's special pricing in this bid cannot be combined with any other promotion or special offers.					

# We Love Reading Grant Year 1 2012-2013

## - Clusters 1, 2, 3

Cluster 1,2,3	SCHOOL BELL TIME	ADDRESS PHONE #	PRINCIPAL
1	Ashland Elementary	3921 No. Newstead, 63115	Lisa Brown
3	8:05-3:02	385-4767	
2	Columbia Elementary	3120 St. Louis Ave, 63103	Carrie Collins
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5	Hodgen Elementary	1616 California, 63104	Regina Hasty
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8	Lyon Acad. Basic Inst.	516 Loughborough, 63111	Isakli Ingrid
1	8:05-3:02	353-1349	
9	Mann Elementary	4047 Juniata St., 63116	Nicole Conaway
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10	Meramec Elementary	2745 Meramec St., 63118	LaKena Curtis
1	9:10-4:07	353-7145	
11	Nance Elementary	8959 Riverview Blvd., 63147	Monica Miller
1	8:05-3:02	867-0634	
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1	9:10-4:07	481-0420	
13	Sigel Elementary	2050 Allen Ave., 63104	Evelyn Woods
3	9:10-4:07	241-1533	
14	Walbridge Elementary	5000 Davison Ave., 63120	Cynthia Harrison-Lewis
3	8:05-3:02	383-1829	
15	Washington Montessori	1130 N. Euclid, 63113	DeAndrea Torrey
1	9:10-4:07	361-0432	
16	Woodward Elementary	6131 Leona, 63111	Kimberly Austin
1	9:10-4:07	481-8585	





# BOARD RESOLUTION

Date: January 7, 2013

Agenda Item : 01-17-13-85

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Patrick Wallace, Exec. Dir., Communications

Action to be Approved: RFP/Bid

Other Transaction Descriptors:  
(i.e.: Sole Source, Ratification)

RFP/Bid # 006-1213 Marketing Material Production and Placement

**SUBJECT:** To approve a contract with FUSE for marketing material production and placement for the period of January 18, 2013 through December 31, 2013 at a cost not to exceed \$196,680 for media production and placement which includes a 10% contingency of \$17,880. The contract will contain an option to renew for up to 2 additional years with the approval of the Board.

**BACKGROUND:** FUSE was selected through the RFP process to produce electronic, print and digital media materials for the purpose of marketing the St. Louis Public Schools. FUSE will also be charged with buying the appropriate time on television or radio or space for print and digital media. The goal is to enroll new students and improve public perception of the District. A future spend of up to \$400,000 for outside media may be directed by FUSE.

Although FUSE did not submit the lowest bid, the review committee selected FUSE based on the company's previous marketing experience with the District and its overall experience in the marketing arena compared to the marketing experience of its competitor.

Accountability Plan Goals: Goal IV: Parent Community Involvement

Objective/Strategy: IV.A.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 812-00-110-2322-6362	GOB	Requisition #: 10132748
Amount: \$196,680.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$196,680.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:600014659

Department: Public Information

Requestor:

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Patrick Wallace, Exec. Dir., Communications

Dr. Kelvin R. Adams, Superintendent



December 21, 2012

## MEMORANDUM

**TO:** Dr. Kelvin Adams

**FROM:** Patrick Wallace

**RE:** RFP 006-1213 Marketing Material Production and Placement

The evaluation took place on November 20 and 27, 2012. The evaluation committee consisted of the following:

Dr. Alice Roach	Chief of Staff
Blake Youde	Deputy Superintendent, Institutional Advancement
Patrick Wallace	Executive Director, Communications

Bids from the following companies were evaluated and recorded as follows:

Company Name	Bid Amount	Rating	Award (Y/N)
E'Little Communications Group	\$119,230	247	No
FUSE	\$178,800	275	Yes

One copy of each evaluation is on file along with this evaluation record in the risk management department.

Patrick Wallace  
Executive Director, Communications

## RFP Evaluation Summary

### Marketing Material and Production Services

Name of Vendor	Evaluation Pts Total	Ranking (1,2,3, etc)	Comments
FUSE	275	1	
E'Little Communications Group	247	2	





# BOARD RESOLUTION

Date: December 18, 2012

Agenda Item : 01-17-13-26

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Roger CayCe, Exec. Dir., Operations/Bldg. Comm.

Action to be Approved: **Contract**

Other Transaction Descriptors:  
(i.e.: Sole Source, Ratification)

RFP/Bid # PS21-1112A Hazmat Abatement for Window Replacements at Roosevelt High School

**SUBJECT:** To approve a contract with General Waste Services to provide lead paint stabilization and asbestos abatement for window replacements at Roosevelt High School. The work should begin on January 18, 2013 and end October 31, 2013 at a cost not to exceed \$417,753.60, which includes a 10% contingency of \$37,977.60. This project will be funded through the Proposition S Bond Program.

**BACKGROUND:** The project will include the reduction of lead paint hazards and asbestos within the occupied areas of the school. The hazards are asbestos caulking, peeling and chipped paint on windows (interior/exterior) and paint chippings lying on the exterior grounds. This project will be funded by the Proposition S Bond Program under Building Envelope upgrades estimated at \$18,000,000.00. With this project approved, the balance of the building envelope upgrades budget is \$556,477.00.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 905-00-912-2611-6522	Proposition S	Requisition #: 10132646
Amount: \$417,753.60		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed \$417,753.60	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600013068

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

Roger CayCe, Exec. Dir., Operations/Bldg. Comm.

Leon Fisher, CFO/Treasurer

Mary M. Houllhan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent





December 18, 2012

# MEMORANDUM

**TO: Rick Schaeffer: Purchasing Office**

**FROM: Linda C. McKnight**

**RE: Bid Evaluation Record for RFP# 020-1112A Window Replacement at Multiple Schools**

The evaluation began at 11/20/12, 10:00 a.m. This is a reevaluation. The evaluation committee consisted of the following:

Roger CayCe	Building Commissioner	SLPS
Mike Dobbs	Project Manager	SLPS
Yvonne Green	Project Manager	SLPS
Jeff Faust	Consultant	Environmental Consultants, LLC

Bids from the following companies were evaluated and recorded as follows:

Company Name	Bid Amount	Overall Score	Award (Y/N)
General Waste	\$379,776		Yes
Spray Services	\$391,100		No
Midwest Services	\$391,300		No
Envirotech	\$546,250		No

One copy of each evaluation form is on file along with this evaluation record in the Operations Department.

Linda C. McKnight  
Budget Analyst  
Operations Department

NAME: J. Faust/EC,LLC

BID SUMMARY FOR RFP# PS21-1112A- Window Replacement at Multiple Schools											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "P" Card Included in Pricing	score	Vendor's Experience	score	Total Score
General Waste	\$379,776		MBE: 50% WBE: 5%		Yes		Yes		Yes		100
Score	Max 40%	40	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	10	
Envirotech	\$546,250		MBE: 40% WBE: 5%		Yes		Yes		Yes		85
Score	Max 40%	25	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	10	
Midwest Service Group	\$391,300		MBE: 40% WBE: 5%		Yes		Yes		Yes		90
Score	Max 40%	30	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	10	
Spray Services	\$391,100		MBE: 40% WBE: 5%		Yes		Yes		Yes		95
Score	Max 40%	35	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	10	
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: Mike Dobbs

BID SUMMARY FOR RFP# PS21-1112A- Window Replacement at Multiple Schools											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
General Waste	\$379,776		MBE: 50% WBE: 5%		Yes		Yes		Yes		
Score	Max 40%	40	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	10	100
Envirotech	\$546,250		MBE: 40% WBE: 5%		Yes		Yes		Yes		
Score	Max 40%	15	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	10	75
Midwest Service Group	\$391,300		MBE: 40% WBE: 5%		Yes		Yes		Yes		
Score	Max 40%	20	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	10	80
Spray Services	\$391,100		MBE: 40% WBE: 5%		Yes		Yes		Yes		
Score	Max 40%	25	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	10	85
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: Roger L. CayCe

BID SUMMARY FOR RFP# PS21-1112A- Window Replacement at Multiple Schools											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "P" Card Included in Pricing	score	Vendor's Experience	score	Total Score
General Waste	\$379,776		MBE: 50% WBE: 5%		Yes		Yes		Yes		
Score	Max 40%	40	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	10	100
Envirotech	\$546,250		MBE: 40% WBE: 5%		Yes		Yes		Yes		
Score	Max 40%	15	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	10	75
Midwest Service Group	\$391,300		MBE: 40% WBE: 5%		Yes		Yes		Yes		
Score	Max 40%	20	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	10	80
Spray Services	\$391,100		MBE: 40% WBE: 5%		Yes		Yes		Yes		
Score	Max 40%	25	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	10	85
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: Yvonne Green

BID SUMMARY FOR RFP# PS21-1112A- Window Replacement at Multiple Schools											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "P" Card Included in Pricing	score	Vendor's Experience	score	Total Score
General Waste	\$379,776		MBE: 50% WBE: 5%		Yes		Yes		Yes		
Score	Max 40%	40	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	10	100
Envirotech	\$546,250		MBE: 40% WBE: 5%		Yes		Yes		Yes		
Score	Max 40%	15	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	10	75
Midwest Service Group	\$391,300		MBE: 40% WBE: 5%		Yes		Yes		Yes		
Score	Max 40%	20	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	10	80
Spray Services	\$391,100		MBE: 40% WBE: 5%		Yes		Yes		Yes		
Score	Max 40%	25	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	10	85
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-





# BOARD RESOLUTION

Date: January 7, 2013

Agenda Item : 01-17-13-27

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Leon Fisher, CFO/Treasurer

Action to be Approved: Issuance of Bonds

Other Transaction Descriptors:  
(i.e.: Sole Source, Ratification)

**SUBJECT:** To authorize the offering for sale of General Obligation Refunding Bonds for the Series 2003A (\$15,130,000 - call date April 1, 2013) and 2004 Bonds (\$20,295,000 - callable April 1, 2015) that are currently outstanding.

**BACKGROUND:** In order to proceed with the sale of the Refunding Bonds, the Board must approve the preparation of all legal proceedings necessary for the issuance, sale and delivery of the General Obligation Refunding Bonds and the preparation and distribution of the Preliminary Official Statement.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.D.1.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Finance

Requestor:

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent





RESOLUTION NO. \_\_\_\_\_

**RESOLUTION AUTHORIZING THE OFFERING FOR SALE OF  
GENERAL OBLIGATION REFUNDING BONDS OF THE  
SPECIAL ADMINISTRATIVE BOARD OF THE TRANSITIONAL  
SCHOOL DISTRICT OF THE CITY OF ST. LOUIS.**

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**WHEREAS**, The Board of Education of the City of St. Louis (the "Divested Board"), as governing body of the St. Louis Public School District (the "District"), has previously issued (a) \$25,705,000 original principal amount of General Obligation Refunding Bonds (Missouri Direct Deposit Program), Series 2003A (the "Series 2003A Bonds"), and (b) \$44,115,000 original principal amount of General Obligation Refunding Bonds (Missouri Direct Deposit Program), Series 2004 (the "Series 2004 Bonds" and, together with the Series 2003A Bonds, the "Prior Bonds"); and

**WHEREAS**, on March 22, 2007, the Missouri State Board of Education (the "State Board") voted to declare the District unaccredited, effective June 15, 2007; and

**WHEREAS**, upon the District losing its accreditation status from the State Board, all powers of the Divested Board, except certain limited powers, were and are now vested in the Special Administrative Board of the Transitional School District of the City of St. Louis (the "Board"); and

**WHEREAS**, pursuant to Sections 164.191 and 108.140 of the Revised Statutes of Missouri, as amended, the Board intends to issue general obligation refunding bonds in one or more series (the "Refunding Bonds") for the purpose of refunding certain maturities of the Prior Bonds; and

**WHEREAS**, the Board desires to select Stifel, Nicolaus & Company, Incorporated as senior managing underwriter of the Refunding Bonds and Backstrom McCarley Berry & Co., LLC and Wells Fargo Securities as co-managing underwriters of the Refunding Bonds (collectively, the "Underwriters") and to authorize the Underwriters to proceed with the offering for sale of the Refunding Bonds; and

**WHEREAS**, one of the duties and responsibilities of the Underwriters and their co-counsel, Thompson Coburn LLP and Worsham N. Caldwell, Jr. & Associates, LLC ("Co-Underwriters' Counsel"), is to prepare and distribute a Preliminary Official Statement (the "Preliminary Official Statement") relating to the Refunding Bonds; and

**WHEREAS**, the Board desires to authorize the Underwriters and Co-Underwriters' Counsel to proceed with the preparation and distribution of the Preliminary Official Statement; and

**WHEREAS**, the Board further desires to authorize Gilmore & Bell, P.C. and Saulsberry & Associates, LLC ("Co-Bond Counsel") to proceed with the preparation of all legal proceedings necessary for the issuance, sale and delivery of the Refunding Bonds.

**NOW, THEREFORE, BE IT RESOLVED BY THE SPECIAL ADMINISTRATIVE BOARD OF THE TRANSITIONAL SCHOOL DISTRICT OF THE CITY OF ST. LOUIS AS FOLLOWS:**

**Section 1.** The Underwriters and Co-Underwriters' Counsel are hereby authorized to prepare and distribute the Preliminary Official Statement and the Underwriters are hereby authorized to offer the Refunding Bonds for sale by means of the Preliminary Official Statement. Co-Bond Counsel is hereby

authorized to prepare all legal proceedings necessary for the issuance, sale and delivery of the Refunding Bonds. The Board hereby declares its intention to adopt a subsequent resolution authorizing the issuance of the Refunding Bonds and approving the terms thereof as described in the Preliminary Official Statement.

**Section 2.** For the purpose of enabling the Underwriters to comply with the requirements of Rule 15c2-12(b)(1) of the Securities and Exchange Commission, the Treasurer of the Board is hereby authorized, if requested, to provide the Underwriters a letter or certification to the effect that the Board deems the information contained in the Preliminary Official Statement to be "final" as of its date, except for the omission of such information as is permitted by Rule 15c2-12(b)(1), and to take such other actions or execute such other documents as such officers in their reasonable judgment deem necessary to enable the Underwriters to comply with the requirements of such Rule.

**Section 3.** The Board agrees to provide, or cause to be provided, to the Underwriters within seven business days of the date of the purchase contract for the Refunding Bonds or within sufficient time to accompany any confirmation that requests payment from any customer of the Underwriters, whichever is earlier, sufficient copies of the final Official Statement to enable the Underwriters to comply with the requirements of Rule 15c2-12(b)(4) of the Securities and Exchange Commission and with the requirements of Rule G-32 of the Municipal Securities Rulemaking Board.

**Section 4.** The Chief Executive Officer, Vice President, Chief Financial Officer, Treasurer and other officers and representatives of the District and the Board are hereby authorized and directed to take such other action as may be necessary to carry out the offering for sale of the Refunding Bonds.

**Section 5.** This Resolution shall be in full force and effect from and after its passage by the Board.

**PASSED** by the Special Administrative Board of the Transitional School District of the City of St. Louis this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Chief Executive Officer of the Special  
Administrative Board

[SEAL]

ATTEST:

\_\_\_\_\_  
Secretary of the Special  
Administrative Board







# BOARD RESOLUTION

Date: January 4, 2013

Agenda Item : 02-21-13-01

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Nahed Chapman, Exec. Dir., ESOL

Action to be Approved: Contract Renewal

Other Transaction Descriptors:  
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 12-06-11-14

Prior Year Cost \$27,797.68

**SUBJECT:** To ratify contract renewals with the English Tutoring Project and Lutheran Association for Special Education (LASE) as the Title III vendors to provide English for Speakers of Other Languages (ESOL) Services for non-public schools in St. Louis City. The services will be for the period August 1, 2012 through June 30, 2013. The total combined cost of the services will not exceed \$26,650.00

**BACKGROUND:** Under Title III, SLPS is given the responsibility for providing ESOL Services to the parochial school English Language Learners in the City of St. Louis. SLPS will provide the services through the two vendors listed above. The vendors will provide an assessment to monitor progress. The vendors also provide tutoring in the English Language and professional development for ESOL program teachers and administrators.

**Accountability Plan Goals:** Goal I: Student Performance **Objective/Strategy:** I.A

**FUNDING SOURCE:** (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 838-YL-623-3411-6312	Non-GOB	Requisition #: 10132496 & 10132497
Amount: \$26,650.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$26,650.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600012933 & 600014317

Department: ESOL Program

Angela Banks, Budget Director

Requestor:

Nahed Chapman, Exec. Dir., ESOL

Leon Fisher, CFO/Treasurer

1/7/2013  
Dr. Nicole Williams, Dep. Supt., Academics

Dr. Kelvin R. Adams, Superintendent



## Vendor Performance Report

Type of report: Final X Quarterly <input type="checkbox"/>		Report Date: December 3, 2012
Dept / School: ESOL Bilingual Migrant Program		Reported By: Nahed Chapman
Vendor: English Tutoring Project		Vendor #: 600012933
Contract # / P.O/ #: 4500160259		Contract Name: Title III Services
Contract Amount: \$ 25,466.62		Award Date: 12/6/11
<b>Purpose of Contract (Brief Description):</b> To provide English for Speakers of Other Languages (ESOL) Services for non-public schools in St. Louis City.		
<b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). <b>Ratings</b> 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 <b>X4</b> 3 2 1	Tutoring services were deemed of high quality by receiving Non-Public schools.
Timeliness of Delivery or Performance	5 <b>X4</b> 3 2 1	Vendors have been prompt at delivering services.
Business Relations	5 <b>X4</b> 3 2 1	ESOL program met with vendors. Communication has been professional and effective.
Customer Satisfaction	5 <b>X4</b> 3 2 1	Receiving Non-Public schools have been satisfied with services rendered.
Cost Control	5 <b>X4</b> 3 2 1	Per the District's public bid, vendors were found to charge reasonable rates commiserate with the services rendered.
Average Score	4	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check    Yes X    No <input type="checkbox"/>		

## VENDOR PERFORMANCE REPORT INSTRUCTIONS

<b>Type of report</b>	Identify if this is a final report or a quarterly report (3 months)
<b>Report Date</b>	The date the report is prepared
<b>Department</b>	Indicate the name of the reporting department
<b>Reported By</b>	Please sign your name
<b>Vendor</b>	Enter the vendor's name
<b>Vendor Number</b>	Enter the vendor's assigned number
<b>Contract # / PO #</b>	Enter the assigned contract # or the purchase order # for the goods or services being reported
<b>Contract Name</b>	The official name used when the contract was solicited
<b>Contract Amount</b>	The total dollar value of the contract: the amount listed on the Board Resolution
<b>Award Date</b>	Enter the date that the Board approved this contract
<b>Contract Description</b>	Provide a brief description of the work being done under the contract
<b>Performance Ratings</b>	In the comment column provide the rationale for the rating you give Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

### Performance Ratings Guidelines

Rating	Category	Description
5	<b>Exceptional</b>	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	<b>Very Good</b>	Met all performance requirements; Minor problems; Effective corrective actions
3	<b>Satisfactory</b>	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	<b>Marginal</b>	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	<b>Unsatisfactory</b>	Most performance requirements are not met; Recovery not likely

### Performance Categories Descriptions

Category	Description
<b>Quality of Goods and / or Services</b>	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
<b>Timeliness of Delivery or Performance</b>	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
<b>Business Relations</b>	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
<b>Customer Satisfaction</b>	Rate the vendor based on feedback you receive from your customers (end-users)
<b>Cost Control</b>	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements



## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: January 4, 2013
Dept / School: ESOL Bilingual Migrant Program		Reported By: Nahed Chapman
Vendor: Lutheran Association for Special Education (LASE)		Vendor #: 600014317
Contract # / P.O. #: 4500160259		Contract Name: Title III Services
Contract Amount: \$ 3863.53		Award Date: 12/6/11
<b>Purpose of Contract (Brief Description):</b> To provide English for Speakers of Other Languages (ESOL) Services for non-public schools in St. Louis City.		
<b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 <b>X4</b> 3 2 1	Tutoring services were deemed of high quality by receiving Non-Public schools.
Timeliness of Delivery or Performance	5 <b>X4</b> 3 2 1	Vendors have been prompt at delivering services.
Business Relations	5 <b>X4</b> 3 2 1	ESOL program met with vendors. Communication has been professional and effective.
Customer Satisfaction	5 <b>X4</b> 3 2 1	Receiving Non-Public schools have been satisfied with services rendered.
Cost Control	5 <b>X4</b> 3 2 1	Per the District's public bid, vendors were found to charge reasonable rates commiserate with the services rendered.
Average Score	4	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		



## VENDOR PERFORMANCE REPORT INSTRUCTIONS

<b>Type of report</b>	Identify if this is a final report or a quarterly report (3 months)
<b>Report Date</b>	The date the report is prepared
<b>Department</b>	Indicate the name of the reporting department
<b>Reported By</b>	Please sign your name
<b>Vendor</b>	Enter the vendor's name
<b>Vendor Number</b>	Enter the vendor's assigned number
<b>Contract # / PO #</b>	Enter the assigned contract # or the purchase order # for the goods or services being reported
<b>Contract Name</b>	The official name used when the contract was solicited
<b>Contract Amount</b>	The total dollar value of the contract: the amount listed on the Board Resolution
<b>Award Date</b>	Enter the date that the Board approved this contract
<b>Contract Description</b>	Provide a brief description of the work being done under the contract
<b>Performance Ratings</b>	In the comment column provide the rationale for the rating you give Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

### Performance Ratings Guidelines

Rating	Category	Description
5	<b>Exceptional</b>	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	<b>Very Good</b>	Met all performance requirements; Minor problems; Effective corrective actions
3	<b>Satisfactory</b>	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	<b>Marginal</b>	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	<b>Unsatisfactory</b>	Most performance requirements are not met; Recovery not likely

### Performance Categories Descriptions

Category	Description
<b>Quality of Goods and / or Services</b>	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
<b>Timeliness of Delivery or Performance</b>	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
<b>Business Relations</b>	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
<b>Customer Satisfaction</b>	Rate the vendor based on feedback you receive from your customers (end-users)
<b>Cost Control</b>	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements





# BOARD RESOLUTION

Date: January 4, 2013

Agenda Item : 02-21-13-02

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Patrick Wallace, Exec. Dir., Communications

Action to be Approved:  
Contract Increase/Decrease

Other Transaction Descriptors:  
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 05-17-12-28

Previous Cost \$50,000.00

**SUBJECT:** To approve the amendment of Board Resolution #05-17-12-28, a sole source contract renewal with Sharon Slane for grant writing services, to increase the contract by \$15,000. The increase is due to the increase in the number of grants being requested/written for this fiscal year. The total cost of the contract including the amendment will be \$65,000.00.

**BACKGROUND:** Some of the of grants funded since July 2012 have included Aim for Fitness (\$2,208,688), We Love Reading (\$749,894), and 21<sup>st</sup> Century After School Program (\$1,575,093). The District was also a finalist in the Race To The Top grant application.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.D.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 973-00-110-2518-6319	GOB	Requisition #: 10132710
Amount: \$15,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$15,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600006555

Department: Development & Partnership

Requestor: Linda Riekens

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

Patrick Wallace, Exec. Dir., Communications





# BOARD RESOLUTION

Date: December 21, 2012

Agenda Item : 12-21-13-03

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Sheila Smith-Anderson, Exec. Dir., Curr. Instruc

Action to be Approved: Contract

Other Transaction Descriptors: Sole Source  
(i.e.: Sole Source, Ratification)

**SUBJECT:** To approve a sole source contract with Dr. Jeri Levesque as the external evaluation consultant for the "We Love Reading" Grant. Dr. Levesque will work with project staff to identify project strengths and weaknesses and its impact on students, teachers, library media specialists, and parents. The cost will not exceed \$8,000.00 for the period February 22, 2013 to July 31, 2013.

**BACKGROUND:** Dr. Levesque is a nationally recognized literacy researcher who has previously done work with the District. She is specifically written into the grant. Dr. Levesque will provide evaluation services at all 16 schools involved in the grant program.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.A.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 847-W8-293-2218-6319	Non-GOB	Requisition #: 10132694
Amount: \$8,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$8,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600006461

Department: Curriculum & Instruction

Requestor: Sheila Smith-Anderson

Angela Banks, Budget Director

Sheila Smith-Anderson, Exec. Dir., Curr. Instruc

Leon Fisher, CFO/Treasurer

  
11/7/2013  
Dr. Nicole Williams, Dep. Supt., Academics

Dr. Kelvin R. Adams, Superintendent



# REQUEST FOR SOLE SOURCE PURCHASE

<b>Requestor: Sheila Smith-Anderson</b>	<b>Date: December 14, 2012</b>
<b>Department / School: Curriculum &amp; Instruction</b>	<b>Phone Number: 345-4486</b>
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
<b>Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)</b>	
Dr. Levesque will work with project staff to identify project strengths and weaknesses and its impact on students, teachers, library media specialists, and parents.	
<b>Vendor Name: Dr. Jeri Levesque</b>	<b>Email:</b>
<b>Vendor Contact:</b>	<b>Phone Number:</b>
<b>Justification Information</b>	
<b>1. Why the uniquely specified goods are required?</b>	
Dr. Levesque was specifically written into the grant application as the external evaluation consultant of choice for the "We Love Reading" Grant after consultation with the Academic group.	
<b>2. Why good or services available from other vendors /competitors are not acceptable?</b>	
Dr. Levesque is a nationally recognized literacy researcher who has previously done work with the District. For this reason, her services were made an integral part of the grant application.	
<b>3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)</b>	
<b>4. List the Names of other Vendors contacted &amp; Price Quotes:</b>	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
<b>Your sole source request will not be approved without the required signatures below:</b>	
Department Head	Date
CFO	Date
Superintendent	Date

## Sole Source Checklist

### 1. Check one of the following:

**One-of-a-kind** The commodity or service has no competitive product and is available from only one supplier.

Prior to checking this box you must complete each of the following tasks:

- Search the internet for companies providing similar services.
- Search purchasing files to determine if district has a record of vendors(s) that have provided similar services.
- Document search activities and findings

**Compatibility** The commodity or service must match existing brand of equipment for compatibility and is available from only one vendor.

Prior to checking this box you must complete the following task:

- Provide documentation from the provider of the original equipment/services that the equipment/services in question must be provided by the vendor in question

**Replacement Part** The commodity is a replacement part for a specific brand of existing equipment and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Document a search for additional suppliers

**Delivery Date** Only one supplier can meet necessary delivery requirements.

Prior to checking this box you must complete each of the following tasks:

- Document delivery date and quotes from at least two other vendors
- Document rationale in support of treating the delivery date as mission critical

**Research Continuity** The commodity or service must comply with established District standards and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Document district adoption of standard (i.e. Textbook adoption)

**Unique Design** The commodity or service must meet physical design or quality requirements and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Sole supplier (i.e. Regional Distributor)

**Emergency URGENT NEED** for the item or service does not permit soliciting competitive bids, as in cases of emergencies, disasters, etc.

Prior to checking this box you must complete the following task:

- Complete Emergency Purchase Form

2. If the Sole Source Criteria is met, then complete the Sole Source Form;

3. If the Sole Source Criteria are not met, then the item must be bid.







# BOARD RESOLUTION

Date: January 7, 2013

Agenda Item: 07-21-13-04

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Leon Fisher, CFO/Treasurer

Action to be Approved: Contract

Other Transaction Descriptors:  
(i.e.: Sole Source, Ratification)

**SUBJECT:** To approve a contract with the firm selected by the Finance Department to provide an individual to fill one temporary position in the Payroll area. The position to be filled temporarily is a Payroll Analyst. The temporary assignment will be no more than six months, during the period February 22, 2013 to June 30, 2013, at a cost not to exceed \$73,280.00.

**BACKGROUND:** Due to the departure of the individual in this staff position, it is important to immediately fill this position on a temporary basis until a full time replacement candidate can be hired. As a part of the search process, individuals from multiple vendors will be interviewed and evaluated for their ability to make an immediate impact in supporting our current team.

The firms Robert Half, Accounting Career Consultants and Benskin & Hott Talent Partners will be used initially to identify the qualified individuals for this position. However, if these firms are unable to provide the qualified individual required, additional firms will be used.

Accountability Plan Goals: Goal II: Highly Qualified Staff

Objective/Strategy: II.D.

**FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)**

Fund Source: 979-00-110-2523-6319	GOB	Requisition #:
Amount: \$73,280.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$73,280.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Payroll

Requestor: Judy Gaughan

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent





# BOARD RESOLUTION

Date: January 3, 2013

Agenda Item : 02-21-13-05

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm

Action to be Approved: Contract

Other Transaction Descriptors:  
(i.e.: Sole Source, Ratification)

RFP/Bid # PS93-1213 Classroom Lighting Package 4

**SUBJECT:** To approve a contract with Schneider Electric to provide lighting upgrade of classrooms in multiple schools. The work should begin on February 22, 2013 and end on October 31, 2013 at a cost not to exceed \$422,687.10, which includes a 10% contingency of \$38,426.10. This project will be funded through the Proposition S Bond Program.

**BACKGROUND:** The scope of this project consists of replacing the existing light fixtures and installing occupancy sensors in all classrooms and habitable rooms in schools where the light fixtures have not been converted from T12 to T8 light fixtures and bulbs. Classrooms and habitable rooms where the light fixtures and bulbs have been converted from T12 to T8 shall only receive occupancy sensors only. This project will be funded by the Proposition S Bond Program under electrical upgrades estimated at \$13,300,000.00. With this project approved, the balance of the electrical upgrades budget is \$4,010,642.00. This project will be submitted to the Ameren Electric Efficiency Incentive Program where the maximum incentive is \$1,000,000 per year.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 905-00-914-2611-6522	PROP S	Requisition #: TBD
Amount: \$422,687.10		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed \$422,687.10	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

Roger CayCe, Exec. Dir., Operations/Bldg. Comm.

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



January 3, 2013

**MEMORANDUM**

**TO: Rick Schaeffer: Purchasing Office**

**FROM: Linda C. McKnight**

**RE: Bid Evaluation Record for RFP# PS93-1213**

The evaluation began at 12/20/12, 10:00 a.m. The evaluation committee consisted of the following:

Roger L. CayCe	Exe. Director/Building Comm.	SLPS
Mike Dobbs	Project Manager	SLPS
Yvonne Green	Project Manager	SLPS
Ronald Roberts	Construction Manager	Kwame Building Group

Bids from the following companies were evaluated and recorded as follows:

Company Name	Bid Amount	Overall Score	Award (Y/N)
Schneider Electric	\$384,261	360	Yes
Excel Energy Group	\$391,969	330	No
Power Up Electric	\$477,650	285	No
Raineri Construction	\$520,358	310	No

One copy of each evaluation form is on file along with this evaluation record in the Operations Department.

Linda C. McKnight  
Budget Analyst  
Operations Department



## **BID EVALUATION**

**PROJECT NAME:** Classroom Lighting Package 4  
**PROJECT NUMBER:** RFP# PS93-1213  
**EVALUATED BY:** Prop S Construction Management Team  
**EVALUATION DATE:** December 20, 2012

### **Bid Proposals**

Four bid proposals were received and publically opened on December 20, 2012, at 11:00 a.m. from the following contractors for the project:

1. Schneider Electric:	<b>Total:</b>	<b>\$384,261</b>
2. Excel Energy Group:	<b>Total:</b>	<b>\$391,969</b>
3. Power Up Electric	<b>Total:</b>	<b>\$477,650</b>
4. Raineri Construction:	<b>Total:</b>	<b>\$520,358</b>

### **Schneider Electric:**

Schneider Electric: is the apparent low and responsive bidder because they have complied with the bid requirements and their bid proposal is 2% lower than (Contractor)'s bid proposal. They have a total of 46.32% M/WBE participation; 41.3% MBE and 5% WBE and plan to provide 43.32% M/WBE field workforce. They have no exclusions and have acknowledged the issued addenda # 1 through 4. They are in agreement with the schedule and are not willing to use "P" Card as part of their bid amount. Based on our evaluation criteria form, they have obtained a total score of 90%.

### **Schneider Electric**

Excel Energy Group's bid proposal is 2% higher than Schneider Electric's bid proposal.

### **Recommendation**

Therefore, we recommend awarding the contract to Schneider Electric Co. for the amount of \$384,261 to complete the project per scope and specifications.

NAME: Roger L. CayCe

**BID SUMMARY FOR RFP# PS93-1213 Classroom Lighting Package 4**

Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "P" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Schneider Electric	\$384,261		MBE: 41.3% WBE: 5%		Yes		No		Yes		
Score	Max 40%	40	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	90
Excel Energy Group, Inc.	\$391,696		MBE: 25% WBE: 0%		Yes		No		Yes		
Score	Max 40%	40	Max 30%	20	Max 10%	10	Max 10%	-	Max 10%	10	80
Power Up Electric	\$477,650		MBE: 100% WBE: 0%		No		No		Yes		
Score	Max 40%	35	Max 30%	25	Max 10%	-	Max 10%	-	Max 10%	10	70
Raineri Construction	\$520,358		MBE: 87.4% WBE: 12.6%		Yes		No		Yes		
Score	Max 40%	30	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	80
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: Mike Dobbs

BID SUMMARY FOR RFP # PS93-1213 Classroom Lighting Package 4											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Schneider Electric	\$384,261		MBE: 41.3% WBE: 5%		Yes		No		Yes		
Score	Max 40%	40	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	90
Excel Energy Group, Inc.	\$391,696		MBE: 25% WBE: 0%		Yes		No		Yes		
Score	Max 40%	40	Max 30%	25	Max 10%	10	Max 10%	-	Max 10%	10	85
Power Up Electric	\$477,650		MBE: 100% WBE: 0%		No		No		Yes		
Score	Max 40%	35	Max 30%	25	Max 10%	-	Max 10%	-	Max 10%	10	70
Raineri Construction	\$520,358		MBE: 87.4% WBE: 12.6%		Yes		No		Yes		
Score	Max 40%	30	Max 30%	25	Max 10%	10	Max 10%	-	Max 10%	10	75
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: Yvonne Green

**BID SUMMARY FOR RFP# PS93-1213 Classroom Lighting Package 4**

Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "P" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Schneider Electric	\$384,261		MBE: 41.3% WBE: 5%		Yes		No		Yes		
Score	Max 40%	40	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	90
Excel Energy Group, Inc.	\$391,696		MBE: 25% WBE: 0%		Yes		No		Yes		
Score	Max 40%	40	Max 30%	20	Max 10%	10	Max 10%	-	Max 10%	10	80
Power Up Electric	\$477,650		MBE: 100% WBE: 0%		No		No		Yes		
Score	Max 40%	35	Max 30%	25	Max 10%	-	Max 10%	-	Max 10%	10	70
Raineri Construction	\$520,358		MBE: 87.4% WBE: 12.6%		Yes		No		Yes		
Score	Max 40%	30	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	80
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-



NAME: KWAME BUILDING GROUP, INC.

**BID SUMMARY FOR RFP# PS93-1213 Classroom Lighting Package 4**

Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "P" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Schneider Electric	\$384,261		MBE: 41.3% WBE: 5%								
Score	Max 40%	40	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	90
Excel Energy Group, Inc.	\$391,696		MBE: 25% WBE: 0%								
Score	Max 40%	40	Max 30%	25	Max 10%	10	Max 10%	-	Max 10%	10	85
Power Up Electric	\$477,650		MBE: 100% WBE: 0%								
Score	Max 40%	35	Max 30%	30	Max 10%	-	Max 10%	-	Max 10%	10	75
Raineri Construction	\$520,358		MBE: 87.4% WBE: 12.6%								
Score	Max 40%	30	Max 30%	25	Max 10%	10	Max 10%	-	Max 10%	10	75
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

RFP#: PS#93-1213

Classroom Lighting Package 4

BRIEF SCOPE:

Replace the existing light fixtures and install occupancy sensors in all classrooms and habitable rooms in schools where the light fixtures have not been converted from T12 to T8. Classrooms and habitable rooms where the light fixtures have been converted from T12 to T8 shall only receive occupancy sensors only. Schools in this project are: Carr Lane, Langston, Yeatman, Fanning, Long, Lyon @ Blow, Nottingham, Busch, L'Ouverture, Compton Drew.

**Project:** PS93-1213 Classroom Lighting Package 4  
**Low Bidder:** Schneider Electric  
**Contact:** Randy Jansen  
Phone: (314) 644-4700

List of Schools:

1. Busch
2. Carr Lane
3. Compton Drew
4. Fanning
5. Langston
6. Long
7. L'Ouverture
8. Lyon @ Blow
9. Yeatmann
10. Nottingham





# BOARD RESOLUTION

Date: January 3, 2013

Agenda Item : 02-21-13-06

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm

Action to be Approved: Contract

Other Transaction Descriptors:  
(i.e.: Sole Source, Ratification)

RFP/Bid # PS92-1213 Classroom Lighting Package 3

**SUBJECT:** To approve a contract with Power Up Electrical Contractors to provide lighting upgrade of classrooms in multiple schools. The work should begin on February 22, 2013 and end on October 31, 2013 at a cost not to exceed \$492,415.00, which includes a 10% contingency of \$44,765.00. This project will be funded through the Proposition S Bond Program.

**BACKGROUND:** The scope of this project consists of replacing the existing light fixtures and installing occupancy sensors in all classrooms and habitable rooms in schools where the light fixtures have not been converted from T12 to T8 light fixtures and bulbs. Classrooms and habitable rooms where the light fixtures and bulbs have been converted from T12 to T8 shall only receive occupancy sensors only. This project will be funded by the Proposition S Bond Program under Electrical Upgrades estimated at \$13,300,000.00. With this project approved, the balance of the electrical upgrades budget is \$4,433,329.00. This project will be submitted to the Ameren Electric Efficiency Incentive Program where the maximum incentive is \$1,000,000 per year.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 905-00-914-2611-6522	Prop S	Requisition #: TBD
Amount: \$492,415.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed \$492,415.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

Roger CayCe, Exec. Dir., Operations/Bldg. Comm.

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



January 3, 2013

# MEMORANDUM

**TO: Rick Schaeffer: Purchasing Office**

**FROM: Linda C. McKnight**

**RE: Bid Evaluation Record for RFP# PS92-1213**

The evaluation began at 12/13/12, 10:00 a.m. The evaluation committee consisted of the following:

Roger L. CayCe	Exe. Director/Building Comm.	SLPS
Mike Dobbs	Project Manager	SLPS
Yvonne Green	Project Manager	SLPS
Ronald Roberts	Construction Manager	Kwame Building Group

Bids from the following companies were evaluated and recorded as follows:

Company Name	Bid Amount	Overall Score	Award (Y/N)
Power Up Electrical Contractors	\$447,650	325	Yes
Schneider Electric	\$449,690	315	No
Excel Energy Group, Inc.	\$474,300	265	No
Raineri Construction	\$559,766	265	No

One copy of each evaluation form is on file along with this evaluation record in the Operations Department.

Linda C. McKnight  
 Budget Analyst  
 Operations Department



## BID EVALUATION

**PROJECT NAME:** Classroom Lighting Package 3  
**PROJECT NUMBER:** RFP# PS92-1213  
**EVALUATED BY:** Prop S Construction Management Team  
**EVALUATION DATE:** December 13, 2012

### **Bid Proposals**

Four bid proposals were received and publically opened on December 13, 2012, at 10:00 a.m. from the following contractors for the project:

1. Power Up Electrical Contractors:	<b>Total:</b>	<b>\$447,650</b>
2. Schneider Electric:	<b>Total:</b>	<b>\$449,690</b>
3. Excel Energy Group, Inc.:	<b>Total:</b>	<b>\$474,300</b>
4. Raineri Construction:	<b>Total:</b>	<b>\$559,766</b>

### **Power Up Electrical Contractors:**

Power Up Electrical Contractors: is the apparent low and responsive bidder because they have complied with the bid requirements and their bid proposal is 0.4% lower than Schneider Electric's bid proposal. They have a total of 100% M/WBE participation; 100% MBE and 0% WBE and plan to provide 40% M/WBE field workforce. They have no exclusions and have acknowledged the issued addenda # 1 through 4. They are in agreement with the schedule and are willing to use "P" Card as part of their bid amount. Based on our evaluation criteria form, they have obtained a total score of 85%.

### **Schneider Electric**

Schneider Electric's bid proposal is 0.4% higher than Power Up Electric Contractors' bid proposal.

### **Recommendation**

Therefore, we recommend awarding the contract to Power Up Electrical Contractors for the amount of \$447,650 to complete the base bid and the alternate per scope and specifications.

NAME: Roger L. CayCe

**BID SUMMARY FOR RFP# PS92-1213 Classroom Lighting Package 3**

Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "P" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Power Up Electrical Contractors	\$447,650		MBE: 100% WBE: 0%		No		Yes		Yes		
Score	Max 40%	35	Max 30%	25	Max 10%	-	Max 10%	10	Max 10%	10	80
Schneider Electric	\$449,690		MBE: 42% WBE: 5%		Yes		No		Yes		
Score	Max 40%	30	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	80
Excel Energy Group, Inc.	\$474,300		MBE: 40% WBE: 0%		No		No		Yes		
Score	Max 40%	25	Max 30%	20	Max 10%	5	Max 10%	-	Max 10%	10	60
Raineri Construction	\$559,766		MBE: 86.7% WBE: 13.3%		Yes		No		Yes		
Score	Max 40%	15	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	65
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-



NAME: Mike Dobbs

BID SUMMARY FOR RFP# PS92-1213 Classroom Lighting Package 3											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Power Up Electrical Contractors	\$447,650		MBE: 100% WBE: 0%		No		Yes		Yes		
Score	Max 40%	40	Max 30%	20	Max 10%	-	Max 10%	10	Max 10%	10	80
Schneider Electric	\$449,690		MBE: 42% WBE: 5%		Yes		No		Yes		
Score	Max 40%	30	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	80
Excel Energy Group, Inc.	\$474,300		MBE: 40% WBE: 0%		No		No		Yes		
Score	Max 40%	25	Max 30%	20	Max 10%	5	Max 10%	-	Max 10%	10	60
Raineri Construction	\$559,766		MBE: 86.7% WBE: 13.3%		Yes		No		Yes		
Score	Max 40%	20	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	70
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: Yvonne Green

**BID SUMMARY FOR RFP# PS92-1213 Classroom Lighting Package 3**

Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Power Up Electrical Contractors	\$447,650		MBE: 100% WBE: 0%		No		Yes		Yes		
Score	Max 40%	35	Max 30%	25	Max 10%	-	Max 10%	10	Max 10%	10	80
Schneider Electric	\$449,690		MBE: 42% WBE: 5%		Yes		No		Yes		
Score	Max 40%	30	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	80
Excel Energy Group, Inc.	\$474,300		MBE: 40% WBE: 0%		No		No		Yes		
Score	Max 40%	27	Max 30%	20	Max 10%	5	Max 10%	-	Max 10%	10	62
Raineri Construction	\$559,766		MBE: 86.7% WBE: 13.3%		Yes		No		Yes		
Score	Max 40%	15	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	65
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: KWAME BUILDING GROUP, INC.

**BID SUMMARY FOR RFP# PS92-1213 Classroom Lighting Package 3**

Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "P" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Power Up Electrical Contractors	\$447,650		MBE: 100% WBE: 0%								
Score	Max 40%	35	Max 30%	30	Max 10%	-	Max 10%	10	Max 10%	10	85
Schneider Electric	\$449,690		MBE: 42% WBE: 5%								
Score	Max 40%	30	Max 30%	25	Max 10%	10	Max 10%	-	Max 10%	10	75
Excel Energy Group, Inc.	\$474,300		MBE: 40% WBE: 0%								
Score	Max 40%	25	Max 30%	20	Max 10%	5	Max 10%	-	Max 10%	10	60
Raineri Construction	\$559,766		MBE: 86.7% WBE: 13.3%								
Score	Max 40%	20	Max 30%	25	Max 10%	10	Max 10%	-	Max 10%	10	65
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

RFP#: PS#92-1213

Classroom Lighting Package 3

BRIEF SCOPE:

Replace the existing light fixtures and install occupancy sensors in all classrooms and habitable rooms in schools where the light fixtures have not been converted from T12 to T8. Classrooms and habitable rooms where the light fixtures have been converted from T12 to T8 shall only receive occupancy sensors only.

**Project:** PS92-1213 Classroom Lighting Package 3  
**Low Bidder:** Power Up Electrical Contractors  
**Contact:** Matthew Hardey  
Phone: (314) 865-3888

List of Schools:

1. Mullanphy
2. Nance
3. Oak Hill
4. Peabody
5. Shaw
6. Sigel
7. Stix
8. Washington Montessori
9. Wilkinson
10. Woerner
11. Woodward





# BOARD RESOLUTION

Date: January 3, 2013

Agenda Item : 02-21-13-07

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm

Action to be Approved: Contract

Other Transaction Descriptors:  
(i.e.: Sole Source, Ratification)

RFP/Bid # PS88-1213 Classroom Lighting Package 1

**SUBJECT:** To approve a contract with Excel Energy Group, Inc. to provide lighting upgrades of classrooms in multiple schools. The work should begin on February 22, 2013 and end on October 31, 2013 at a revised cost and scope not to exceed \$656,277.60, which includes a 10% contingency of \$59,661.60. This project will be funded through the Proposition S Bond Program.

**BACKGROUND:** The scope of this project consists of replacing the existing light fixtures and installing occupancy sensors in all classrooms and habitable rooms in schools where the light fixtures have not been converted from T12 to T8 light fixtures and bulbs. Classrooms and habitable rooms where the light fixtures and bulbs have been converted from T12 to T8 shall only receive occupancy sensors only. This project will be funded by the Proposition S Bond Program under Electrical Services upgrades estimated at \$13,300,000.00. With this project approved, the balance of the Electrical Services upgrades budget is \$9,502,841.40. This project will be submitted to the Ameren Electric Efficiency Incentive Program where the maximum incentive is \$1,000,000 per year.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 905-00-914-2611-6522	Prop S	Requisition #: 10132648
Amount: \$656,277.60		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed \$656,277.60	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600015253

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

Roger CayCe, Exec. Dir., Operations/Bldg. Comm.

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



## **BID EVALUATION**

**PROJECT NAME:** Classroom Lighting Package 1  
**PROJECT NUMBER:** RFP# PS88-1213  
**EVALUATED BY:** Prop S Construction Management Team  
**EVALUATION DATE:** December 4, 2012

### **Bid Proposals**

Three bid proposals were received and publically opened on November 26, 2012, at 10:00 a.m. from the following contractors for the project:

1. Excel Energy Group, Inc.,:	Base Bid:	\$1,286,679
	Alternate 1:	<u>\$128,655</u>
	<b>Total:</b>	<b>\$1,415,334</b>
2. Raineri Construction:	Base Bid:	\$1,572,604
	Alternate 1:	<u>\$376,137</u>
	<b>Total:</b>	<b>\$1,948,741</b>
3. K-Tech Corporation:	Base Bid:	\$1,934,784
	Alternate 1:	<u>\$265,890</u>
	<b>Total:</b>	<b>\$2,200,674</b>

### **Excel Energy Group**

Excel Energy Group is the apparent low and responsive bidder because they have complied with the bid requirements and their bid proposal is 22% lower than Raineri's bid proposal. They have a total of 44% M/WBE participation; 44% MBE and 0% WBE. They have no exclusions and have acknowledged the issued addenda # 1 through 6. They are in agreement with the schedule and are willing to use "P" Card as part of their bid amount. Based on our evaluation criteria form, they have obtained a total score of 85%.

**Revised Scope and Cost:** The scope of the project changed immediately after receiving bids to omit light fixtures from 8 of the 11 schools. The light fixtures in these 8 schools have already been converted from T12 to T8 type. These 8 schools will only receive occupancy sensors while the other 3 schools will receive new light fixtures and occupancy sensors. The apparent low bidder (Excel Energy Group) was asked to modify their bid to reflect the scope revision. The revised proposal is as follows:

Revised Proposal : **\$596,616**

### **Raineri Construction**

Raineri's bid proposal is 22% higher than Excel's bid proposal.

### **Recommendation**

The revised cost seems reasonable. Therefore, we recommend awarding the contract to Excel Energy Group for the amount of \$596,616 to complete the base bid and the alternate per scope and specifications.



NAME: Mike Dobbs

BID SUMMARY FOR RFP# PS88-1213 Classroom Lighting Package 1											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "P" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Excel Energy Group, Inc.	\$1.4 M Original Revised \$596, 616	40	MBE: 44% WBE: 0%	25	No	5	Yes	10	Yes	10	90
Score	Max 40%		Max 30%		Max 10%		Max 10%		Max 10%		
Raineri	\$1.9 M		MBE: 83% WBE: 9%		Yes		No		Yes		
Score	Max 40%	25	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	75
K-Tech Corporation	\$2.2 M		MBE: 32.98% WBE: 5.8%		No		No		Yes		
Score	Max 40%	20	Max 30%	25	Max 10%	5	Max 10%	-	Max 10%	10	60
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: KWAME BUILDING GROUP, INC.

BID SUMMARY FOR RFP# PS88-1213 Classroom Lighting Package 1											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Excel Energy Group, Inc.	\$1.4 M Original Revised \$596, 616		MBE: 44% WBE: 0%								
Score	Max 40%	35	Max 30%	25	Max 10%	5	Max 10%	10	Max 10%	10	85
Raineri	\$1.9 M		MBE: 83% WBE: 9%								
Score	Max 40%	25	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	75
K-Tech Corporation	\$2.2 M		MBE: 32.98% WBE: 5.8%								
Score	Max 40%	20	Max 30%	20	Max 10%	5	Max 10%	-	Max 10%	10	55
			MBE: 0% WBE: 0%								
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
			MBE: 0% WBE: 0%								
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
			MBE: 0% WBE: 0%								
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: Yvonne Green

BID SUMMARY FOR RFP# PS88-1213 Classroom Lighting Package 1											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Excel Energy Group, Inc.	\$1.4 M Original Revised \$596,616		MBE: 44% WBE: 0%		No		Yes		Yes		
Score	Max 40%	40	Max 30%	20	Max 10%	5	Max 10%	10	Max 10%	10	85
Raineri	\$1.9 M		MBE: 83% WBE: 9%		Yes		No		Yes		
Score	Max 40%	25	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	75
K-Tech Corporation	\$2.2 M		MBE: 32.98% WBE: 5.8%		No		No		Yes		
Score	Max 40%	20	Max 30%	25	Max 10%	5	Max 10%	-	Max 10%	10	60
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: Roger L. CayCe

BID SUMMARY FOR RFP# PS88-1213 Classroom Lighting Package 1											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Excel Energy Group, Inc.	\$1.4 M Original Revised \$596, 616		MBE: 44% WBE: 0%		No		Yes		Yes		
Score	Max 40%	40	Max 30%	20	Max 10%	5	Max 10%	10	Max 10%	10	85
Raineri	\$1.9 M		MBE: 83% WBE: 9%		Yes		No		Yes		
Score	Max 40%	25	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	75
K-Tech Corporation	\$2.2 M		MBE: 32.98% WBE: 5.8%		No		No		Yes		
Score	Max 40%	20	Max 30%	20	Max 10%	5	Max 10%	-	Max 10%	10	55
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-



January 4, 2013

# MEMORANDUM

**TO: Rick Schaeffer: Purchasing Office**

**FROM: Linda C. McKnight**

**RE: Bid Evaluation Record for RFP# PS88-1213 Classroom Lighting Pck. 1**

The evaluation began at 11/26/12, 10:00 a.m. The evaluation committee consisted of the following:

Roger L. CayCe	Exe. Director/Building Comm.	SLPS
Mike Dobbs	Project Manager	SLPS
Yvonne Green	Project Manager	SLPS
Ronald Roberts	Construction Manager	Kwame Building Group

Bids from the following companies were evaluated and recorded as follows:

Company Name	Bid Amount	Overall Score	Award (Y/N)
Excel Energy Group, Inc.	\$1,415,334	345	Yes
Raineri Construction	\$1,948,741	300	No
K-Tech Corporation	\$2,200,674	230	No

One copy of each evaluation form is on file along with this evaluation record in the Operations Department.

Linda C. McKnight  
Budget Analyst  
Operations Department

# List of Classroom Lighting Projects

**Project:** PS88-1213 Classroom Lighting Package 1  
**Low Bidder:** Excel Energy Group  
**Contact:** Dan Uhle  
Phone: (314) 630-7278

**List of Schools:**

1. Adam
2. Ames
3. Ashland
4. Buder
5. Cole
6. Dewey
7. Froebel
8. Gateway Complex
9. Hamilton
10. Henry
11. Herzog





# BOARD RESOLUTION

Date: January 3, 2013

Agenda Item : 02-21-13-08

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm

Action to be Approved: Contract

Other Transaction Descriptors:  
(i.e.: Sole Source, Ratification)

RFP/Bid # PS91-1213 Classroom Lighting Package 2

**SUBJECT:** To approve a contract with Raineri Construction to provide lighting upgrade of classrooms in multiple schools. The work should begin on February 22, 2013 and end on October 31, 2013 at a cost not to exceed \$531,218.60, which includes a 10% contingency of \$48,292.60. This project will be funded through the Proposition S Bond Program.

**BACKGROUND:** The scope of this project consists of replacing the existing light fixtures and installing occupancy sensors in all classrooms and habitable rooms in schools where the light fixtures have not been converted from T12 to T8 light fixtures and bulbs. Classrooms and habitable rooms where the light fixtures and bulbs have been converted from T12 to T8 shall only receive occupancy sensors only. This project will be funded by the Proposition S Bond Program under Electrical Service upgrades estimated at \$13,300,000.00. With this project approved, the balance of the Electrical Service upgrades budget is \$8,971,622.80. This project will be submitted to the Ameren Electric Efficiency Incentive Program where the maximum incentive is \$1,000,000 per year.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 905-00-914-2611-6522	Prop S	Requisition #: 10132647
Amount: \$531,218.60		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed \$531,218.60	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600014566

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

Roger CayCe, Exec. Dir., Operations/Bldg. Comm.

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent





## **BID EVALUATION**

**PROJECT NAME:** Classroom Lighting Package 2  
**PROJECT NUMBER:** RFP# PS91-1213  
**EVALUATED BY:** Prop S Construction Management Team  
**EVALUATION DATE:** December 5, 2012

### **Bid Proposals**

Three bid proposals were received and publically opened on November 29, 2012, at 10:00 a.m. from the following contractors for the project:

1. Raineri Construction:  
Total: \$482,926
  
2. Excel Energy Group, Inc.:  
Total: \$584,814
  
3. K-Tech Corporation:  
Total: \$1,550,400

### **Raineri Construction**

Raineri Construction is the apparent low and responsive bidder because they have complied with the bid requirements and their bid proposal is 21% lower than Excel's bid proposal. They have a total of 100% M/WBE participation; 86% MBE and 14% WBE. They also plan on providing 40% M/WBE field workforce. They have no exclusions and have acknowledged the issued addenda # 1 through 4. They are in agreement with the schedule and are not willing to use "P" Card as part of their bid amount. Based on our evaluation criteria form, they have obtained a total score of 85%.

### **Excel Energy Group, Inc.**

Excel's bid proposal is 21% higher than Raineri's bid proposal.

### **Recommendation**

Therefore, we recommend awarding the project to Raineri Construction for the amount of \$482,926 to complete the project per scope and specifications.



January 4, 2013

# MEMORANDUM

**TO: Rick Schaeffer: Purchasing Office**

**FROM: Linda C. McKnight**

**RE: Bid Evaluation Record for RFP# PS91-1213 Classroom Lighting Pck. 2**

The evaluation began at 11/29/12, 10:00 a.m. The evaluation committee consisted of the following:

Roger L. CayCe	Exe. Director/Building Comm.	SLPS
Mike Dobbs	Project Manager	SLPS
Yvonne Green	Project Manager	SLPS
Ronald Roberts	Construction Manager	Kwame Building Group

Bids from the following companies were evaluated and recorded as follows:

Company Name	Bid Amount	Overall Score	Award (Y/N)
Raineri Construction	\$482,926	360	Yes
Excel Energy Group, Inc.:	\$584,814	300	No
K-Tech Corporation	1,550,400	210	No

One copy of each evaluation form is on file along with this evaluation record in the Operations Department.

Linda C. McKnight  
Budget Analyst  
Operations Department

**Project:** PS91-1213 Classroom Lighting Package 2  
**Low Bidder:** Raineri Construction  
**Contact:** Anthony Raineri  
Phone: (314) 667-5913

List of Schools:

1. Hickey
2. Hodgen
3. Humboldt
4. Jefferson
5. Kennard
6. Lexington
7. Mallinckrodt
8. Mann
9. Mason
10. Meramec
11. Monroe

NAME: Roger L. CayCe

BID SUMMARY FOR RFP# PS91-1213 Classroom Lighting Package 2											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Raineri Construction	\$482,926		MBE: 86% WBE: 14%		Yes		No		Yes		
Score	Max 40%	40	Max 30%	30		10	Max 10%	-	Max 10%	10	90
Excel Energy Group, Inc.	\$584,814		MBE: 40% WBE: 0%		No		Yes		Yes		
Score	Max 40%	30	Max 30%	20	Max 10%		Max 10%	10	Max 10%	10	70
K-Tech Corporation	\$1.6 M		MBE: 36% WBE: 7%		No		No		Yes		
Score	Max 40%	20	Max 30%	20	Max 10%		Max 10%	-	Max 10%	10	50
Score	Max 40%	-	Max 30%	-	Max 10%		Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%		Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%		Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%		Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%		Max 10%	-	Max 10%	-	-

NAME: Mike Dobbs

BID SUMMARY FOR RFP# PS91-1213 Classroom Lighting Package 2											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Raineri Construction	\$482,926		MBE: 86% WBE: 14%		Yes		No		Yes		
Score	Max 40%	40	Max 30%	30		10	Max 10%	-	Max 10%	10	90
Excel Energy Group, Inc.	\$584,814		MBE: 40% WBE: 0%		No		Yes		Yes		
Score	Max 40%	30	Max 30%	25	Max 10%		Max 10%	10	Max 10%	10	75
K-Tech Corporation	\$1.6 M		MBE: 36% WBE: 7%		No		No		Yes		
Score	Max 40%	20	Max 30%	20	Max 10%		Max 10%	-	Max 10%	10	50
Score	Max 40%	-	Max 30%	-	Max 10%		Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%		Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%		Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%		Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%		Max 10%	-	Max 10%	-	-

NAME: Yvonne Green

BID SUMMARY FOR RFP# PS91-1213 Classroom Lighting Package 2											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Raineri Construction	\$482,926		MBE: 86% WBE: 14%		Yes		No		Yes		
Score	Max 40%	40	Max 30%	30		10	Max 10%	-	Max 10%	10	90
Excel Energy Group, Inc.	\$584,814		MBE: 40% WBE: 0%		No		Yes		Yes		
Score	Max 40%	30	Max 30%	20	Max 10%		Max 10%	10	Max 10%	10	70
K-Tech Corporation	\$1.6 M		MBE: 36% WBE: 7%		No		No		Yes		
Score	Max 40%	20	Max 30%	20	Max 10%		Max 10%	-	Max 10%	10	50
Score	Max 40%	-	Max 30%	-	Max 10%		Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%		Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%		Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%		Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%		Max 10%	-	Max 10%	-	-

NAME: KWAME BUILDING GROUP, INC.

BID SUMMARY FOR RFP# PS91-1213 Classroom Lighting Package 2											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Raineri Construction	\$482,926		MBE: 86% WBE: 14%								
Score	Max 40%	40	Max 30%	30		10	Max 10%	-	Max 10%	10	90
Excel Energy Group, Inc.	\$584,814		MBE: 40% WBE: 0%								
Score	Max 40%	30	Max 30%	25	Max 10%	10	Max 10%	10	Max 10%	10	85
K-Tech Corporation	\$1.6 M		MBE: 36% WBE: 7%								
Score	Max 40%	20	Max 30%	20	Max 10%	10	Max 10%	-	Max 10%	10	60
			MBE: 0% WBE: 0%								
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
			MBE: 0% WBE: 0%								
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
			MBE: 0% WBE: 0%								
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
			MBE: 0% WBE: 0%								
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
			MBE: 0% WBE: 0%								
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-







# BOARD RESOLUTION

Date: January 3, 2013

Agenda Item : 02-21-13-09

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Roger CayCe, Exec. Dir., Operations/Bldg. Comm.

Action to be Approved: Contract

Other Transaction Descriptors:  
(i.e.: Sole Source, Ratification)

RFP/Bid # PS89-1213 Americans with Disabilities Act (ADA) Signage

**SUBJECT:** To approve a contract with Raineri Construction to provide ADA compliant signage throughout 52 buildings. This work should begin February 22, 2013 and be completed by October 31, 2013 at a cost not to exceed \$808,242.60, which includes a 10% contingency of \$73,476.60. This project will be funded through the Proposition S Bond Program.

**BACKGROUND:** The scope of this project is to provide ADA Compliant Signage throughout the following schools: Adams, Ames, Ashland, Beaumont, Buder, Busch, Carnahan, Carr Lane, Central VPA/Cleveland NJROTC, Compton Drew, Dewey, Fanning, Froebel, Gateway Complex (Gateway Elementary & Gateway Michael), Gateway High School, Hamilton, Henry, Herzog, Hickey, Hodgen, Humboldt, Jefferson, Kennard, Kottmeyer, Langston, Lexington, Long, L'Ouverture, Lyon @ Blow, Madison, Mallinckrodt, Mason, Meramec, Monroe, Mullanphy, Nance, Nottingham, Oak Hill, Pamoja Prep @ Cole, Peabody, Roosevelt, Sigel, Shaw, Soldan, Stevens, Stix, Sumner, Washington Montessori, Wilkinson @ Roe, Woerner, Woodward & Yeatman-Liddell. This project will be funded by the Proposition S Bond Program under ADA Upgrades at \$7,600,000.00. With this project approved, the balance of the ADA Upgrades budget is \$1,690,180.00.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 905-00-914-2611-6522	Proposition S	Requisition #: TBD
Amount: \$808,242.60		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$808,242.60	<input type="checkbox"/> Pending Funding Availability	Vendor #: 60000806

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

Roger CayCe, Exec. Dir., Operations/Bldg. Comm.

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



January 3, 2013

**MEMORANDUM**

**TO: Rick Schaeffer: Purchasing Office**

**FROM: Linda C. McKnight**

**RE: Bid Evaluation Record for RFP# PS89-1213**

The evaluation began at 12/20/12, 10:00 a.m. The evaluation committee consisted of the following:

Roger L. CayCe	Exe. Director/Building Comm.	SLPS
Mike Dobbs	Project Manager	SLPS
Yvonne Green	Project Manager	SLPS
Ronald Roberts	Construction Manager	Kwame Building Group

Bids from the following companies were evaluated and recorded as follows:

Company Name	Bid Amount	Overall Score	Award (Y/N)
Raineri Construction	\$ 734,766.00	345	Yes
EMG Graphics	\$ 790,285.69	325	No
Kozeny Wagner	\$ 1,083,949.00	265	No
Hankins Construction Company	\$ 1,758,077.00	290	No
ABNA	\$ 2,570,599.50	300	No

One copy of each evaluation form is on file along with this evaluation record in the Operations Department.

Linda C. McKnight  
Budget Analyst  
Operations Department



## BID EVALUATION

**PROJECT NAME:** ADA Signage  
**PROJECT NUMBER:** RFP# PS89-1213  
**EVALUATED BY:** Prop S Construction Management Team  
**EVALUATION DATE:** December 20, 2012

### Bid Proposals

Five bid proposals were received and publically opened on December 20, 2012 at 10:00 a.m. Below is a summary of the bids and our recommendation.

<b>1. Raineri</b>		
	Base Bid	\$ 755,766.00
	Alternate #2	\$ -21,000.00
	<b>TOTAL</b>	<b>\$734,766.00</b>
<b>2. EMG Graphics</b>		
	Base Bid	\$ 826,859 .83
	Alternate #2	\$ -36,574.14
	<b>TOTAL</b>	<b>\$ 790,285.69</b>
<b>3. Kozeny Wagner</b>		
	Base Bid	\$ 1,101,349.00
	Alternate #2	\$ -17,400.00
	<b>TOTAL</b>	<b>\$ 1,083,949.00</b>
<b>4. Hankins</b>		
	Base Bid	\$ 1,782,437.00
	Alternate #2	\$ -24,360.00
	<b>TOTAL</b>	<b>\$ 1,758,077.00</b>
<b>5. ABNA</b>		
	Base Bid	\$ 2,594,242.60
	Alternate #2	\$ -23,643.10
	<b>TOTAL</b>	<b>\$ 2,570,599.50</b>

### Raineri :

Raineri Construction is the apparent low bidder with their bid being 7% lower than the second low bidder . They have indicated a combined M/WBE participation 100%. They have acknowledged addenda's 1-6, included a Bid Bond with their proposal and agreed to the proposed schedule. Based on our evaluation criteria, they have obtained a total score of 90%.

### EMG:

EMG Graphics is the second low bidder. They have acknowledged addenda's 1-6, included a Bid Bond with their proposal and have indicated an M/WBE participation 33%. They are in agreement with the schedule. Based on our evaluation criteria, they have obtained a total score of 85%.

### Recommendation

Therefore, we recommend awarding the contract to Raineri Construction for the amount of \$ 734,766.00.

NAME: Roger L. CayCe

BID SUMMARY FOR RFP# PS89-1213 ADA Signage											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "P" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Raineri	\$755,766		MBE: 0 % WBE: 100%								
Score	Max 40%	40	Max 30%	25	Max 10%	10	Max 10%	-	Max 10%	10	85
EMG Graphics	\$826,859		MBE: 33% WBE: 0%								
Score	Max 40%	30	Max 30%	20	Max 10%	10	Max 10%	10	Max 10%	10	80
Kozeny Wagner	\$1,101,349		MBE: 40.6% WBE: 00%								
Score	Max 40%	25	Max 30%	20	Max 10%	10	Max 10%	-	Max 10%	10	65
Hankins	\$1,782,437		MBE: 45% WBE: 1%								
Score	Max 40%	20	Max 30%	20	Max 10%	10	Max 10%	10	Max 10%	10	70
ABNA	\$2,594,243		MBE: 90% WBE: 10%								
Score	Max 40%	15	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	10	75
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: Mike Dobbs

BID SUMMARY FOR RFP# PS89-1213 ADA Signage											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "P" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Raineri	\$755,766		MBE: 0 % WBE: 100%								
Score	Max 40%	40	Max 30%	25	Max 10%	10	Max 10%	-	Max 10%	10	85
EMG Graphics	\$826,859		MBE: 33% WBE: 0%								
Score	Max 40%	30	Max 30%	20	Max 10%	10	Max 10%	10	Max 10%	10	80
Kozeny Wagner	\$1,101,349		MBE: 40.6% WBE: 00%								
Score	Max 40%	25	Max 30%	20	Max 10%	10	Max 10%	-	Max 10%	10	65
Hankins	\$1,782,437		MBE: 45% WBE: 1%								
Score	Max 40%	20	Max 30%	20	Max 10%	10	Max 10%	10	Max 10%	10	70
ABNA	\$2,594,243		MBE: 90% WBE: 10%								
Score	Max 40%	15	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	10	75
			MBE: 0% WBE: 0%								
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: Yvonne Green

BID SUMMARY FOR RFP# PS89-1213 ADA Signage											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "P" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Raineri	\$755,766		MBE: 0 % WBE: 100%								
Score	Max 40%	40	Max 30%	25	Max 10%	10	Max 10%	-	Max 10%	10	85
EMG Graphics	\$826,859		MBE: 33% WBE: 0%								
Score	Max 40%	30	Max 30%	20	Max 10%	10	Max 10%	10	Max 10%	10	80
Kozeny Wagner	\$1,101,349		MBE: 40.6% WBE: 0%								
Score	Max 40%	25	Max 30%	20	Max 10%	10	Max 10%	-	Max 10%	10	65
Hankins	\$1,782,437		MBE: 45% WBE: 1%								
Score	Max 40%	20	Max 30%	20	Max 10%	10	Max 10%	10	Max 10%	10	70
ABNA	\$2,594,243		MBE: 90% WBE: 10%								
Score	Max 40%	15	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	10	75
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: KWAME BUILDING GROUP, INC.

BID SUMMARY FOR RFP# PS89-1213 ADA Signage											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Raineri	\$755,766		MBE: 0 % WBE: 100%								
Score	Max 40%	40	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	90
EMG Graphics	\$826,859		MBE: 33% WBE: 0%								
Score	Max 40%	35	Max 30%	20	Max 10%	10	Max 10%	10	Max 10%	10	85
Kozeny Wagner	\$1,101,349		MBE: 40.6% WBE: 00%								
Score	Max 40%	25	Max 30%	25	Max 10%	10	Max 10%	-	Max 10%	10	70
Hankins	\$1,782,437		MBE: 45% WBE: 1%								
Score	Max 40%	20	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	10	80
ABNA	\$2,594,243		MBE: 90% WBE: 10%								
Score	Max 40%	15	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	10	75
			MBE: 0% WBE: 0%								
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

## ADA Signage (PS89-1213)

- Issue date: 11/26
- Bid Conference: December 5<sup>th</sup> at 3:30 pm @ Henry School
- Last Day for questions: 12/12
- Bids: 12/19
- End of construction is scheduled for July 31, 2013

### Scope:

As shown on the Grice/Trivers/ Bridging Documents, the scope of this project is to provide ADA Compliant Signage at all of the schools through the schools district.

There will be a Bidders conference held at one of the school to review the typical conditions and floor plans of all of the schools are available as a supplement to the Grice/Trivers Bridging Documents and can be secured at Cross Rhodes Reprographics (314) 678-0087 along with the Bridging Documents.







# BOARD RESOLUTION

Date: January 3, 2013

Agenda Item : 02-21-13-10

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Roger CayCe, Exec. Dir., Operations/Bldg. Comm.

Action to be Approved: Contract

Other Transaction Descriptors:  
(i.e.: Sole Source, Ratification)

RFP/Bid # PS87-1213 Bleacher Replacement at Cleveland NJROTC High School

**SUBJECT:** To approve a contract with Raineri Construction to provide the removal and installation of the bleachers at Cleveland NJROTC High School. The work should begin on February 22, 2013 and end on August 31, 2013 at a cost not to exceed \$281,249.10, which includes a 10% contingency of \$25,568.10. This project will be funded through Proposition S Bond Program.

**BACKGROUND:** The scope of work consists of repairing the existing Cleveland High School bleachers and providing ADA access from the street to the athletic field and bleachers. This work will be funded by the Proposition S Bond Program under Sports Facilities Upgrades \$4,500,000.00. With this project approved, the balance of Sports Facilities Upgrades budget is \$8,108.90.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

**FUNDING SOURCE:** (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 905-00-914-2611-6522	Prop S	Requisition #: TBD
Amount: \$281,249.10		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$281,249.10	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600000806

Department: Operations

Requestor: Linda C. McKnight

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Angela Banks, Budget Director

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Roger CayCe, Exec. Dir., Operations/Bldg. Comm.

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Leon Fisher, CFO/Treasurer

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Mary M. Houlihan, Dep. Supt., Operations

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Dr. Kelvin R. Adams, Superintendent



January 3, 2013

### MEMORANDUM

**TO: Rick Schaeffer: Purchasing Office**

**FROM: Linda C. McKnight**

**RE: Bid Evaluation Record for RFP# PS87-1213**

The evaluation began at 12/18/12, 10:00 a.m. The evaluation committee consisted of the following:

Roger L. CayCe	Exe. Director/Building Comm.	SLPS
Mike Dobbs	Project Manager	SLPS
Yvonne Green	Project Manager	SLPS
Ronald Roberts	Construction Manager	Kwame Building Group

Bids from the following companies were evaluated and recorded as follows:

Company Name	Bid Amount	Overall Score	Award (Y/N)
Raineri Construction	\$255,681	360	Yes
Kozeny Wagner	\$303,617	340	No
Demien Construction	\$398,500	320	No
J L Brown	\$405,000	290	No
C. Rallo	\$441,894	270	No

One copy of each evaluation form is on file along with this evaluation record in the Operations Department.

Linda C. McKnight  
 Budget Analyst  
 Operations Department



## **BID EVALUATION**

**PROJECT NAME:** Bleacher Replacement at Cleveland  
**PROJECT NUMBER:** RFP# PS87-1213  
**EVALUATED BY:** Prop S Construction Management Team  
**EVALUATION DATE:** December 18, 2012

### **Bid Proposals**

Five bid proposals were received and publically opened on December 18, 2012, at 10:00 a.m. from the following contractors for the project. Below is a summary of the bids and our recommendation.

- |                          |      |            |
|--------------------------|------|------------|
| 1. Raineri Construction: | Bid: | \$255, 681 |
| 2. Kozeny Wagner:        | Bid: | \$303,617  |
| 3. Demien Construction:  | Bid: | \$398,500  |
| 4. J L Brown:            | Bid: | \$405,000  |
| 5. C. Rallo:             | Bid: | \$441,894  |

### **Raineri Construction**

Raineri is the apparent low and responsive bidder because they have complied with the bid requirements and their bid proposal is 19% lower than Kozeny's bid proposal. They have a total of 57% M/WBE participation; 44% MBE and 13% WBE. They have no exclusions and have acknowledged the issued addenda # 1 through 3. They are in agreement with the schedule and are not willing to use "P" Card as part of their bid amount. Based on our evaluation criteria form, they have obtained a total score of 90%.

### **Kozeny Wagner**

Kozeny Wagner's bid proposal is 19% higher than Raineri's bid proposal.

### **Recommendation**

Therefore, we recommend awarding the contract to Raineri Construction for the amount of \$255,681 to complete the project per scope and specifications.

NAME: KWAME BUILDING GROUP, INC.

BID SUMMARY FOR RFP# PS87-1213 Bleacher Replacement at Cleveland											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "P" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Raineri	\$255,681		MBE: 44% WBE: 13%								
Score	Max 40%	40	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	90
Kozeny Wagner	\$303,617		MBE: 45% WBE: 9%								
Score	Max 40%	35	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	85
Demien	\$398,500		MBE: 21% WBE: 30%								
Score	Max 40%	30	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	80
J L Brown	\$405,000		MBE: 100% WBE: 0%								
Score	Max 40%	25	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	75
C. Rallo	\$441,894		MBE: 69% WBE: 0%								
Score	Max 40%	20	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	70
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: Roger L. CayCe

**BID SUMMARY FOR RFP# PS87-1213 Bleacher Replacement at Cleveland**

Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "P" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Raineri	\$255,681		MBE: 44% WBE: 13%		Yes		No		Yes		
Score	Max 40%	40	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	90
Kozeny Wagner	\$303,617		MBE: 45% WBE: 9%		Yes		No		Yes		
Score	Max 40%	35	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	85
Demien	\$398,500		MBE: 21% WBE: 30%		Yes		No		Yes		
Score	Max 40%	30	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	80
J L Brown	\$405,000		MBE: 100% WBE: 0%		Yes		No		Yes		
Score	Max 40%	25	Max 30%	25	Max 10%	10	Max 10%	-	Max 10%	10	70
C. Rallo	\$441,894		MBE: 69% WBE: 0%		Yes		No		Yes		
Score	Max 40%	20	Max 30%	25	Max 10%	10	Max 10%	-	Max 10%	10	65
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: Mike Dobbs

**BID SUMMARY FOR RFP# PS87-1213 Bleacher Replacement at Cleveland**

Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "P" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Raineri	\$255,681		MBE: 44% WBE: 13%		Yes		No		Yes		
Score	Max 40%	40	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	90
Kozeny Wagner	\$303,617		MBE: 45% WBE: 9%		Yes		No		Yes		
Score	Max 40%	35	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	85
Demien	\$398,500		MBE: 21% WBE: 30%		Yes		No		Yes		
Score	Max 40%	30	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	80
J L Brown	\$405,000		MBE: 100% WBE: 0%		Yes		No		Yes		
Score	Max 40%	25	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	75
C. Rallo	\$441,894		MBE: 69% WBE: 0%		Yes		No		Yes		
Score	Max 40%	20	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	70
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: Yvonne Green

**BID SUMMARY FOR RFP# PS87-1213 Bleacher Replacement at Cleveland**

Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "P" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Raineri	\$255,681		MBE: 44% WBE: 13%		Yes		No		Yes		
Score	Max 40%	40	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	90
Kozeny Wagner	\$303,617		MBE: 45% WBE: 9%		Yes		No		Yes		
Score	Max 40%	35	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	85
Demien	\$398,500		MBE: 21% WBE: 30%		Yes		No		Yes		
Score	Max 40%	30	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	80
J L Brown	\$405,000		MBE: 100% WBE: 0%		Yes		No		Yes		
Score	Max 40%	25	Max 30%	25	Max 10%	10	Max 10%	-	Max 10%	10	70
C. Rallo	\$441,894		MBE: 69% WBE: 0%		Yes		No		Yes		
Score	Max 40%	20	Max 30%	25	Max 10%	10	Max 10%	-	Max 10%	10	65
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-



## **Bleacher Replacement at Cleveland NJROTC HS (PS87-1213)**

- Issue date: 11/30
- Bid Conference: December 8<sup>th</sup> at 3:30 pm @ Henry School
- Last Day for questions: 12/13
- Bids: 12/18
- End of construction is scheduled for July 31, 2013

### **Scope:**

As shown on the attached plans, this project is to repair the existing Cleveland High School Bleachers and provide ADA access from the street to the athletic field and bleachers.





# BOARD RESOLUTION

Date: January 3, 2013

Agenda Item : 02-21-13-11

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm

Action to be Approved: Contract

Other Transaction Descriptors:  
(i.e.: Sole Source, Ratification)

RFP/Bid # PS74-1213 Soldan Fieldhouse Renovation

**SUBJECT:** To approve a contract with Wachter, Inc. to renovate the field house at Soldan High School. The work should begin on February 22, 2013 and end on October 31, 2013 at a cost not to exceed \$1,480,561.50, which includes a 10% contingency of \$134,596.50. This project will be funded through the Proposition S Bond Program.

**BACKGROUND:** The scope of this project is to renovate the entire Soldan Fieldhouse. Specifically the area of work includes, but is not limited to: Renovate the existing Locker/Shower/Toilet Rooms, Public Toilet Rooms, Bleachers and Tennis Court at the Soldan Fieldhouse. As part of the renovation work, the exterior masonry wall shall be rebuilt and a replacement of the ventilation system throughout all of the rooms in the Fieldhouse areas is required. Additionally the scope of this project includes providing Accessibility Improvements as required to make the Fieldhouse and Bleachers ADA compliant. This work will be funded through the Proposition S Bond Program under Sports Facilities Upgrades at \$4,500,000.00. With this project approved, the balance of the Sports Facilities Upgrades budget is \$289,358.00.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 905-00-914-2611-6522	Prop S	Requisition #: TBD
Amount: \$1,480,561.50		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed \$1,480,561.50	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

Roger CayCe, Exec. Dir., Operations/Bldg. Comm.

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



January 3, 2013

**MEMORANDUM**

**TO: Rick Schaeffer: Purchasing Office**  
**FROM: Linda C. McKnight**  
**RE: Bid Evaluation Record for RFP# PS74-1213**

The evaluation began at 12/21/12, 10:00 a.m. The evaluation committee consisted of the following:

Roger L. CayCe      Exe. Director/Building Comm.      SLPS  
Mike Dobbs      Project Manager      SLPS  
Yvonne Green      Project Manager      SLPS  
Ronald Roberts      Construction Manager      Kwame Building Group

Bids from the following companies were evaluated and recorded as follows:

Company Name	Bid Amount	Overall Score	Award (Y/N)
Wachter	\$ 1,345,965.00	350	Yes
C. Rallo	\$ 1,350,200.00	310	No
Kozeny Wagner	\$ 1,457,531.00	280	No
Hankins Construction Company	\$ 1,539,400.00	320	No
Demien	\$ 1,547,000.00	295	No

One copy of each evaluation form is on file along with this evaluation record in the Operations Department.

Linda C. McKnight  
Budget Analyst  
Operations Department



## BID EVALUATION

**PROJECT NAME:** Soldan Field House Renovation  
**PROJECT NUMBER:** RFP# PS74-1213  
**EVALUATED BY:** Prop S Construction Management Team  
**EVALUATION DATE:** December 26, 2012

### **Bid Proposals**

Five bid proposals were received and publically opened on December 21, 2012 at 10:00 a.m. Below is a summary of the bids and our recommendation.

<b>1. Wachter, Inc.</b>	<b>Base Bid</b>	<b>\$ 1,115,055.00</b>
	<b>Alternates</b>	<b>\$ <u>23,910.00</u></b>
	<b>TOTAL</b>	<b>\$ 1,345,965.00</b>
<b>2. C. Rallo</b>	<b>Base Bid</b>	<b>\$ 1,123,000.00</b>
	<b>Alternates</b>	<b>\$ <u>227,000.00</u></b>
	<b>TOTAL</b>	<b>\$ 1,350,200.00</b>
<b>3. Kozeny Wagner</b>	<b>Base Bid</b>	<b>\$ 1,161,184.00</b>
	<b>Alternates</b>	<b>\$ <u>296,347.00</u></b>
	<b>TOTAL</b>	<b>\$ 1,457,531.00</b>
<b>4. Hankins</b>	<b>Base Bid</b>	<b>\$ 1,273,000.00</b>
	<b>Alternates</b>	<b>\$ <u>266,400.00</u></b>
	<b>TOTAL</b>	<b>\$ 1,539,400.00</b>
<b>5. Demien</b>	<b>Base Bid</b>	<b>\$ 1,339,000.00</b>
	<b>Alternates</b>	<b>\$ <u>208,000.00</u></b>
	<b>TOTAL</b>	<b>\$ 1,547,000.00</b>

### **Wachter, Inc.:**

Wachter Inc. is the apparent low bidder with their bid being 0.3% lower than the second low bidder. They have indicated a combined M/WBE participation 43.36%. They have acknowledged addenda's 1-6, included a Bid Bond with their proposal and agreed to the proposed schedule. Based on our evaluation criteria, they have obtained a total score of 85%.

### **C. Rallo:**

C. Rallo is the second low bidder. They have acknowledged addenda's 1-6, included a Bid Bond with their proposal and have indicated an M/WBE participation of 40%. They are in agreement with the schedule. Based on our evaluation criteria, they have obtained a total score of 80%.

### **Recommendation**

Therefore, we recommend awarding the contract to Wachter, Inc. for the amount of \$ 1,345,965 to complete the base bid and the alternates.

NAME: Roger L. CayCe

BID SUMMARY FOR RFP# PS74-1213 Soldan Field House											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "P" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Wachter	\$1,345,965		MBE: 38.36% WBE: 5%								
Score	Max 40%	40	Max 30%	20	Max 10%	10	Max 10%	10	Max 10%	10	90
C. Rallo	\$1,350,200		MBE: 40% WBE: 0%								
Score	Max 40%	35	Max 30%	20	Max 10%	10	Max 10%	-	Max 10%	10	75
Kozeny Wagner	\$1,457,531		MBE: 21% WBE: 12%								
Score	Max 40%	30	Max 30%	20	Max 10%	10	Max 10%	-	Max 10%	10	70
Hankins	\$1,539,400		MBE: 44% WBE: 1%								
Score	Max 40%	25	Max 30%	20	Max 10%	10	Max 10%	10	Max 10%	10	75
Demien	\$1,547,000		MBE: 31.6% WBE: 11.3%								
Score	Max 40%	20	Max 30%	20	Max 10%	10	Max 10%	10	Max 10%	10	70
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: Mike Dobbs

BID SUMMARY FOR RFP# PS74-1213 Soldan Field House											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "P" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Wachter	\$1,345,965		MBE: 38.36% WBE: 5%								
Score	Max 40%	40	Max 30%	15	Max 10%	10	Max 10%	10	Max 10%	10	85
C. Rallo	\$1,350,200		MBE: 40% WBE: 0%								
Score	Max 40%	35	Max 30%	25	Max 10%	10	Max 10%	-	Max 10%	10	80
Kozeny Wagner	\$1,457,531		MBE: 21% WBE: 12%								
Score	Max 40%	30	Max 30%	20	Max 10%	10	Max 10%	-	Max 10%	10	70
Hankins	\$1,539,400		MBE: 44% WBE: 1%								
Score	Max 40%	25	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	10	85
Demien	\$1,547,000		MBE: 31.6% WBE: 11.3%								
Score	Max 40%	20	Max 30%	25	Max 10%	10	Max 10%	10	Max 10%	10	75
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: Yvonne Green

BID SUMMARY FOR RFP# PS74-1213 Soldan Field House											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "P" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Wachter	\$1,345,965		MBE: 38.36% WBE: 5%								
Score	Max 40%	40	Max 30%	20	Max 10%	10	Max 10%	10	Max 10%	10	90
C. Rallo	\$1,350,200		MBE: 40% WBE: 0%								
Score	Max 40%	35	Max 30%	20	Max 10%	10	Max 10%	-	Max 10%	10	75
Kozeny Wagner	\$1,457,531		MBE: 21% WBE: 12%								
Score	Max 40%	30	Max 30%	20	Max 10%	10	Max 10%	-	Max 10%	10	70
Hankins	\$1,539,400		MBE: 44% WBE: 1%								
Score	Max 40%	25	Max 30%	20	Max 10%	10	Max 10%	10	Max 10%	10	75
Demien	\$1,547,000		MBE: 31.6% WBE: 11.3%								
Score	Max 40%	20	Max 30%	25	Max 10%	10	Max 10%	10	Max 10%	10	75
			MBE: 0% WBE: 0%								
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-



NAME: KWAME BUILDING GROUP, INC.

BID SUMMARY FOR RFP# PS74-1213 Soldan Field House											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "P" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Wachter	\$1,345,965		MBE: 38.36% WBE: 5%								
Score	Max 40%	40	Max 30%	15	Max 10%	10	Max 10%	10	Max 10%	10	85
C. Rallo	\$1,350,200		MBE: 40% WBE: 0%								
Score	Max 40%	35	Max 30%	25	Max 10%	10	Max 10%	-	Max 10%	10	80
Kozeny Wagner	\$1,457,531		MBE: 21% WBE: 12%								
Score	Max 40%	30	Max 30%	20	Max 10%	10	Max 10%	-	Max 10%	10	70
Hankins	\$1,539,400		MBE: 44% WBE: 1%								
Score	Max 40%	25	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	10	85
Demien	\$1,547,000		MBE: 31.6% WBE: 11.3%								
Score	Max 40%	20	Max 30%	25	Max 10%	10	Max 10%	10	Max 10%	10	75
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

## Soldan Fieldhouse Renovation (PS74-1213)

- Issue date: 11/21
- Walkthru: 12/04 at 3:30 pm
- Last Day for questions: 12/14
- Bids: 12/21

### **SCOPE:**

As shown on the Grice/Trivers/Webb Bridging Documents, the scope of this project is to renovate the entire Soldan Fieldhouse. Specifically the areas of work includes, but is not limited to: Renovate the existing Locker/Shower/Toilet Rooms, Public Toilet Rooms, Bleachers and Tennis court at the Soldan Fieldhouse. As part of the renovation work – the exterior masonry wall shall be rebuilt and a replacement of the ventilation system throughout all of the rooms in the Fieldhouse areas is required.

Additionally the scope of this project also includes providing Accessibility Improvements as required to make the Fieldhouse and Bleachers ADA compliant.

### **ALTERNATES:**

- Alternate #1 – Tennis courts
- Alternate #2 – Masonry Parapet
- Alternate #3 – Press Box
- Alternate #4 – Concessions
- Alternate #5 – Acoustical Cement Plaster
- Alternate #6 – Toilet Partitions





# BOARD RESOLUTION

Date: January 3, 2013

Agenda Item : 02-21-13-12

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm

Action to be Approved: Contract

Other Transaction Descriptors:  
(i.e.: Sole Source, Ratification)

RFP/Bid # PS85-1213 Kitchen Equipment Installation Package 2

**SUBJECT:** To approve a contract with Ford Foodservice Equipment Co., through the Cooperating School District (CSD), to provide and install equipment for kitchens in multiple schools. The work should begin on February 22, 2013 and be completed by August 31, 2013 at a cost not to exceed \$3,813,837.50, which includes a 10% contingency of \$346,712.50. This project will be funded through the Proposition S Bond Program.

**BACKGROUND:** The scope of this project consists of removing and relocating existing kitchen equipment; providing electrical power, plumbing and exhaust flue adjustments to install new kitchen equipment; repairing flooring and miscellaneous painting of walls and ceilings; and removing stainless steel panels to upgrade the kitchens at 34 schools. These improvements will enable the kitchen environments to become more functional for food preparation in order to better serve the children of the St. Louis Public School District. This project will be funded by the Proposition S Bond Program under the Cafeteria/Kitchen upgrades estimated at \$10,000,000.00. With this project approved, the balance of the Cafeteria/Kitchen upgrades budget is \$232,273.50. This project will be submitted to the Ameren Electric Efficiency Incentive Program where the maximum incentive is \$1,000,000 per year.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 905-00-914-2611-6522	Prop S	Requisition #: 10132632
Amount: \$3,813,839.70		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed \$3,813,839.70	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600012567

Department: Operations

Requestor: Linda C. McKnight

Roger CayCe, Exec. Dir., Operations/Bldg. Comm.

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



## **BID EVALUATION**

**PROJECT NAME:** Kitchen Equipment Package 2  
**PROJECT NUMBER:** RFP# PS85-1213  
**EVALUATED BY:** Prop S Construction Management Team  
**EVALUATION DATE:** December 10, 2012

### **Bid Proposals**

One bid proposal was received and publically opened on November 23, 2012, at 10:00 a.m. from the following contractors for the project:

1. Ford Foodservice Equipment, Co.:

Equipment:	\$2,567,747
Installation:	<u>\$899,378</u>
<b>Total:</b>	<b>\$3,467,125</b>

### **Ford Foodservice Equipment, Co:**

Due to the complexity and the urgency associated with the kitchen equipment project, it was highly recommended that bids be obtained from a member of the consortium. By using a member of the consortium we have been able to save 80% from the construction cost and increase the MBE/WBE for both, equipment and installation. Ford Foodservice Equipment Co. is the apparent low and responsive bidder because they have complied with the bid requirements and their bid proposal is considerably reasonable compared to the previous equipment project of similar scope and size. They have a total of 44% M/WBE participation; 30% MBE and 14% WBE. Additionally, they plan to provide 50% field workforce during construction. Based on our evaluation criteria form, they have obtained a total score of 85%.

### **Previous Kitchen Equipment Project:**

The Kitchen Equipment Package 1 project for which only one bid was received, the cost proposal for the installation only was \$4,480,814, 80% higher than the current cost. The scope had to be considerably revised to bring the construction cost down to \$2,866,955.

### **Recommendation**

The cost proposal received from Ford Foodservice Equipment, Co. seems reasonable. Therefore, we recommend awarding the contract to Ford foodservice Equipment Co. for the amount of \$3,467,125 to purchase and install the kitchen equipment per scope and specifications.









NAME: KWAME BUILDING GROUP, INC.

BID SUMMARY FOR RFP# PS85-12.13 Kitchen Equipment Package 2											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Ford Foodservice Equipment, Co.	\$3.5 M		MBE: 30% WBE: 14%								
Score	Max 40%	40	Max 30%	25	Max 10%	10	Max 10%	-	Max 10%	10	85
			MBE: 0% WBE: 0%								
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
			MBE: 32.98% WBE: 5.8%								
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
			MBE: 0% WBE: 0%								
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
			MBE: 0% WBE: 0%								
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
			MBE: 0% WBE: 0%								
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
			MBE: 0% WBE: 0%								
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
			MBE: 0% WBE: 0%								
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-



June 7, 2012

To: Supply America Customers / Contractors

Please be advised that Ford Hotel Supply Company is a shareholder/  
member of Supply America and is a provider of services to any and all Supply  
America customers.

Supply America is currently an approved vendor for Premier, Inc., under  
contract # PP-DI-681, effective through May 31, 2014. This information can be  
verified with Gregory Ziegler, Director, Foodservice Sourcing, at 704-816-5927.

Sincerely,


Jameel Damlouji  
President

JD/jf

*National Distribution with Local Service*

ONE BELLEMEAD CENTRE, SUITE 220 \* 6425 YOUREE DRIVE \* SHREVEPORT, LA 71105 \* (318) 524-1102 \* FAX (318) 524-1104  
[www.supplyamericaonline.com](http://www.supplyamericaonline.com)

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# Board Resolution

Date: January 4, 2013

Agenda Item: 02-21-13-13

To: Dr. Kelvin R. Adams, Superintendent

From: Cheryl VanNoy, Exec. Dir., Technology Services

Action: X

Action to be Approved:

Other Transaction Descriptors: \_\_\_\_\_

**X** Contract Renewal

Previous Bd. Res. # 02-16-12-03 Amended By 04-12-12-03

Previous Year Cost: \$30,703.72 Amended to \$109,102.50

**SUBJECT:**

To approve a contract renewal with IPNS, LLC for CISCO network equipment end-of-life maintenance services for the period July 1, 2013 to June 30, 2014 at a cost not to exceed \$109,102.50 (SLPS match based on the Free & Reduced Rate) for maintenance at all eligible locations pending receipt of the 2013-14 E-Rate Funding Commitment Decision Letter. The total value of the contract is \$839,250.

**BACKGROUND:**

This service is needed to protect/repair the CISCO network equipment that is no longer under warranty, thus increasing network reliability and performance. The data that is used for measurement is taken from the SLPS' Magic Help Desk report of the amount of time the phone system and data network is functioning. This is in keeping with the Accountability Goals of providing students, teachers, administrators, and parents concurrent access to information and academic tools for teaching and learning.

The original submission, Board Resolution 02-16-12-28 was approved for \$30,703.92, and the Board approved an amended request in the amount of \$78,398.58 per Board Resolution 04-12-12-03. The total amount approved was \$109,102.50.

Accountability Plan Goal:

Goal III: Facilities, Resources Support

Objective/Strategy:

III.B

**FUNDING SOURCE: (Location Code) - (Project Code) - (Fund Type) - (Function) - (Object Code)**

Fund Source: 981 - 54 - 110 - 2828 - 6319

GOB

Requisition #:

Amount: \$ 109,102.50

Fund Source: - - - -

Requisition #:

Amount:

Fund Source: - - - -

Requisition #:

Amount:

Cost Not to Exceed \$ 109,102.50

Pending Funding Availability

Vendor #:

600009971

Department: Technology Services

Angela Banks, Budget Director

Cheryl L. VanNoy, Executive Director

Leon Fisher, CFO/Treasurer

Mary Houlihan, Chief Operations Officer

Dr. Kelvin R. Adams, Superintendent



## Vendor Performance Report

Type of report: Final X Quarterly <input type="checkbox"/>		Report Date: 12/13/12
Dept / School: Technology		Reported By: Cheryl VanNoy
Vendor: IPNS		Vendor #: 600009971
Contract # / P.O/ #: 4500163495		Contract Name: IPNS EOL
Contract Amount: \$109,102.50		Award Date: 4-12-12
<b>Purpose of Contract (Brief Description):</b> To provide maintenance on End of Life hardware connections for Wide Area Network (WAN) & Local Area Network (LAN).		
<b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). <b>Ratings</b> 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 <b>X4</b> 3 2 1	
Timeliness of Delivery or Performance	5 <b>X4</b> 3 2 1	
Business Relations	5 <b>X4</b> 3 2 1	
Customer Satisfaction	5 <b>X4</b> 3 2 1	
Cost Control	5 <b>X4</b> 3 2 1	
Average Score	4	
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check    Yes X    No <input type="checkbox"/>		

## VENDOR PERFORMANCE REPORT INSTRUCTIONS

<b>Type of report</b>	Identify if this is a final report or a quarterly report (3 months)
<b>Report Date</b>	The date the report is prepared
<b>Department</b>	Indicate the name of the reporting department
<b>Reported By</b>	Please sign your name
<b>Vendor</b>	Enter the vendor's name
<b>Vendor Number</b>	Enter the vendor's assigned number
<b>Contract # / PO #</b>	Enter the assigned contract # or the purchase order # for the goods or services being reported
<b>Contract Name</b>	The official name used when the contract was solicited
<b>Contract Amount</b>	The total dollar value of the contract: the amount listed on the Board Resolution
<b>Award Date</b>	Enter the date that the Board approved this contract
<b>Contract Description</b>	Provide a brief description of the work being done under the contract
<b>Performance Ratings</b>	In the comment column provide the rationale for the rating you give Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

### Performance Ratings Guidelines

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	Marginal	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

### Performance Categories Descriptions

Category	Description
Quality of Goods and / or Services	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
Timeliness of Delivery or Performance	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
Business Relations	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
Customer Satisfaction	Rate the vendor based on feedback you receive from your customers (end-users)
Cost Control	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements







# Board Resolution

Date: January 4, 2013

Agenda Item 02-21-13-14

To: Dr. Kelvin R. Adams, Superintendent

From: Cheryl VanNoy, Exec. Dir., Technology Services

Action: X

Action to be Approved:

Other Transaction Descriptors: \_\_\_\_\_

Contract Renewal  
 Previous Bd. Res. # 03-13-12-16  
 Previous Year Cost: 150,000.00

**SUBJECT:**

To approve a contract renewal with IPNS, LLC for CISCO network monitoring services for the period July 1, 2013 to June 30, 2014 at a cost not to exceed \$150,000.

**BACKGROUND:**

This service is needed for monitoring of the network equipment, thus increasing network reliability and performance. In the past, a portion of this was paid through E-Rate. However, through a clarification of the ruling, network monitoring is no longer covered. This permits SLPS to be proactive in identifying if a piece of hardware is malfunctioning prior to complete outage. This is in keeping with the Accountability Goals of providing students, teachers, administrators, and parents concurrent access to information and academic tools for teaching and learning.

Accountability Plan Goal: Goal III: Facilities, Resources Support Objective/Strategy: III.B

**FUNDING SOURCE: (Location Code) - (Project Code) - (Fund Type) - (Function) - (Object Code)**

Fund Source:	981 - 00 - 110 - 2828 - 6319	GOB	Requisition #:
Amount:	\$ 150,000.00		
Fund Source:	- - - -		Requisition #:
Amount:			
Fund Source:	- - - -		Requisition #:
Amount:			
Cost Not to Exceed	\$ 150,000.00	<input checked="" type="checkbox"/>	Pending Funding Availability Vendor #: 6000009971

Department: Technology Services

Angela Banks, Budget Director

Cheryl L. VanNoy, Executive Director

Leon Fisher, CFO/Treasurer

Mary Houlihan, Chief Operations Officer

Dr. Kelvin R. Adams, Superintendent



## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 12/13/12
Dept / School: Technology		Reported By: Cheryl VanNoy
Vendor: IPNS		Vendor #: 600009971
Contract # / P.O. #: 4500163494		Contract Name: IPNS Network Monitoring
Contract Amount: \$150,000.00		Award Date: 3-13-12
<b>Purpose of Contract (Brief Description):</b> To provide the network monitoring of the core network to maintain connectivity throughout the District through proactive notifications to reduce down-time.		
<b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 <b>X4</b> 3 2 1	
Timeliness of Delivery or Performance	5 <b>X4</b> 3 2 1	
Business Relations	5 <b>X4</b> 3 2 1	
Customer Satisfaction	5 <b>X4</b> 3 2 1	
Cost Control	5 <b>X4</b> 3 2 1	
Average Score	4	
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

## VENDOR PERFORMANCE REPORT INSTRUCTIONS

<b>Type of report</b>	Identify if this is a final report or a quarterly report (3 months)
<b>Report Date</b>	The date the report is prepared
<b>Department</b>	Indicate the name of the reporting department
<b>Reported By</b>	Please sign your name
<b>Vendor</b>	Enter the vendor's name
<b>Vendor Number</b>	Enter the vendor's assigned number
<b>Contract # / PO #</b>	Enter the assigned contract # or the purchase order # for the goods or services being reported
<b>Contract Name</b>	The official name used when the contract was solicited
<b>Contract Amount</b>	The total dollar value of the contract: the amount listed on the Board Resolution
<b>Award Date</b>	Enter the date that the Board approved this contract
<b>Contract Description</b>	Provide a brief description of the work being done under the contract
<b>Performance Ratings</b>	In the comment column provide the rationale for the rating you give Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

### Performance Ratings Guidelines

Rating	Category	Description
5	<b>Exceptional</b>	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	<b>Very Good</b>	Met all performance requirements; Minor problems; Effective corrective actions
3	<b>Satisfactory</b>	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	<b>Marginal</b>	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	<b>Unsatisfactory</b>	Most performance requirements are not met; Recovery not likely

### Performance Categories Descriptions

Category	Description
<b>Quality of Goods and / or Services</b>	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
<b>Timeliness of Delivery or Performance</b>	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
<b>Business Relations</b>	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
<b>Customer Satisfaction</b>	Rate the vendor based on feedback you receive from your customers (end-users)
<b>Cost Control</b>	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements





# Board Resolution

Date: January 4, 2013  
 To: Dr. Kelvin R. Adams, Superintendent  
 From: Cheryl VanNoy, Exec. Dir., Technology Services

Agenda Item: 02-21-13-15

Action: X

Action to be Approved: X **Contract Renewal**  
 Other Transaction Descriptors: \_\_\_\_\_  
 Previous Bd. Res. 03-13-12-15  
 Previous Year Co: \$11,203.92

**SUBJECT:**  
 To approve a renewal contract with IPNS, LLC for Uninterruptible Power Supply (UPS) equipment hardware for the period July 1, 2013 to June 30, 2014 at a cost not to exceed \$86,184.00 (pre-discount) pending receipt of the 2013-14 E-Rate Funding Commitment Decision Letter. The discounted cost to SLPS will be 11,203.92 after receipt of E-Rate funding. Please note that this contract was approved at the discounted cost last year and had been changed to the Billed Applicant Reimbursement Method for the 2013-14 school year.

**BACKGROUND:**  
 This service is needed for replacement of Uninterruptible Power Supply equipment, thus increasing network reliability and performance. This is in keeping with the Accountability Goals of providing students, teachers, administrators, and parents concurrent access to information and academic tools for teaching and learning. This will be paid via the Billed Entity Applicant Reimbursement Method (BEAR).

Accountability Plan Goal: Goal IV: Parent, Community Involvement Objective/Strategy: IV.A.

FUNDING SOURCE: (Location Code) - (Project Code) - (Fund Type) - (Function) - (Object Code)													
Fund Source:	981	-	54	-	110	-	###	-	6319	GOB	Requisition #:		
Amount:	\$								86,184.00				
Fund Source:	-	-	-	-	-	-	-	-	-		Requisition #:		
Amount:													
Fund Source:	-	-	-	-	-	-	-	-	-		Requisition #:		
Amount:													
Cost Not to Exceed	\$								86,184.00	<input checked="" type="checkbox"/>	Pending Funding Availability	Vendor #:	600009971

Department: Technology Services

Cheryl L. VanNoy, Executive Director

Mary Houlihan, Chief Operations Officer

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 12/13/12
Dept / School: Technology		Reported By: Cheryl VanNoy
Vendor: IPNS		Vendor #: 600009971
Contract # / P.O/ #: 4500163493		Contract Name: IPNS UPS equipment
Contract Amount: \$11,203.92		Award Date: 3-13-12
<b>Purpose of Contract (Brief Description):</b> To provide equipment for uninterruptable supply devices to protect the network equipment in case of power outages.		
<b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). <b>Ratings</b> 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 <b>X4</b> 3 2 1	
Timeliness of Delivery or Performance	5 <b>X4</b> 3 2 1	
Business Relations	5 <b>X4</b> 3 2 1	
Customer Satisfaction	5 <b>X4</b> 3 2 1	
Cost Control	5 <b>X4</b> 3 2 1	
Average Score	4	
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

## VENDOR PERFORMANCE REPORT INSTRUCTIONS

<b>Type of report</b>	Identify if this the final report or a quarterly report (3 months)
<b>Report Date</b>	the date the report is prepared
<b>Department</b>	Indicate the name of the reporting department
<b>Reported By</b>	Please sign your name
<b>Vendor</b>	Enter the vendor's name
<b>Vendor Number</b>	Enter the vendor's assigned number
<b>Contract # / PO #</b>	Enter the assigned contract # or the purchase order # for the goods or Services being reported
<b>Contract Name</b>	This the official name used when the contract was solicited
<b>Contract Amount</b>	The total dollar value of the contract: the amount listed on the Board Resolution
<b>Award Date</b>	Enter the date that the Board approved this contract
<b>Contract Description</b>	Provide a brief description of the work being done under the contract
<b>Performance Ratings</b>	In the comment column provide the rationale for the rating you give. Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

### Performance Ratings Guidelines

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	Marginal	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

### Performance Categories Descriptions

Category	Description
<b>Quality of Goods and / or Services</b>	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
<b>Timeliness of Delivery or Performance</b>	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS benefit); quickly resolved delivery issues
<b>Business Relations</b>	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
<b>Customer Satisfaction</b>	Rate the vendor based on feedback you receive from your customers (end-users)
<b>Cost Control</b>	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements







# Board Resolution

Date: January 4, 2013

Agenda Item: 02-21-13-16

To: Dr. Kelvin R. Adams, Superintendent

From: Cheryl VanNoy, Exec. Dir., Technology Services

Action: X

Action to be Approved:

Other Transaction Descriptors: \_\_\_\_\_

**X** Contract Renewal  
Previous Bd. Res. # 02-16-12-27  
Previous Year Cost: \$70,000.00

**SUBJECT:**

To approve a contract renewal with IPNS, LLC for Uninterruptible Power Supply (UPS) maintenance services for the period July 1, 2013 to June 30, 2014 at a cost not to exceed \$70,000.00 (pre-discount) pending receipt of the 2013-14 E-Rate Funding Commitment Decision Letter. The discounted cost to SLPS will be \$9,100 after receipt of the E-Rate funding.

**BACKGROUND:**

This service is needed to prevent power interruptions to the network and protect the equipment which will increase network reliability and performance. The data that is used for measurement is taken from the SLPS' Magic Help Desk report of the amount of time the phone system and data network is functioning. This is in keeping with the Accountability Goals of providing students, teachers, administrators, and parents concurrent access to information and academic tools for teaching and learning. This will be paid via the Billed Entity Applicant Reimbursement Method (BEAR).

Accountability Plan Goal: Goal III: Facilities, Resources Support Objective/Strategy: III.B

**FUNDING SOURCE: (Location Code) - (Project Code) - (Fund Type) - (Function) - (Object Code)**

Fund Source:	981 - 54 - 110 - 2828 - 6361	GOB	Requisition #:
Amount:	\$ 70,000.00		
Fund Source:	- - - -		Requisition #:
Amount:			
Fund Source:	- - - -		Requisition #:
Amount:			
Cost Not to Exceed	\$ 70,000.00	<input checked="" type="checkbox"/>	Pending Funding Availability Vendor #: 600009971

Department: Technology Services

Angela Banks, Budget Director

Cheryl L. VanNoy, Executive Director

Leon Fisher, CFO/Treasurer

Mary Houlihan, Chief Operations Officer

Dr. Kelvin R. Adams, Superintendent



## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 12/13/12
Dept / School: Technology		Reported By: Cheryl VanNoy
Vendor: IPNS		Vendor #: 600009971
Contract # / P.O/ #: 4500163871		Contract Name: IPNS UPS technician
Contract Amount: \$70,000.00		Award Date: 2-16-12
<b>Purpose of Contract (Brief Description):</b> To provide maintenance and support for uninterruptable supply devices to protect the network equipment in case of power outages.		
<b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 <b>X4</b> 3 2 1	
Timeliness of Delivery or Performance	5 <b>X4</b> 3 2 1	
Business Relations	5 <b>X4</b> 3 2 1	
Customer Satisfaction	5 <b>X4</b> 3 2 1	
Cost Control	5 <b>X4</b> 3 2 1	
Average Score	4	
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

## VENDOR PERFORMANCE REPORT INSTRUCTIONS

<b>Type of report</b>	Identify if this is a final report or a quarterly report (3 months)
<b>Report Date</b>	The date the report is prepared
<b>Department</b>	Indicate the name of the reporting department
<b>Reported By</b>	Please sign your name
<b>Vendor</b>	Enter the vendor's name
<b>Vendor Number</b>	Enter the vendor's assigned number
<b>Contract # / PO #</b>	Enter the assigned contract # or the purchase order # for the goods or services being reported
<b>Contract Name</b>	The official name used when the contract was solicited
<b>Contract Amount</b>	The total dollar value of the contract: the amount listed on the Board Resolution
<b>Award Date</b>	Enter the date that the Board approved this contract
<b>Contract Description</b>	Provide a brief description of the work being done under the contract
<b>Performance Ratings</b>	In the comment column provide the rationale for the rating you give Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

### Performance Ratings Guidelines

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	Marginal	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

### Performance Categories Descriptions

Category	Description
Quality of Goods and / or Services	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
Timeliness of Delivery or Performance	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
Business Relations	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
Customer Satisfaction	Rate the vendor based on feedback you receive from your customers (end-users)
Cost Control	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements





# Board Resolution

Date: January 4, 2013

Agenda Item: 02-21-13-17

To: Dr. Kelvin R. Adams, Superintendent

From: Cheryl VanNoy, Exec. Dir., Technology Services

Action: X

Action to be Approved:

Other Transaction Descriptors: \_\_\_\_\_

**X** Contract Renewal  
 Previous Bd. Res. # 02-16-12-29  
 Previous Year Cost: \$740,000.00

**SUBJECT:**

To approve a contract renewal with IPNS, LLC for Wide Area Network (WAN) and Local Area Network (LAN) maintenance services for the period July 1, 2013 to June 30, 2014 at a cost not to exceed \$740,000.00 (pre-discount). The SLPS discounted portion is anticipated to be \$96,200. (13% SLPS match based on the Free & Reduced Lunch Rate) after receipt of the E-Rate funding.

**BACKGROUND:**

This service is needed to ensure that the WAN & LAN are running 99.9%. The data that is used for measurement is taken from the SLPS' Magic Help Desk report of the amount of time the phone system and data network is functioning. This is in keeping with the Accountability Goals of providing students, teachers, administrators, and parents concurrent access to information and academic tools for teaching and learning. Traditionally, this has been paid via the Billed Entity Applicant Reimbursement Method (BEAR).

Accountability Plan Goal: Goal III: Facilities, Resources Support Objective/Strategy: III.B

**FUNDING SOURCE: (Location Code) - (Project Code) - (Fund Type) - (Function) - (Object Code)**

Fund Source:	981 - 54 - 110 - 2828 - 6319	GOB	Requisition #:
Amount:	\$ 740,000.00		
Fund Source:	- - - -		Requisition #:
Amount:			
Fund Source:	- - - -		Requisition #:
Amount:			
Cost Not to Exceed	\$ 740,000.00	<input checked="" type="checkbox"/>	Pending Funding Availability Vendor #: 600009971

Department: Technology Services

Cheryl L. VanNoy, Executive Director

Mary Houlihan, Chief Operations Officer

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



## Vendor Performance Report

Type of report: Final X Quarterly <input type="checkbox"/>		Report Date: 12/13/12
Dept / School: Technology		Reported By: Cheryl VanNoy
Vendor: IPNS		Vendor #: 600009971
Contract # / P.O/ #: 4500163492		Contract Name: IPNS WAN/LAN Support
Contract Amount: \$740,000.00		Award Date: 2-16-12
<b>Purpose of Contract (Brief Description):</b> To provide maintenance and support for core network to maintain connectivity throughout the District.		
<b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 <b>X4</b> 3 2 1	
Timeliness of Delivery or Performance	5 <b>X4</b> 3 2 1	
Business Relations	5 <b>X4</b> 3 2 1	
Customer Satisfaction	5 <b>X4</b> 3 2 1	
Cost Control	5 <b>X4</b> 3 2 1	
Average Score	4	
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check    Yes X    No <input type="checkbox"/>		

## VENDOR PERFORMANCE REPORT INSTRUCTIONS

<b>Type of report</b>	Identify if this is a final report or a quarterly report (3 months)
<b>Report Date</b>	The date the report is prepared
<b>Department</b>	Indicate the name of the reporting department
<b>Reported By</b>	Please sign your name
<b>Vendor</b>	Enter the vendor's name
<b>Vendor Number</b>	Enter the vendor's assigned number
<b>Contract # / PO #</b>	Enter the assigned contract # or the purchase order # for the goods or services being reported
<b>Contract Name</b>	The official name used when the contract was solicited
<b>Contract Amount</b>	The total dollar value of the contract: the amount listed on the Board Resolution
<b>Award Date</b>	Enter the date that the Board approved this contract
<b>Contract Description</b>	Provide a brief description of the work being done under the contract
<b>Performance Ratings</b>	In the comment column provide the rationale for the rating you give Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

### Performance Ratings Guidelines

Rating	Category	Description
5	<b>Exceptional</b>	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	<b>Very Good</b>	Met all performance requirements; Minor problems; Effective corrective actions
3	<b>Satisfactory</b>	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	<b>Marginal</b>	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	<b>Unsatisfactory</b>	Most performance requirements are not met; Recovery not likely

### Performance Categories Descriptions

Category	Description
<b>Quality of Goods and / or Services</b>	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
<b>Timeliness of Delivery or Performance</b>	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
<b>Business Relations</b>	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
<b>Customer Satisfaction</b>	Rate the vendor based on feedback you receive from your customers (end-users)
<b>Cost Control</b>	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements







# Board Resolution

Date: January 4, 2013

Agenda Item: 02-21-13-18

To: Dr. Kelvin R. Adams, Superintendent

From: Cheryl VanNoy, Exec. Dir., Technology Services

Action: X

Action to be Approved:

Other Transaction Descriptors: \_\_\_\_\_

**X** Contract Renewal  
Previous Bd. Res. # 02-16-12-24  
Previous Year Cost: \$384,675.00

**SUBJECT:**

To approve a contract renewal with TSI, Inc. for structured cabling on new projects for the period July 1, 2013, to June 30, 2014 at a cost not to exceed \$384,675 (pre-discount) pending receipt of the 2013-14 E-Rate Funding Commitment Decision Letter. The discounted cost to SLPS will be \$50,007.75 after receipt of the E-Rate funding.

**BACKGROUND:**


This service is preparation of new computer labs or other projects in preparation and installation of computer labs or existing wire advancements. This is keeping with the Accountability Goals of providing students, teachers, administrators, and parents concurrent access to information and academic tools for teaching and learning. This will be paid via the Billed Entity Applicant Reimbursement Method (BEAR).

Accountability Plan Goal: Goal III: Facilities, Resources Support Objective/Strategy: III.B

**FUNDING SOURCE: (Location Code) - (Project Code) - (Fund Type) - (Function) - (Object Code)**

Fund Source:	981 - 54 - 110 - 2828 - 6319	GOB	Requisition #:
Amount:	\$ 384,675.00		
Fund Source:	- - - -		Requisition #:
Amount:			
Fund Source:	- - - -		Requisition #:
Amount:			
Cost Not to Exceed	\$ 384,675.00	<input checked="" type="checkbox"/>	Pending Funding Availability Vendor #: 600005437


Department: Technology Services

  
 Cheryl L. VanNoy, Executive Director

  
 Mary Houlihan, Chief Operations Officer

  
 Angela Banks, Budget Director

  
 Leon Fisher, CFO/Treasurer

  
 Dr. Kelvin R. Adams, Superintendent



## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 12/13/12
Dept / School: Technology		Reported By: Cheryl VanNoy
Vendor: TSI		Vendor #: 600005437
Contract # / P.O. #: 4500165224		Contract Name: TSI Structured Cabling
Contract Amount: \$384,675.00		Award Date: 2-16-12
<b>Purpose of Contract (Brief Description):</b> To provide services on new cabling projects for phone and data connections.		
<b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 <b>X4</b> 3 2 1	
Timeliness of Delivery or Performance	5 <b>X4</b> 3 2 1	
Business Relations	5 <b>X4</b> 3 2 1	
Customer Satisfaction	5 <b>X4</b> 3 2 1	
Cost Control	5 <b>X4</b> 3 2 1	
Average Score	4	
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

## VENDOR PERFORMANCE REPORT INSTRUCTIONS

<b>Type of report</b>	Identify if this is a final report or a quarterly report (3 months)
<b>Report Date</b>	The date the report is prepared
<b>Department</b>	Indicate the name of the reporting department
<b>Reported By</b>	Please sign your name
<b>Vendor</b>	Enter the vendor's name
<b>Vendor Number</b>	Enter the vendor's assigned number
<b>Contract # / PO #</b>	Enter the assigned contract # or the purchase order # for the goods or services being reported
<b>Contract Name</b>	The official name used when the contract was solicited
<b>Contract Amount</b>	The total dollar value of the contract: the amount listed on the Board Resolution
<b>Award Date</b>	Enter the date that the Board approved this contract
<b>Contract Description</b>	Provide a brief description of the work being done under the contract
<b>Performance Ratings</b>	In the comment column provide the rationale for the rating you give Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

### Performance Ratings Guidelines

Rating	Category	Description
5	<b>Exceptional</b>	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	<b>Very Good</b>	Met all performance requirements; Minor problems; Effective corrective actions
3	<b>Satisfactory</b>	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	<b>Marginal</b>	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	<b>Unsatisfactory</b>	Most performance requirements are not met; Recovery not likely

### Performance Categories Descriptions

Category	Description
<b>Quality of Goods and / or Services</b>	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
<b>Timeliness of Delivery or Performance</b>	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
<b>Business Relations</b>	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
<b>Customer Satisfaction</b>	Rate the vendor based on feedback you receive from your customers (end-users)
<b>Cost Control</b>	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements





# Board Resolution

Date: January 4, 2013

Agenda Item: 02-21-13-19

To: Dr. Kelvin R. Adams, Superintendent

From: Cheryl VanNoy, Exec. Dir., Technology Services

Action: X

Action to be Approved:

Other Transaction Descriptors: \_\_\_\_\_

**X** Contract Renewal  
 Previous Bd. Res. # 02-16-12-26  
 Previous Year Cost: \$59,783.10

**SUBJECT:**

To approve a contract renewal with TSI, Inc. for cable maintenance services for the period July 1, 2013, to June 30, 2014 at a cost not to exceed \$59,783.10 (SLPS match based on the free and reduced rate) for local area network cabling maintenance at all eligible locations. This is pending on the receipt of the 2013-14 E-Rate funding commitment decision letter. The total value of the contract is \$459,870.00.

**BACKGROUND:**

This service is needed to protect/repair the network cabling as needed at all SLPS District locations, thus increasing network reliability and performance. The data that is used for measurement is taken from SLPS' Magic Help Desk report of the amount of time the network wiring is functioning. This is in keeping with the Accountability Goals of providing students, teachers, administrators, and parents concurrent access to information and academic tools for teaching and learning.

Accountability Plan Goal: Goal III: Facilities, Resources Support Objective/Strategy: III.B

**FUNDING SOURCE: (Location Code) - (Project Code) - (Fund Type) - (Function) - (Object Code)**

Fund Source:	981 - 54 - 110 - 2828 - 6319	GOB	Requisition #:
Amount:	\$ 59,783.10		
Fund Source:	- - - -		Requisition #:
Amount:			
Fund Source:	- - - -		Requisition #:
Amount:			
Cost Not to Exceed	\$ 59,783.10	<input checked="" type="checkbox"/>	Pending Funding Availability Vendor #: 600005437

Department: Technology Services

Cheryl VanNoy  
Cheryl L. VanNoy, Executive Director

Mary Houlihan  
Mary Houlihan, Chief Operations Officer

Angela Banks  
Angela Banks, Budget Director

Leon Fisher  
Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams  
Dr. Kelvin R. Adams, Superintendent



## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 12/13/12
Dept / School: Technology		Reported By: Cheryl VanNoy
Vendor: TSI		Vendor #: 600005437
Contract # / P.O/ #: 4500163870		Contract Name: TSI Cable Maintenance Services
Contract Amount: \$59,783.10		Award Date: 2-16-12
<b>Purpose of Contract (Brief Description):</b> To provide services on structured cabling (break/fix) for phone and data connections.		
<b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 <b>X4</b> 3 2 1	
Timeliness of Delivery or Performance	5 <b>X4</b> 3 2 1	
Business Relations	5 <b>X4</b> 3 2 1	
Customer Satisfaction	5 <b>X4</b> 3 2 1	
Cost Control	5 <b>X4</b> 3 2 1	
Average Score	4	
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

## VENDOR PERFORMANCE REPORT INSTRUCTIONS

<b>Type of report</b>	Identify if this is a final report or a quarterly report (3 months)
<b>Report Date</b>	The date the report is prepared
<b>Department</b>	Indicate the name of the reporting department
<b>Reported By</b>	Please sign your name
<b>Vendor</b>	Enter the vendor's name
<b>Vendor Number</b>	Enter the vendor's assigned number
<b>Contract # / PO #</b>	Enter the assigned contract # or the purchase order # for the goods or services being reported
<b>Contract Name</b>	The official name used when the contract was solicited
<b>Contract Amount</b>	The total dollar value of the contract: the amount listed on the Board Resolution
<b>Award Date</b>	Enter the date that the Board approved this contract
<b>Contract Description</b>	Provide a brief description of the work being done under the contract
<b>Performance Ratings</b>	In the comment column provide the rationale for the rating you give Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

### Performance Ratings Guidelines

Rating	Category	Description
5	<b>Exceptional</b>	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	<b>Very Good</b>	Met all performance requirements; Minor problems; Effective corrective actions
3	<b>Satisfactory</b>	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	<b>Marginal</b>	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	<b>Unsatisfactory</b>	Most performance requirements are not met; Recovery not likely

### Performance Categories Descriptions

Category	Description
<b>Quality of Goods and / or Services</b>	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
<b>Timeliness of Delivery or Performance</b>	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
<b>Business Relations</b>	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
<b>Customer Satisfaction</b>	Rate the vendor based on feedback you receive from your customers (end-users)
<b>Cost Control</b>	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements







# Board Resolution

Date: January 4, 2013

Agenda Item: 02-21-13-20

To: Dr. Kelvin R. Adams, Superintendent

From: Cheryl VanNoy, Exec. Dir., Technology Services

Action: X

Action to be Approved:

Other Transaction Descriptors: \_\_\_\_\_

**X** Contract Renewal  
 Previous Bd. Res. # 02-16-12-25  
 Previous Year Cost: \$490,370.00

**SUBJECT:**

To approve a contract renewal with TSI, Inc. to provide PBX telephone system maintenance and repair for the period July 1, 2013 to June 30, 2014 at a cost not to exceed \$490,370.00 (pre-discount). The cost reflected is the total cost of the contract. The SLPS discounted portion is anticipated to be \$63,748.10 (13% SLPS match based on the Free & Reduced Rate) after receipt of the E-Rate Funding.

**BACKGROUND:**

This service is to maintain the PBX Mitel (telephone hardware) systems currently in place in all SLPS District locations. The data that is used for measurement is taken from SLPS' Magic Help Desk report of the amount of time the phone system is functioning. This is in keeping with the Accountability Goals of providing students, teachers, administrators, and parents concurrent access to information and academic tools for teaching and learning. Traditionally this has been paid via the Billed Entity Applicant Reimbursement Method (BEAR).

Accountability Plan Goal: Goal III: Facilities, Resources Support Objective/Strategy: III.B

**FUNDING SOURCE: (Location Code) - (Project Code) - (Fund Type) - (Function) - (Object Code)**

Fund Source:	981 - 54 - 110 - 2828 - 6319	GOB	Requisition #:
Amount:	\$ 490,370.00		
Fund Source:	- - - -		Requisition #:
Amount:			
Fund Source:	- - - -		Requisition #:
Amount:			
Cost Not to Exceed	\$ 490,370.00	<input checked="" type="checkbox"/>	Pending Funding Availability Vendor #: 600005437

Department: Technology Services

Cheryl L. VanNoy, Executive Director

Mary Houlihan, Chief Operations Officer

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 12/13/12
Dept / School: Technology		Reported By: Cheryl VanNoy
Vendor: TSI		Vendor #: 600005437
Contract # / P.O/ #: 4500163869		Contract Name: TSI PBX maintenance
Contract Amount: \$490,370.00		Award Date: 2-16-12
<b>Purpose of Contract (Brief Description):</b> To provide support on PBX Mitel telephone system.		
<b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 <b>X4</b> 3 2 1	
Timeliness of Delivery or Performance	5 <b>X4</b> 3 2 1	
Business Relations	5 <b>X4</b> 3 2 1	
Customer Satisfaction	5 <b>X4</b> 3 2 1	
Cost Control	5 <b>X4</b> 3 2 1	
Average Score	4	
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

## VENDOR PERFORMANCE REPORT INSTRUCTIONS

<b>Type of report</b>	Identify if this is a final report or a quarterly report (3 months)
<b>Report Date</b>	The date the report is prepared
<b>Department</b>	Indicate the name of the reporting department
<b>Reported By</b>	Please sign your name
<b>Vendor</b>	Enter the vendor's name
<b>Vendor Number</b>	Enter the vendor's assigned number
<b>Contract # / PO #</b>	Enter the assigned contract # or the purchase order # for the goods or services being reported
<b>Contract Name</b>	The official name used when the contract was solicited
<b>Contract Amount</b>	The total dollar value of the contract: the amount listed on the Board Resolution
<b>Award Date</b>	Enter the date that the Board approved this contract
<b>Contract Description</b>	Provide a brief description of the work being done under the contract
<b>Performance Ratings</b>	In the comment column provide the rationale for the rating you give Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

### Performance Ratings Guidelines

Rating	Category	Description
5	<b>Exceptional</b>	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	<b>Very Good</b>	Met all performance requirements; Minor problems; Effective corrective actions
3	<b>Satisfactory</b>	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	<b>Marginal</b>	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	<b>Unsatisfactory</b>	Most performance requirements are not met; Recovery not likely

### Performance Categories Descriptions

Category	Description
<b>Quality of Goods and / or Services</b>	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
<b>Timeliness of Delivery or Performance</b>	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
<b>Business Relations</b>	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
<b>Customer Satisfaction</b>	Rate the vendor based on feedback you receive from your customers (end-users)
<b>Cost Control</b>	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements





# Board Resolution

Date: January 4, 2013

Agenda Item: 02-21-13-21

To: Dr. Kelvin R. Adams, Superintendent

From: Cheryl VanNoy, Exec. Dir., Technology Services

Action: X

**Action to be Approved:**

**Other Transaction Descriptors:** \_\_\_\_\_

**X** Contract Renewal  
 Previous Bd. Res. # 02-16-12-30  
 Previous Year Cost: 28,157.00

**SUBJECT:**

To approve a contract renewal with Tech Electronics to provide PBX Software Maintenance for the period July 1, 2013 to June 30, 2014 at a cost not to exceed \$28,157.00 (pre-discount). The cost reflected is the total cost of the contract. The SLPS discounted portion is anticipated to be \$3,660.41 (13% SLPS match based on the Free & Reduced Lunch Rate) after receipt of the E-Rate funding.

**BACKGROUND:**

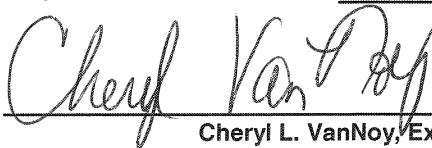
This service is needed to provide PBX Software Maintenance for the District. This contract will apply to the 95 Mitel 3300 and 2200 PBX systems currently in use. This will be paid via the Billed Entity Applicant Reimbursement Method (BEAR).

**Accountability Plan Goal:** Goal III: Facilities, Resources Support      **Objective/Strategy:** III.B

**FUNDING SOURCE: (Location Code) - (Project Code) - (Fund Type) - (Function) - (Object Code)**

<b>Fund Source:</b>	981 - 54 - 110 - 2828 - 6319	<b>GOB</b>	<b>Requisition #:</b>
<b>Amount:</b>	\$ 28,157.00		
<b>Fund Source:</b>	- - - -		<b>Requisition #:</b>
<b>Amount:</b>			
<b>Fund Source:</b>	- - - -		<b>Requisition #:</b>
<b>Amount:</b>			
<b>Cost Not to Exceed</b>	\$ 28,157.00	<input checked="" type="checkbox"/>	<b>Pending Funding Availability Vendor #:</b> 600000655


**Department:** Technology Services

  
 Cheryl L. VanNoy, Executive Director

  
 Mary Hodlihan, Chief Operations Officer

  
 Angela Banks, Budget Director

  
 Leon Fisher, CFO/Treasurer

  
 Dr. Kelvin R. Adams, Superintendent



## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 12/13/2012
Dept / School: Information Technology		Reported By: Cheryl VanNoy
Vendor: Tech Electronics		Vendor #: 600000655
Contract # / P.O. / #:		Contract Name: PBX Software Licensing
Contract Amount: \$28,157.00		Award Date: 2-16-12
<b>Purpose of Contract (Brief Description):</b> To provide temporary technical personnel to be used in the Technology Department to support intranet, email accounts and server administration.		
<b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). <b>Ratings</b> 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 <b>X4</b> 3 2 1	
Timeliness of Delivery or Performance	5 <b>X4</b> 3 2 1	
Business Relations	5 <b>X4</b> 3 2 1	
Customer Satisfaction	5 <b>X4</b> 3 2 1	
Cost Control	5 <b>X4</b> 3 2 1	
Average Score	4	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

## VENDOR PERFORMANCE REPORT INSTRUCTIONS

<b>Type of report</b>	Identify if this is a final report or a quarterly report (3 months)
<b>Report Date</b>	The date the report is prepared
<b>Department</b>	Indicate the name of the reporting department
<b>Reported By</b>	Please sign your name
<b>Vendor</b>	Enter the vendor's name
<b>Vendor Number</b>	Enter the vendor's assigned number
<b>Contract # / PO #</b>	Enter the assigned contract # or the purchase order # for the goods or services being reported
<b>Contract Name</b>	The official name used when the contract was solicited
<b>Contract Amount</b>	The total dollar value of the contract: the amount listed on the Board Resolution
<b>Award Date</b>	Enter the date that the Board approved this contract
<b>Contract Description</b>	Provide a brief description of the work being done under the contract
<b>Performance Ratings</b>	In the comment column provide the rationale for the rating you give Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

### Performance Ratings Guidelines

<b>Rating</b>	<b>Category</b>	<b>Description</b>
<b>5</b>	<b>Exceptional</b>	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
<b>4</b>	<b>Very Good</b>	Met all performance requirements; Minor problems; Effective corrective actions
<b>3</b>	<b>Satisfactory</b>	Met all performance requirements; Minor problems; Satisfactory corrective actions
<b>2</b>	<b>Marginal</b>	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
<b>1</b>	<b>Unsatisfactory</b>	Most performance requirements are not met; Recovery not likely

### Performance Categories Descriptions

<b>Category</b>	<b>Description</b>
<b>Quality of Goods and / or Services</b>	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
<b>Timeliness of Delivery or Performance</b>	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
<b>Business Relations</b>	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
<b>Customer Satisfaction</b>	Rate the vendor based on feedback you receive from your customers (end-users)
<b>Cost Control</b>	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements







# Board Resolution

Date: January 4, 2013

Agenda Item 02-21-13-22

To: Dr. Kelvin R. Adams, Superintendent

From: Cheryl VanNoy, Exec. Dir., Technology Services

Action: X

Action to be Approved:

Other Transaction Descriptors: \_\_\_\_\_

**X** Contract Renewal  
 Previous Bd. Res. # 11-15-11-02  
 Previous Year Cost: \$51,300.00

**SUBJECT:**

To approve a contract renewal with Schoolwires, Inc. to provide website hosting services and software licenses for the period July 1, 2013 to June 30, 2014 at a cost not to exceed \$52,326.00 (pre-discount). The cost reflected is the total cost of the contract, pending receipt of the 2013-14 E-Rate Funding Commitment Decision Letter. The SLPS discounted portion is anticipated to be \$6,802.38 (13% SLPS match based on the Free and Reduced Rate + ineligible costs) after receipt of E-Rate Funding.

**BACKGROUND:**

Schoolwires, Inc. was selected via an E-Rate 470 RFP process in 2012-13 to maintain the website for the District. Schoolwires will host the website and provide software licenses and technical support as needed. This will be paid via the Billed Entity Applicant Reimbursement Method.

Accountability Plan Goal: Goal III: Facilities, Resources Support Objective/Strategy: III.B

**FUNDING SOURCE: (Location Code) - (Project Code) - (Fund Type) - (Function) - (Object Code)**

Fund Source:	981 - 54 - 110 - 2828 - 6319	GOB	Requisition #:
Amount:	\$ 52,326.00		
Fund Source:	- - - -		Requisition #:
Amount:			
Fund Source:	- - - -		Requisition #:
Amount:			
Cost Not to Exceed	\$ 52,326.00	<input checked="" type="checkbox"/>	Pending Funding Availability Vendor #: 600013866

Department: Technology Services

Angela Banks, Budget Director

Cheryl L. VanNoy, Executive Director

Leon Fisher, CFO/Treasurer

Mary Houlihan, Chief Operations Officer

Dr. Kelvin R. Adams, Superintendent



## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 12/14/2012
Dept / School: Technology		Reported By: Cheryl VanNoy
Vendor: Schoolwires		Vendor #: 600013866
Contract # / P.O. #: 4500163139		Contract Name: Schoolwires Web Hosting
Contract Amount: \$ 51,300.00		Award Date: 11-15-11
<b>Purpose of Contract (Brief Description):</b> Web hosting and support of District website		
<b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). <b>Ratings</b> 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
<b>Category</b>	<b>Rating</b>	<b>Comments (Brief)</b>
<b>Quality of Goods / Services</b>	<b>X5</b> 4 3 2 1	
<b>Timeliness of Delivery or Performance</b>	<b>X5</b> 4 3 2 1	
<b>Business Relations</b>	<b>X5</b> 4 3 2 1	
<b>Customer Satisfaction</b>	<b>X5</b> 4 3 2 1	
<b>Cost Control</b>	5 <b>X4</b> 3 2 1	
<b>Average Score</b>	4.8	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

## VENDOR PERFORMANCE REPORT INSTRUCTIONS

<b>Type of report</b>	Identify if this the final report or a quarterly report (3 months)
<b>Report Date</b>	the date the report is prepared
<b>Department</b>	Indicate the name of the reporting department
<b>Reported By</b>	Please sign your name
<b>Vendor</b>	Enter the vendor's name
<b>Vendor Number</b>	Enter the vendor's assigned number
<b>Contract # / PO #</b>	Enter the assigned contract # or the purchase order # for the goods or Services being reported
<b>Contract Name</b>	This the official name used when the contract was solicited
<b>Contract Amount</b>	The total dollar value of the contract: the amount listed on the Board Resolution
<b>Award Date</b>	Enter the date that the Board approved this contract
<b>Contract Description</b>	Provide a brief description of the work being done under the contract
<b>Performance Ratings</b>	In the comment column provide the rationale for the rating you give. Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

### Performance Ratings Guidelines

Rating	Category	Description
5	<b>Exceptional</b>	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	<b>Very Good</b>	Met all performance requirements; Minor problems; Effective corrective actions
3	<b>Satisfactory</b>	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	<b>Marginal</b>	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	<b>Unsatisfactory</b>	Most performance requirements are not met; Recovery not likely

### Performance Categories Descriptions

Category	Description
<b>Quality of Goods and / or Services</b>	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
<b>Timeliness of Delivery or Performance</b>	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS benefit); quickly resolved delivery issues
<b>Business Relations</b>	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
<b>Customer Satisfaction</b>	Rate the vendor based on feedback you receive from your customers (end-users)
<b>Cost Control</b>	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements





# Board Resolution

Date: January 4, 2013

Agenda Item: 02-21-13-23

To: Dr. Kelvin R. Adams, Superintendent

From: Cheryl VanNoy, Exec. Dir., Technology Services

Action:     X    

Action to be Approved:

Other Transaction Descriptors: \_\_\_\_\_

**X** Contract Renewal  
Previous Bd. Res. # 5-17-12-16  
Previous Year Cost: \$64,500.00

**SUBJECT:**

To approve a contract renewal for maintenance and support with Huber & Associates of backup software for the virtualized server environment in the amount not to exceed \$5,495.00 for the period beginning February 22, 2013 through February 21, 2014.

**BACKGROUND:**

This service and software is needed to accompany the hardware installation of moving servers from a physical to a virtualized environment. The backup software will be used to make sure that in the event of disaster recovery (Phase 2) or individual application failure, the data is protected for restoration purposes. This is in keeping with the Accountability Goals of providing students, teachers, administrators, and parents concurrent access to information and academic tools for teaching and learning.

Accountability Plan Goal: Goal III: Facilities, Resources Support Objective/Strategy: III.B

**FUNDING SOURCE: (Location Code) - (Project Code) - (Fund Type) - (Function) - (Object Code)**

Fund Source:	981 - 54 - 110 - 2828 - 6319	GOB	Requisition #:
Amount:	\$ 5,495.00		
Fund Source:	- - - -		Requisition #:
Amount:			
Fund Source:	- - - -		Requisition #:
Amount:			
Cost Not to Exceed	\$ 5,495.00	<input checked="" type="checkbox"/>	Pending Funding Availability Vendor #: 600014630

Department: Technology Services

Cheryl L. VanNoy, Executive Director

Mary Houlihan, Chief Operations Officer

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 12/14/2012
Dept / School: Technology		Reported By: Cheryl VanNoy
Vendor: Huber & Associates		Vendor #: 600014630
Contract # / P.O/ #: 4500163479		Contract Name: Huber & Associates (VEEAM)
Contract Amount: \$ 64,500.00		Award Date: 05-17-12
<b>Purpose of Contract (Brief Description):</b> Backup software for the virtualized server environment		
<b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
<b>Quality of Goods / Services</b>	X5	
	4	
	3	
	2	
	1	
<b>Timeliness of Delivery or Performance</b>	X5	
	4	
	3	
	2	
	1	
<b>Business Relations</b>	X5	
	4	
	3	
	2	
	1	
<b>Customer Satisfaction</b>	X5	
	4	
	3	
	2	
	1	
<b>Cost Control</b>	5	
	X4	
	3	
	2	
	1	
<b>Average Score</b>	4.8	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

## VENDOR PERFORMANCE REPORT INSTRUCTIONS

<b>Type of report</b>	Identify if this the final report or a quarterly report (3 months)
<b>Report Date</b>	the date the report is prepared
<b>Department</b>	Indicate the name of the reporting department
<b>Reported By</b>	Please sign your name
<b>Vendor</b>	Enter the vendor's name
<b>Vendor Number</b>	Enter the vendor's assigned number
<b>Contract # / PO #</b>	Enter the assigned contract # or the purchase order # for the goods or Services being reported
<b>Contract Name</b>	This the official name used when the contract was solicited
<b>Contract Amount</b>	The total dollar value of the contract: the amount listed on the Board Resolution
<b>Award Date</b>	Enter the date that the Board approved this contract
<b>Contract Description</b>	Provide a brief description of the work being done under the contract
<b>Performance Ratings</b>	In the comment column provide the rationale for the rating you give. Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

### Performance Ratings Guidelines

Rating	Category	Description
5	<b>Exceptional</b>	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	<b>Very Good</b>	Met all performance requirements; Minor problems; Effective corrective actions
3	<b>Satisfactory</b>	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	<b>Marginal</b>	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	<b>Unsatisfactory</b>	Most performance requirements are not met; Recovery not likely

### Performance Categories Descriptions

Category	Description
<b>Quality of Goods and / or Services</b>	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
<b>Timeliness of Delivery or Performance</b>	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS benefit); quickly resolved delivery issues
<b>Business Relations</b>	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
<b>Customer Satisfaction</b>	Rate the vendor based on feedback you receive from your customers (end-users)
<b>Cost Control</b>	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements







# BOARD RESOLUTION

Date: January 8, 2013

Agenda Item : 02-21-13-24

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Timothy Murrell, Exec. Dir., Career Technical Ed

Action to be Approved: Contract Renewal

Other Transaction Descriptors: Sole Source  
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 12-06-11-17

Prior Year Cost \$8,100.00

**SUBJECT:** To approve a sole source contract renewal with Linhardt Consulting Services for the development of a program effectiveness review system, plus guidance in development of the Enhancement Grant and, the Federal/State funding issues for Career and Technical Education at a cost not to exceed \$8,100.00 for the period beginning February 22, 2013 through June 30, 2013.

**BACKGROUND:** The Division of Career and Technical Education annually engages in a system-wide effort for program improvement. This is in compliance with MSIP and DESE guidelines under the Carl Perkins federal vocational funds. This effort includes the development of a program effectiveness review system, the implementation of the review system with all 60+ technical teachers, ongoing feedback and monitoring, and analysis of service delivery. Service also includes guidance in development of the Enhancement Grant and Federal/State funding issues.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1.B.2.a

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type – 2218 Function– 6411 Object Code)

Fund Source: 826-00-110-2421-6319	GOB	Requisition #: 10132649
Amount: \$8,100.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$8,100.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600007514

Department: Career and Technical Ed.

Requestor: Tim M. Murrell

*Tim M. Murrell*  
Exec. Director, CTE

Dr. Dan Edwards, Assoc. Supt., Secondary Schools

Dr. Nicole Williams, Dep. Supt., Academics

*Angela Banks*

Angela Banks, Budget Director

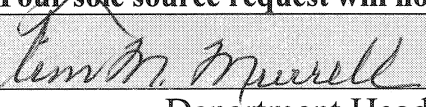
*Leon Fisher*

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



## REQUEST FOR SOLE SOURCE PURCHASE

<b>Requestor:</b> Tim M. Murrell	<b>Date:</b> December 14, 2012
<b>Department / School:</b> Career & Tech. Ed.	<b>Phone Number:</b> 314-345-4530
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
<b>Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)</b>	
Provide a neutral evaluation of Career & Technical Education Programs, development, review, monitoring, as well as aid with State and Federal funding issues ie Perkins Grant, Enhancement Grant.	
<b>Vendor Name:</b> Frederick J. Linhardt	<b>Email:</b> flinhardt@mchsi.com
<b>Vendor Contact:</b> see above	<b>Phone Number:</b> 573-636-5041
<b>Justification Information</b>	
<b>1. Why the uniquely specified goods are required?</b>	
Linhardt Consulting Services have worked with DESE with Career & Technical Programs for years. They have hands on knowledge of DESE requirements and have been our division contact at DESE. Linhardt Consulting is very knowledgeable with state and federal regulations/guidelines and are very familiar with our programs, as well as the structure and development of this division.	
<b>2. Why good or services available from other vendors /competitors are not acceptable?</b>	
Exclusive knowledge of our divisional programs and prior DESE experience directly relating to Career & Technical Education. Linhardt Consulting Services' program evaluations over the years add to their expertise and knowledge of our division providing them with a history no one else would have access to.	
<b>3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)</b>	
N/A	
<b>4. List the Names of other Vendors contacted &amp; Price Quotes:</b>	
N/A	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
<b>Your sole source request will not be approved without the required signatures below:</b>	
	12/21/2012
Department Head	Date
CFO	Date
Superintendent	Date



## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: December 14, 2012
Dept / School: Career & Technical Education		Reported By: Paul Cady
Vendor: Linhardt Consulting Services		Vendor #: 600007514
Contract # / P.O. #: 4500160621		Contract Name: Consultant Agreement
Contract Amount: \$ 8,100.00		Award Date: 12-07-11
Purpose of Contract (Brief Description): Development of a program effectiveness review system plus guidance in development of Enhancement Grant and Federal /State funding issues.		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
<b>Quality of Goods / Services</b>	x5	Linhardt Consulting Services always provide excellent service.
	4	
	3	
	2	
	1	
<b>Timeliness of Delivery or Performance</b>	x5	Linhardt Consulting Services have always worked with the division to ensure programs are reviewed in a timely manner.
	4	
	3	
	2	
	1	
<b>Business Relations</b>	x5	Linhardt Consulting Services have always been professional and understanding with all division and district business guidelines and deadlines.
	4	
	3	
	2	
	1	
<b>Customer Satisfaction</b>	x5	Linhardt Consulting Services have always provided the Division of Career and Technical Education valuable advice and guidance.
	4	
	3	
	2	
	1	
<b>Cost Control</b>	x5	Linhardt Consulting Services are always at or below agreed upon contractual amounts.
	4	
	3	
	2	
	1	
<b>Average Score</b>	5.0	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check    Yes <input type="checkbox"/> No <input type="checkbox"/>		

## VENDOR PERFORMANCE REPORT INSTRUCTIONS

<b>Type of report</b>	Identify if this is a final report or a quarterly report (3 months)
<b>Report Date</b>	The date the report is prepared
<b>Department</b>	Indicate the name of the reporting department
<b>Reported By</b>	Please sign your name
<b>Vendor</b>	Enter the vendor's name
<b>Vendor Number</b>	Enter the vendor's assigned number
<b>Contract # / PO #</b>	Enter the assigned contract # or the purchase order # for the goods or services being reported
<b>Contract Name</b>	The official name used when the contract was solicited
<b>Contract Amount</b>	The total dollar value of the contract: the amount listed on the Board Resolution
<b>Award Date</b>	Enter the date that the Board approved this contract
<b>Contract Description</b>	Provide a brief description of the work being done under the contract
<b>Performance Ratings</b>	In the comment column provide the rationale for the rating you give Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

### Performance Ratings Guidelines

<b>Rating</b>	<b>Category</b>	<b>Description</b>
<b>5</b>	<b>Exceptional</b>	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
<b>4</b>	<b>Very Good</b>	Met all performance requirements; Minor problems; Effective corrective actions
<b>3</b>	<b>Satisfactory</b>	Met all performance requirements; Minor problems; Satisfactory corrective actions
<b>2</b>	<b>Marginal</b>	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
<b>1</b>	<b>Unsatisfactory</b>	Most performance requirements are not met; Recovery not likely

### Performance Categories Descriptions

<b>Category</b>	<b>Description</b>
<b>Quality of Goods and / or Services</b>	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
<b>Timeliness of Delivery or Performance</b>	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
<b>Business Relations</b>	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
<b>Customer Satisfaction</b>	Rate the vendor based on feedback you receive from your customers (end-users)
<b>Cost Control</b>	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements





# BOARD RESOLUTION

Date: January 4, 2013

Agenda Item : 02-21-13-25

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Dan Edwards, Assoc. Supt., Secondary Schools

Action to be Approved: Contract Renewal

Other Transaction Descriptors: Sole Source  
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 10-04-11-20

Prior Year Cost \$60,000

**SUBJECT:** To approve a sole source renewal contract with the Curators of the University of Missouri on behalf of the University of Missouri-St. Louis to provide tutorial management and consulting services for the period of February 27, 2013 to June 30, 2013 in an amount not to exceed \$40,000.

**BACKGROUND:** Under this renewal contract, the University of Missouri-St. Louis will recruit and train tutors, and handle the payroll for the tutors. The tutors will be college students or retired teachers. The tutoring services will have the responsibility of providing payroll services to eleven selected Advancement Via Individual Determination (AVID) schools (Busch Middle, Carnahan High, Cleveland High, Clyde C. Miller High, Compton Drew Middle, Gateway IT, Langston Middle, Roosevelt High, Soldan High, Sumner High and Vashon High). AVID supports the District reform initiative to increase the number of students attending college and taking Advanced Placement (AP) courses. AVID ensures students in the academic middle will succeed with tutorial support preparation from the AVID curriculum.

W - Writing (Cornell notes, quick writes)

I - Inquiry (Critical thinking activities-chess)

C - Collaboration (Study groups, projects, service learning)

R - Reading (Current events, SQ-3R method)

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: II.4

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 816-V3-293-1151-6319	Non-GOB	Requisition #: 10132528
Amount: \$40,000		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$40,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600012946

Department: HSGI

Requestor: Dr. Dan Edwards

Dr. Dan Edwards, Assoc. Supt., Secondary Schools

Dr. Nicole Williams, Dep. Supt., Academics

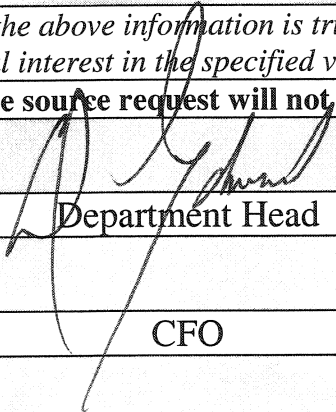
Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



# REQUEST FOR SOLE SOURCE PURCHASE

<b>Requestor: Dr. Dan Edwards</b>	<b>Date: December 6, 2012</b>
<b>Department / School: HSGI</b>	<b>Phone Number: 314-345-2488</b>
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
<b>Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)</b>	
<p>The University of Missouri-St. Louis will recruit and train tutors and handle the payroll for the tutors. The University and their staff have a unique knowledge of the needs of the SLPS students. The knowledge is gained from prior support of the AVID program as well as having former SLPS employees involved in the recruitment and training of the tutors.</p>	
<b>Vendor Name:</b> Curators of the University of Missouri on behalf of the University of Missouri-St. Louis	<b>Email:</b> cochranju@umsl.edu
<b>Vendor Contact:</b> Dr. Judith Cochran	<b>Phone Number:</b> 314-516-7302
<b>Justification Information</b>	
<b>1. Why the uniquely specified goods are required?</b>	
Tutoring services for the AVID program are a required part of the grant.	
<b>2. Why good or services available from other vendors /competitors are not acceptable?</b>	
Other vendors do not have the experience in working within the guideline of the AVID grant and do not have the school specific knowledge of the eleven selected SLPS AVID schools.	
<b>3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)</b>	
N/A	
<b>4. List the Names of other Vendors contacted &amp; Price Quotes:</b>	
N/A	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
<b>Your sole source request will not be approved without the required signatures below:</b>	
	
Department Head	Date
CFO	Date
Superintendent	Date

## Sole Source Checklist

### 1. Check one of the following:

**One-of-a-kind** The commodity or service has no competitive product and is available from only one supplier.

Prior to checking this box you must complete each of the following tasks:

- Search the internet for companies providing similar services.
- Search purchasing files to determine if district has a record of vendors(s) that have provided similar services.
- Document search activities and findings

**Compatibility** The commodity or service must match existing brand of equipment for compatibility and is available from only one vendor.

Prior to checking this box you must complete the following task:

- Provide documentation from the provider of the original equipment/services that the equipment/services in question must be provided by the vendor in question

**Replacement Part** The commodity is a replacement part for a specific brand of existing equipment and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Document a search for additional suppliers

**Delivery Date** Only one supplier can meet necessary delivery requirements.

Prior to checking this box you must complete each of the following tasks:

- Document delivery date and quotes from at least two other vendors
- Document rationale in support of treating the delivery date as mission critical

**Research Continuity** The commodity or service must comply with established District standards and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Document district adoption of standard (i.e. Textbook adoption)

**Unique Design** The commodity or service must meet physical design or quality requirements and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Sole supplier (i.e. Regional Distributor)

**Emergency URGENT NEED** for the item or service does not permit soliciting competitive bids, as in cases of emergencies, disasters, etc.

Prior to checking this box you must complete the following task:

- Complete Emergency Purchase Form

2. If the Sole Source Criteria is met, then complete the Sole Source Form;

3. If the Sole Source Criteria are not met, then the item must be bid.





## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 12-5-12
Dept / School: AVID		Reported By: John Niemeyer
Vendor: UMSL Regional Institute		Vendor #: 600012946
Contract # / P.O. #: 4500160068		Contract Name: Curators of University of Missouri
Contract Amount: \$ 60,000.		Award Date: 10-4-11
<b>Purpose of Contract (Brief Description):</b> To approve a contract with the Curators of the University of Missouri on behalf of the University of Missouri-St. Louis to provide tutorial management and consulting services for the period of January 1, 2013 to June 30, 2013, in an amount not to exceed \$60,000.		
<b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
<b>Quality of Goods / Services</b>	5	Good Service
	<u>4</u>	
	3	
	2	
	1	
<b>Timeliness of Delivery or Performance</b>	5	Finding quality tutors is a difficult task.
	<u>4</u>	
	3	
	2	
	1	
<b>Business Relations</b>	5	Respond to business questions.
	<u>4</u>	
	3	
	2	
	1	
<b>Customer Satisfaction</b>	5	Satisfied will continue to use.
	<u>4</u>	
	3	
	2	
	1	
<b>Cost Control</b>	5	Good Controls
	<u>4</u>	
	3	
	2	
	1	
<b>Average Score</b>	<b>4</b>	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check    Yes <input type="checkbox"/> No <input type="checkbox"/>		

## VENDOR PERFORMANCE REPORT INSTRUCTIONS

<b>Type of report</b>	Identify if this is a final report or a quarterly report (3 months)
<b>Report Date</b>	The date the report is prepared
<b>Department</b>	Indicate the name of the reporting department
<b>Reported By</b>	Please sign your name
<b>Vendor</b>	Enter the vendor's name
<b>Vendor Number</b>	Enter the vendor's assigned number
<b>Contract # / PO #</b>	Enter the assigned contract # or the purchase order # for the goods or services being reported
<b>Contract Name</b>	The official name used when the contract was solicited
<b>Contract Amount</b>	The total dollar value of the contract: the amount listed on the Board Resolution
<b>Award Date</b>	Enter the date that the Board approved this contract
<b>Contract Description</b>	Provide a brief description of the work being done under the contract
<b>Performance Ratings</b>	In the comment column provide the rationale for the rating you give Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

### Performance Ratings Guidelines

Rating	Category	Description
5	<b>Exceptional</b>	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	<b>Very Good</b>	Met all performance requirements; Minor problems; Effective corrective actions
3	<b>Satisfactory</b>	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	<b>Marginal</b>	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	<b>Unsatisfactory</b>	Most performance requirements are not met; Recovery not likely

### Performance Categories Descriptions

Category	Description
<b>Quality of Goods and / or Services</b>	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
<b>Timeliness of Delivery or Performance</b>	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
<b>Business Relations</b>	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
<b>Customer Satisfaction</b>	Rate the vendor based on feedback you receive from your customers (end-users)
<b>Cost Control</b>	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements





# BOARD RESOLUTION

Date: January 4, 2013

Agenda Item: 02-21-13-26

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Patrick Wallace, Exec. Dir., Communications

Action to be Approved:  
Memorandum of Understanding

Other Transaction Descriptors:  
(i.e.: Sole Source, Ratification)

**SUBJECT:** To approve a Memorandum of Understanding with Coat-A-Kid, Inc. to provide coats to kids in need at elementary schools and several high needs schools from February 22, 2013 through June 30, 2014.

**BACKGROUND:** The Coat-A-Kid Program has worked in a number of District schools over the past several years. The MOU formalizes the relationship between the District and Coat-A-Kid, Inc. to ensure that students in need will receive new coats, hats and gloves.

Accountability Plan Goals: Goal IV: Parent Community Involvement

Objective/Strategy: IV.D

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
\$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Institutional Advancement

Requestor:

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Patrick Wallace, Exec. Dir., Communications

Dr. Kelvin R. Adams, Superintendent

**Memorandum of Understanding**  
**Performance Standard(s)**  
**Report**

**Agency:** Coat-A-Kid, Inc.

**School:** 40 District Schools

**From:** July 1, 2011 **To:** June 30, 2012

**Performance Standard 1:** Coat-A-Kid, Inc. will provide new coats, gloves, and hats. The number of recipients will be mutually agreed upon by SLPS and Coat-A-Kid, Inc.

**Status:** Coat-A-Kid, Inc. provided 2,000 new coats, gloves, and hats to SLPS students either on a first time basis or as a replacement between October 1, 2012 and March 15.

**Performance Standard 2:** Coat-A-Kid, Inc. will serve students who were provided anew coat but have been identified as needing to have a replacement coat. The number of recipients will be mutually agreed upon by SLPS and Coat-A-Kid, Inc.

**Status:** See above.

**Performance Standard 3:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Status:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Performance Standard 4:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Status:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Performance Standard 5:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Status:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Submitted by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Recommendation:**

Continue

Discontinue

**MEMORANDUM OF UNDERSTANDING**  
**(NON-FUNDRAISING)**

This Memorandum of Understanding (“MOU”) is entered into by and between the Saint Louis Public Schools (“SLPS”) and the Coat-A-Kid, Inc. (“Agency”) on this 22nd day of February, 2013.

**The purpose of this Memorandum of Understanding is to establish a partnership between Coat-A-Kid, Inc. and the St. Louis Public Schools in order to allow Coat-A-Kid, Inc. to provide coats to kids in need, and to fit these coats on students with help from the staff at specified elementary and special education schools.**

**1. Fundraising:** It is understood by The Agency that the SLPS does not endorse any fundraising efforts by the Agency, whether or not associated with the activities and duties contemplated by this MOU. To the extent that the Agency believes in the future that its activities require fundraising, the parties agree that all documents and activities associated with any such fundraising effort will be cooperatively prepared and separately agreed to, and **must be approved by the Special Administrative Board of the Transitional School District of the City of St. Louis prior to implementation.**

**2. Limitation of Liability:** Each party to this MOU shall be solely responsible for any and all actions, suits, damages, liability, or other proceedings brought against it as a result of the alleged negligence, misconduct, error, or omission of any of its officers, agents or employees. Neither party is obligated to indemnify the other party or to hold the other party harmless from costs or expenses incurred as a result of such claims, and the SLPS shall continue to enjoy all rights, claims, and defenses available to it under law, to specifically include Mo.Rev.Stat. §537.600, et seq. Nothing in the MOU shall be construed as an indemnification by one party or the other for liabilities of a party or third persons for property or any other loss, damage, death, or personal injury arising out of the performance of this MOU. Any liabilities or claims for property or other loss, damage, death, or personal injury by a party or its agents, employees, contractors, or assigns or by third persons arising out of and during this MOU shall be determined according to applicable law. SLPS does not relinquish or waive any of its rights under applicable state governmental immunities law.

**3. Background Checks:** All Personnel providing services under this MOU that may in any way come into contact with students must undergo background checks consistent with those used by the SLPS and state-licensed facilities; all such checks must be performed and passed prior to any Personnel providing any services hereunder. At a minimum, checks hereunder shall include a Department of Family Services background check, a criminal background check, and fingerprinting. The cost of all such background checks shall be borne by the Agency, and the SLPS shall not be liable for such cost under any circumstance. The Agency will provide written confirmation to SLPS that the background checks on all Personnel hereunder reflected no negative findings, that said Personnel passed the background checks and are, therefore, eligible to provide services under this MOU.

**4. Student Information:** The Agency acknowledges that it shall now, and in the future may, have access to and contact with confidential information of students, including but not limited to the education and/or medical records of students. Both during the term of this MOU and thereafter, the Agency covenants and agrees to hold such information in trust and confidence and to exercise diligence in protecting and safeguarding such information, as well as any other information protected from public disclosure by federal or state law or by the policies or procedures of the SLPS. The Agency will not disclose any confidential information to any third party except as may be required in the course of performing services for the SLPS hereunder or by law, and any disclosure will be in compliance with the Family Education Rights and Privacy Act ("FERPA") and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").

**5. Obligations of SLPS:**

(a) SLPS will identify the number of schools to receive new coats, hats, and gloves from Coat-A-Kid, Inc. SLPS will provide a District liaison person to work directly with Coat-A-Kid, Inc. to quickly and effectively resolve any needs or issues that might arise in the process of providing new coats, hats, and gloves to SLPS students identified in need.

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(b) SLPS will provide meetings and correspondence with social workers and other school personnel as requested by Coat-A-Kid, Inc.

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(c) SLPS will provide a May meeting with participating social workers to discuss the benefits for the students and to look carefully at ways of improving the process for students and volunteers.

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**6. Obligations of Agency:**

(a) Coat-A-Kid, Inc. will provide new coats, hats and gloves free of charge to students identified by SLPS as in need in the specified SLPS elementary and special needs schools.

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(b) Coat-A-Kid, Inc. will work closely with the District liaison and explain any needs and issues promptly that might arise in the process of providing new coats, hats, and gloves to SLPS students identified as in need so that they can be resolved quickly and effectively.

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(c) Coat-A-Kid, Inc. will maintain an accurate record of items provided and number of children served.

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**7. Success of this program will be measured using the following Performance Standards:**

**Performance Standards:** Agency performance at the end of the term of this Memorandum of Understanding will be measured by the Agency's compliance with the following performance standards:

- (a) Coat-A-Kid, Inc. will provide new coats, gloves, and hats. The number of recipients will be mutually agreed upon by SLPS and Coat-A-Kid, Inc.
- (b) Coat-A-Kid, Inc. will serve students who were provided a new coat but have been identified as needing a replacement coat. The number of recipients will be mutually agreed upon by SLPS and Coat-A-Kid, Inc.

**8. Term and Termination:** The term of the MOU will be from February 22<sup>nd</sup>, 2013 (the Effective Date) through June 30, 2014, unless earlier terminated by either party by providing thirty (30) days' written notice to the person who has signed as a representative of each party below.

Saint Louis Public Schools

Coat-A-Kid, Inc.

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_





# BOARD RESOLUTION

Date: December 17, 2012

Agenda Item : 02-21-13-27

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Patrick Wallace, Exec. Dir., Communications

Action to be Approved:  
Memorandum of Understanding

Other Transaction Descriptors:  
(i.e.: Sole Source, Ratification)

**SUBJECT:** To approve a Memorandum of Understanding with The Little Bit Foundation to provide basic essentials such as uniforms, clothing, shoes, underwear, school supplies and hygiene items to those children in need at a number of elementary schools and New Americans Academy from February 22, 2013 through June 30, 2014.

**BACKGROUND:** The Little Bit Foundation has worked in a number of District schools over the past several years. The MOU formalizes the relationship between the District and The Little Bit Foundation to ensure that students in needs will receive the basic essentials noted above.

Accountability Plan Goals: Goal IV: Parent Community Involvement

Objective/Strategy: IV.D

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
\$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Institutional Advancement

Requestor:

\_\_\_\_\_

Patrick Wallace  
Patrick Wallace, Exec. Dir., Communications

Angela Banks  
Angela Banks, Budget Director

Leon Fisher  
Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams  
Dr. Kelvin R. Adams, Superintendent

**Memorandum of Understanding**  
**Performance Standard(s)**  
**Report**

**Agency:** The Little Bit Foundation

**School:** 9 district elementary schools and NAPA

**From:** July 1, 2011 **To:** June 30, 2012

**Performance Standard 1:** The Little Bit Foundation will serve 100% of the children in need that have submitted requests through the school liaison.

**Status:** All children who had requests submitted were served.

**Performance Standard 2:** The Little Bit Foundation will provide services with the utmost care and compassion and treat every child with dignity and respect.

**Status:** Little Bit has met this objective as evidenced by SLPS school faculty.

**Performance Standard 3:** \_\_\_\_\_

\_\_\_\_\_

**Status:** \_\_\_\_\_

\_\_\_\_\_

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**Performance Standard 4:** \_\_\_\_\_

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**Status:**

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**Performance Standard 5:**

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**Status:**

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**Submitted by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Recommendation:**

Continue

Discontinue

**MEMORANDUM OF UNDERSTANDING**  
**(NON-FUNDRAISING)**

This Memorandum of Understanding (“MOU”) is entered into by and between the Saint Louis Public Schools (“SLPS”) and the The Little Bit Foundation (“Agency”) on this 22nd day of February, 2013.

**The purpose of this Memorandum of Understanding is to establish a partnership between The Little Bit Foundation and the St. Louis Public Schools in order for The Little Bit Foundation to provide basic essentials such as uniforms , clothing, shoes, underwear, schools supplies and Hygiene items to those children in need.**

**1. Fundraising:** It is understood by The Agency that the SLPS does not endorse any fundraising efforts by the Agency, whether or not associated with the activities and duties contemplated by this MOU. To the extent that the Agency believes in the future that its activities require fundraising, the parties agree that all documents and activities associated with any such fundraising effort will be cooperatively prepared and separately agreed to, and **must be approved by the Special Administrative Board of the Transitional School District of the City of St. Louis prior to implementation.**

**2. Limitation of Liability:** Each party to this MOU shall be solely responsible for any and all actions, suits, damages, liability, or other proceedings brought against it as a result of the alleged negligence, misconduct, error, or omission of any of its officers, agents or employees. Neither party is obligated to indemnify the other party or to hold the other party harmless from costs or expenses incurred as a result of such claims, and the SLPS shall continue to enjoy all rights, claims, and defenses available to it under law, to specifically include Mo.Rev.Stat. §537.600, et seq. Nothing in the MOU shall be construed as an indemnification by one party or the other for liabilities of a party or third persons for property or any other loss, damage, death, or personal injury arising out of the performance of this MOU. Any liabilities or claims for property or other loss, damage, death, or personal injury by a party or its agents, employees, contractors, or assigns or by third persons arising out of and during this MOU shall be determined according to applicable law. SLPS does not relinquish or waive any of its rights under applicable state governmental immunities law.

**3. Background Checks:** All Personnel providing services under this MOU that may in any way come into contact with students must undergo background checks consistent with those used by the SLPS and state-licensed facilities; all such checks must be performed and passed prior to any Personnel providing any services hereunder. At a minimum, checks hereunder shall include a Department of Family Services background check, a criminal background check, and fingerprinting. The cost of all such background checks shall be borne by the Agency, and the SLPS shall not be liable for such cost under any circumstance. The Agency will provide written confirmation to SLPS that the background checks on all Personnel hereunder reflected no negative findings, that said Personnel passed the background checks and are, therefore, eligible to provide services under this MOU.

**4. Student Information:** The Agency acknowledges that it shall now, and in the future may, have access to and contact with confidential information of students, including but not limited to the education and/or medical records of students. Both during the term of this MOU and thereafter, the Agency covenants and agrees to hold such information in trust and confidence and to exercise diligence in protecting and safeguarding such information, as well as any other information protected from public disclosure by federal or state law or by the policies or procedures of the SLPS. The Agency will not disclose any confidential information to any third party except as may be required in the course of performing services for the SLPS hereunder or by law, and any disclosure will be in compliance with the Family Education Rights and Privacy Act (“FERPA”) and the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”).

**5. Obligations of SLPS:**

(a) In each Little Bit school, a liaison will be assigned to identify children in need and work with Little Bit School representatives to make sure those needs are met.

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(b) School staff will be committed to identifying children in need and to determining “need” vs. “want.” They will work with the liaison to complete and submit order forms.

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(c) The School Liaison and social workers will assist Little Bit in following up with children served to ensure that their needs continue to be met.

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**6. Obligations of Agency:**

(a) Provide clothing, shoes, coats, backpacks, books and hygiene items to those children identified as “in need” at Little Bit sponsored schools.

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(b) Little Bit Volunteers will visit the schools each week and personally see that each child is fit properly.

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(c) Little Bit staff and volunteers will work with the School Staff and Liaison to help them identify children that are in need.

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**7. Success of this program will be measured using the following Performance Standards:**

**Performance Standards:** Agency performance at the end of the term of this Memorandum of Understanding will be measured by the Agency’s compliance with the following performance standards:

- (a) The Little Bit Foundation will serve 100% of the children in need that have submitted requests through the school liaison.
- (b) The Little Bit Foundation will provide services with the utmost care and compassion and treat every child with dignity and respect.

**8. Term and Termination:** The term of the MOU will be from February 22<sup>nd</sup>, 2013 (the Effective Date) through June 30, 2014, unless earlier terminated by either party by providing thirty (30) days’ written notice to the person who has signed as a representative of each party below.

Saint Louis Public Schools

The Little Bit Foundation

By: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

By: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_







# BOARD RESOLUTION

Date: January 4, 2013

Agenda Item : 02-21-13-28

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: John Windom, Exec. Director, Full Service Schools

Action to be Approved:  
Memorandum of Understanding

Other Transaction Descriptors:  
(i.e.: Sole Source, Ratification)

**SUBJECT:** To approve the Memorandum of Understanding (MOU) with the National Council of Jewish Women to provide a "Community Closet" with new clothing and hygiene supplies to students who attend designated Community Education Full Service Schools for the period of February 22, 2013 to June 30, 2014 at no cost to the District.

**BACKGROUND:** The goal of the program is to serve 150 students at least once by the Community Closet at each of the Community Education Full Service School at which they are located.

The program is envisioned to expand to additional schools if it is felt to be warranted. The National Council of Jewish Women has exceeded the original goals of the program. The performance review of the program is attached.

Accountability Plan Goals: Goal IV: Parent Community Involvement

Objective/Strategy: IV.A.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code - 110 Fund Type - 2218 Function - 6411 Object Code)

Fund Source:		Requisition #:
Amount: No Cost		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
\$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Community Education


Requestor: John Windom

  
John Windom, Exec. Director, Full Service Schools

  
Patrick Wallace, Exec. Dir., Communications

  
Angela Banks, Budget Director

  
Leon Fisher, CFO/Treasurer

  
Dr. Kelvin R. Adams, Superintendent

**MEMORANDUM OF UNDERSTANDING**  
**(NON-FUNDRAISING)**

This Memorandum of Understanding ("MOU") is entered into by and between the Saint Louis Public Schools ("SLPS") and the National Council of Jewish Women ("Agency") on this 22<sup>nd</sup> day of February, 2013.

**The purpose of this Memorandum of Understanding is to establish a partnership between the National Council of Jewish Women and the St. Louis Public Schools in order to provide new clothing and hygiene supplies to identified students who attend the designated Community Education Full Service Schools.**

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**1. Fundraising:** It is understood by The Agency that the SLPS does not endorse any fundraising efforts by the Agency, whether or not associated with the activities and duties contemplated by this MOU. To the extent that the Agency believes in the future that its activities require fundraising, the parties agree that all documents and activities associated with any such fundraising effort will be cooperatively prepared and separately agreed to, and **must be approved by the Special Administrative Board of the Transitional School District of the City of St. Louis prior to implementation.**

**2. Limitation of Liability:** Each party to this MOU shall be solely responsible for any and all actions, suits, damages, liability, or other proceedings brought against it as a result of the alleged negligence, misconduct, error, or omission of any of its officers, agents or employees. Neither party is obligated to indemnify the other party or to hold the other party harmless from costs or expenses incurred as a result of such claims, and the SLPS shall continue to enjoy all rights, claims, and defenses available to it under law, to specifically include Mo.Rev.Stat. §537.600, et seq. Nothing in the MOU shall be construed as an indemnification by one party or the other for liabilities of a party or third persons for property or any other loss, damage, death, or personal injury arising out of the performance of this MOU. Any liabilities or claims for property or other loss, damage, death, or personal injury by a party or its agents, employees, contractors, or assigns or by third persons arising out of and during this MOU shall be determined according to applicable law. SLPS does not relinquish or waive any of its rights under applicable state governmental immunities law.

**3. Background Checks:** All Personnel providing services under this MOU that may in any way come into contact with students must undergo background checks consistent with those used by the SLPS and state-licensed facilities; all such checks must be performed and passed prior to any Personnel providing any services hereunder. At a minimum, checks hereunder shall include a Department of Family Services background check, a criminal background check, and fingerprinting. The cost of all such background checks shall be borne by the Agency, and the SLPS shall not be liable for such cost under any circumstance. The Agency will provide written confirmation to SLPS that the background checks on all Personnel hereunder reflected no negative findings, which said Personnel passed the background checks and are, therefore, eligible to provide services under this MOU.

4. **Student Information:** The Agency acknowledges that it shall now, and in the future may, have access to and contact with confidential information of students, including but not limited to the education and/or medical records of students. Both during the term of this MOU and thereafter, the Agency covenants and agrees to hold such information in trust and confidence and to exercise diligence in protecting and safeguarding such information, as well as any other information protected from public disclosure by federal or state law or by the policies or procedures of the SLPS. The Agency will not disclose any confidential information to any third party except as may be required in the course of performing services for the SLPS hereunder or by law, and any disclosure will be in compliance with the Family Education Rights and Privacy Act ("FERPA") and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").

5. **Obligations of SLPS:**

(a) Provide secure "Closet" space for the clothing and personal hygiene supplies.

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(b) Provide a liaison to serve as a link between the school and the agency.

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(c) Identify students in need of services.

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6. **Obligations of Agency:**

(a) Work closely with the school leadership in the administering of the program.

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(b) Maintain a clothing and personal hygiene inventory that is reasonably responsive to the needs of the students of the school.

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(c) Maintain accurate records of recipients and make available to the district on request.

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**7. Success of this program will be measured using the following Performance Standards:**

**Performance Standards:** Agency performance at the end of the term of this Memorandum of Understanding will be measured by the Agency's compliance with the following performance standards:

(a) 150 students will be provided clothing and personal hygiene supplies at least once by the closet at each school.

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(b) \_\_\_\_\_

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(c) \_\_\_\_\_

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**8. Term and Termination:** The term of the MOU will be from February 22, 2013 through June 30, 2014 unless earlier terminated by either party by providing thirty (30) days' written notice to the person who has signed as a representative of each party below.

Saint Louis Public Schools

(Agency)

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**Memorandum of Understanding**  
**Performance Standard(s)**  
**Report**

**Agency:** National Council of Jewish Women

**School:** Ford, Hamilton, Shaw, Mullanphy & Walbridge Community Education Full Service Schools

**From:** August 13, 2012      **To:** December 17, 2012

**Performance Standard 1:** 150 students will be provided clothing and personal hygiene supplies at least once by the closet at both schools (Mullanphy and Walbridge)

\_\_\_\_\_  
\_\_\_\_\_

**Status:** Students served: Ford – 7 students and 10 items, Hamilton – 47 students and 79 items, Shaw – 28 students and 66 items, Mullanphy – no information, Walbridge – 7 students and 46 items.

\_\_\_\_\_

**Performance Standard 2:** N/A

\_\_\_\_\_  
\_\_\_\_\_

**Status:** N/A

\_\_\_\_\_  
\_\_\_\_\_

**Performance Standard 3:** N/A

\_\_\_\_\_  
\_\_\_\_\_

Status: N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Performance Standard 4: N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Status: N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted by: John Windom

Date: 12-21-2012

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

**Recommendation:**

Continue

Discontinue







# BOARD RESOLUTION

Date: December 21, 2012

Agenda Item : 02-21-13-29

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: John Windom, Exec. Director, Full Service Schools

Action to be Approved:  
Memorandum of Understanding

Other Transaction Descriptors:  
(i.e.: Sole Source, Ratification)

**SUBJECT:** To approve the Memorandum of Understanding (MOU) with Danielle Bush, LPC, to provide therapeutic counseling services to students. The partnership is with the Bevo-Long Community Education Full Service School, Woerner, Buder, Lyon@Blow and Oak Hill Elementary School for the period of February 22, 2013 to June 30, 2014 at no cost to the District.

**BACKGROUND:** The therapeutic counseling services will address such areas as: reactive attachment disorder, adjustment disorder, pervasive developmental disorder, anxiety, sexual abuse, behavior disorders, attention deficit/hyperactivity disorder, generalized stress and mood disorders. These areas will be addressed through coordination of care with other professionals, art therapy, play therapy and other forms of traditional and non-traditional therapy.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy:

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
\$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Community Education

Requestor: John Windom

Angela Banks, Budget Director

John Windom, Exec. Director, Full Service Schools

Leon Fisher, CFO/Treasurer

Patrick Wallace, Exec. Dir., Communications

Dr. Kelvin R. Adams, Superintendent

**MEMORANDUM OF UNDERSTANDING**  
**(NON-FUNDRAISING)**

This Memorandum of Understanding ("MOU") is entered into by and between the Saint Louis Public Schools ("SLPS") and Danielle Bush, LPC (Agency) on this 22nd day of February, 2013.

**The purpose of this Memorandum of Understanding is to establish a partnership between Danielle Bush, LPC and the St. Louis Public Schools in order to provide therapeutic counseling services to students addressing such areas as: reactive attachment disorder, adjustment disorder, pervasive developmental disorder, anxiety, sexual abuse, behavior disorders, attention deficit/hyperactivity disorder, generalized stress and mood disorders. These areas will be addressed through coordination of care with other professionals, art therapy, play therapy and other forms of traditional and non-traditional therapy. The partnership is with the Bevo-Long Community Education Full Service School, Woerner, Buder, Lyon@Blow and Oak Hill Elementary School.**

**1. Fundraising:** It is understood by The Agency that the SLPS does not endorse any fundraising efforts by the Agency, whether or not associated with the activities and duties contemplated by this MOU. To the extent that the Agency believes in the future that its activities require fundraising, the parties agree that all documents and activities associated with any such fundraising effort will be cooperatively prepared and separately agreed to, and **must be approved by the Special Administrative Board of the Transitional School District of the City of St. Louis prior to implementation.**

**2. Limitation of Liability:** Each party to this MOU shall be solely responsible for any and all actions, suits, damages, liability, or other proceedings brought against it as a result of the alleged negligence, misconduct, error, or omission of any of its officers, agents or employees. Neither party is obligated to indemnify the other party or to hold the other party harmless from costs or expenses incurred as a result of such claims, and the SLPS shall continue to enjoy all rights, claims, and defenses available to it under law, to specifically include Mo.Rev.Stat. §537.600, et seq. Nothing in the MOU shall be construed as an indemnification by one party or the other for liabilities of a party or third persons for property or any other loss, damage, death, or personal injury arising out of the performance of this MOU. Any liabilities or claims for property or other loss, damage, death, or personal injury by a party or its agents, employees, contractors, or assigns or by third persons arising out of and during this MOU shall be determined according to applicable law. SLPS does not relinquish or waive any of its rights under applicable state governmental immunities law.

**3. Background Checks:** All Personnel providing services under this MOU that may in any way come into contact with students must undergo background checks consistent with those used by the SLPS and state-licensed facilities; all such checks must be performed and passed prior to any Personnel providing any services hereunder. At a minimum, checks hereunder shall include a Department of Family Services background check, a criminal background check, and fingerprinting. The cost of all such background checks shall be borne by the Agency, and the SLPS shall not be liable for such cost under any circumstance. The Agency will provide written confirmation to SLPS that the background checks on all Personnel hereunder reflected no negative findings, that said Personnel passed the background checks and are, therefore, eligible to provide services under this MOU.

**4. Student Information:** The Agency acknowledges that it shall now, and in the future may, have access to and contact with confidential information of students, including but not limited to the education and/or medical records of students. Both during the term of this MOU and thereafter, the Agency covenants and agrees to hold such information in trust and confidence and to exercise diligence in protecting and safeguarding such information, as well as any other information protected from public disclosure by federal or state law or by the policies or procedures of the SLPS. The Agency will not disclose any confidential information to any third party except as may be required in the course of performing services for the SLPS hereunder or by law, and any disclosure will be in compliance with the Family Education Rights and Privacy Act ("FERPA") and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").

**5. Obligations of SLPS:**

(a) Provide space for interaction with students, families and/or groups in which confidentiality can be maintained during therapy.

---

(b) Develop with the agency, student standards for referral and participation in the program. Initiate referrals for potential services by analysis of appropriate Community Education Administrator, School Guidance Counselor and School Social Worker.

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(c) Provide information necessary and in accordance with SLPS policies for student record confidentiality that may help therapeutic outcomes for the student.

---

**6. Obligations of Agency:**

(a) Develop with the St. Louis Public School, student standards for referral and participation in the program

---

(b) Provide therapeutic services as described in the purpose paragraph to the students served.

---

(c) Communicate, as agreed upon by local Community Education Administrator, School Guidance Counselor and School Social Worker and in accordance with the standards for referral and participation.

---

(d) Maintain and share accurate records and sign in sheets with Comm. Ed. Administrator on request. Conduct themselves professionally while on school premises or interacting with school students or their families.

---

(e) Will administer baseline assessment, an assessment during treatment, and an assessment at the end of services.

---

**7. Success of this program will be measured using the following Performance Standards:**

**Performance Standards:** Agency performance at the end of the term of this Memorandum of Understanding will be measured by the Agency's compliance with the following performance standards:

(a) A minimum of 5 students or more will be served.  
\_\_\_\_\_  
\_\_\_\_\_

(b) A record of the areas addressed and the type of service provided will be made available to the District.  
\_\_\_\_\_  
\_\_\_\_\_

(c) Measurable Outcomes are established for/with each client at the beginning stages of services and the evaluation/progress on these goals will be made available to school on request and at the time of the MOU resubmission.  
\_\_\_\_\_

**8. Term and Termination:** The term of the MOU will be from February 22nd, 2013 through June 30, 2014, unless earlier terminated by either party by providing thirty (30) days' written notice to the person who has signed as a representative of each party below.

Saint Louis Public Schools

Danielle Bush, LPC

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_





# BOARD RESOLUTION

Date: January 4, 2013

Agenda Item : 02-21-13-30

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Mary M. Houlihan, Dep. Supt., Operations

Action to be Approved:  
Agency/Partnership Agreement

Other Transaction Descriptors:  
(i.e.: Sole Source, Ratification)

**SUBJECT:** To approve the amendment of Board Resolution Number 02-16-12-09, an Agency Partnership Agreement with Mercy Health Systems, to add the students and staff at Fanning Middle School to receive the services of the school based health clinic at Roosevelt High School. The Board originally approved this Agency Partnership at its February 16, 2012 meeting for Roosevelt staff and students only at no cost to the District. The start date of the agreement will remain February 17, 2012. However, the end date of the agreement will be extended to June 30, 2014 from June 30, 2013. Terms and cost of the amendment will not change.

**BACKGROUND:** The original agreement was entered with Mercy Health Systems to provide comprehensive health services to students and staff at Roosevelt High School. The services include adult, adolescent, child and infant care by Family Medicine Nurse Practitioners, sports coverage, vision and hearing screenings and referral, and electronic medical records. The clinic can also provide management of chronic adult diseases (diabetes, high blood pressure, high cholesterol, prenatal care and dental care). The clinic has been open and operational at Roosevelt since August 2012 and the goal is to extend the same services to students and staff at Fanning Middle School.

Accountability Plan Goals: Goal IV: Parent Community Involvement

Objective/Strategy: IV

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
\$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Operations

Requestor:

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent





# BOARD RESOLUTION

Date: December 21, 2012

Agenda Item : 02-21-13-31

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Nahed Chapman, Exec. Dir., ESOL

Action to be Approved: Purchase of Good (s)

Other Transaction Descriptors:  
(i.e.: Sole Source, Ratification)

**SUBJECT:** To approve the purchase of 1,716 books for two bookroom libraries from National Geographic Learning at a cost not to exceed \$13,280.20.

**BACKGROUND:** The purchase of two bookroom libraries from National Geographic Learning, composed largely of non-fiction texts at a literacy level appropriate to the assessment needs of students, will support the District's Literacy Model initiative focused on reading and writing across the curriculum, while meeting the needs of newcomer English Language Learners (ELLs) just learning to read. Teachers in the New Americans Preparatory Academy will have a greater ability to provide students with literacy instruction using expository text, in particular through Guided Reading groups, by having access to these leveled libraries appropriate to their students' reading ability.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy:

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 838-AJ-293-3411-6344	Non-GOB	Requisition #: 10132585
Amount: \$13,280.20		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$13,280.20	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600015250

Department: ESOL Bilingual/Migrant

Requestor: Nahed Chapman

Nahed Chapman, Exec. Dir., ESOL

Dr. Nicole Williams, Dep. Supt., Academics

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



### NG Bookroom Order Summary

Fiction & Nonfiction Basic Literacy Library Subtotal	\$9,831.90
Fiction & Nonfiction Basic Add-on Literacy Library Subtotal	
K-2 Starter Literacy Library Subtotal	\$2,579.50
3-5 Starter Literacy Library Subtotal	
Big Book Literacy Library Subtotal	
<b>SUBTOTAL</b>	<b>\$12,411.40</b>
<b>SALES TAX</b> Add per state requirements	
<b>SHIPPING &amp; HANDLING</b> Add 7% of Subtotal (\$3.00 minimum)	\$868.80
<b>ORDER TOTAL</b>	<b>\$13,280.20</b>

**National Geographic Learning**

Send orders to:  
 10650 Toebben Drive  
 Independence, KY 41051

Phone: 1-888-915-3276 or  
 1-800-354-9706  
 M-F: 8:00am-6:00pm ET

Fax: 1-800-840-9807  
 SchoolCustomerService@cengage.com

NGL.Cengage.com

*Prices subject to change without notice.*

**Bill To:**

Name \_\_\_\_\_ Title \_\_\_\_\_

School/Organization \_\_\_\_\_ Telephone \_\_\_\_\_

Street \_\_\_\_\_

City and State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

---

**Ship To:  
(if different)**

Name \_\_\_\_\_ Title \_\_\_\_\_

School/Organization \_\_\_\_\_ Telephone \_\_\_\_\_

Street \_\_\_\_\_

City and State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

---

**Method of Payment:**

Bill me at the address above (my official P.O. is attached)

**1. Payment Enclosed (no cash, please)**

Check made payable to: National Geographic Learning  Money Order

**2. Credit Card**

School Card  
 Personal Card

MasterCard  
 Visa  
 American Express

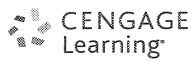
Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Security Code \_\_\_\_\_

Signature \_\_\_\_\_

**3. School Purchase Order Attached** P.O.# \_\_\_\_\_



Signature	Date	Daytime Phone
-----------	------	------------------





# BOARD RESOLUTION

Date: January 4, 2013

Agenda Item : 02-21-13-32

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Dan Edwards, Assoc. Supt., Secondary Schools

Action to be Approved: Student Registration

Other Transaction Descriptors: Exam Registrations  
(i.e.: Sole Source, Ratification)

**SUBJECT:** To approve payment of \$23,425 to the International Baccalaureate Organization for the registration of 56 students who will take a total of 157 individual I.B. exams and submit for I.B. grading 17 extended essays and 17 Theory of Knowledge essays in the May 2013 I.B. examination session.

**BACKGROUND:** The International Baccalaureate Diploma Programme prepares students for admission to universities throughout the world through integrated curriculum, assessments in multiple formats, and rigorous externally moderated exams with published global standards. Students will sit for exams in World Literature, French, Spanish, Latin, History of the Americas, Psychology, Biology, Physics, Mathematical Studies, Visual Arts, and Film Studies. Students who meet scoring criteria earn college credit; students enrolled in I.B. courses receive priority status in college admissions and qualify for scholarships reserved for I.B. graduates. Students who sat for I.B. exams in 2012 were all admitted to colleges that include New York University, University of Chicago, Loyola, Washington University, Vanderbilt, Emory, Yale, Wellesley, and the U.S. Naval Academy.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.B

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 156-FL-110-1177-6311	GOB	Requisition #: 10132476
Amount: \$23,425.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$23,425.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600006330

Department: Metro High School

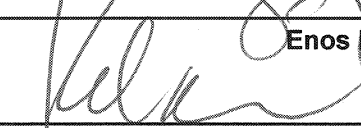
Requestor: Wilfred Moore

  
Dr. Dan Edwards, Assoc. Supt., Secondary Schools

 1/7/2013  
Dr. Nicole Williams, Dep. Supt., Academics

  
Angela Banks, Budget Director

  
Enos Moss, CFO/Treasurer

  
Dr. Kelvin R. Adams, Superintendent



International Baccalaureate  
Americas Global Centre  
7501 Wisconsin Avenue, Suite 200 West  
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Thomas Gremaud  
Metro Academic & Classical High School  
4015 McPherson Ave  
Saint Louis  
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Invoice number	10619113
Numéro de facture	
Número de factura	
Invoice date	18-NOV-12
Date de la facture	
Fecha de al factura	
Purchase order number	
Numéro du bon de commande	
Número de orden de compra	
Account number	S001323DIP
Numéro du compte	
Número de cuenta	
Page Number	1/34
Page	
Pagi	

Item Article Artículo	Description Description Descripción	Quantity Quantité Cantidad	Price Prix Precio	Total Total Total
1	Registration fee per subject (MAY 2013; Jacob Schmidt; dwn419; Exam)	1	104.00	104.00
2	Registration fee per subject (MAY 2013; Anna Scott; dwn426; Exam)	1	104.00	104.00
3	Registration fee per subject (MAY 2013; Benjamin Spitznagel; dwn436; Exam)	1	104.00	104.00
4	Registration fee per subject (MAY 2013; Imani Taylor; dwn450; Exam)	1	104.00	104.00
5	Registration fee per subject (MAY 2013; Kristina Tschomakoff; dwn463; Exam)	1	104.00	104.00
6	Registration fee per subject (MAY 2013; Ronnel Turner; dwn475; Exam)	1	104.00	104.00

Continued

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Invoice number Numéro de facture Número de factura	10619113
Invoice date Date de la facture Fecha de la factura	18-NOV-12
Purchase order number Numéro du bon de commande Número de orden de compra	
Account number Numéro du compte Número de cuenta	S001323DIP
Page Number Page Pagi	2/34

Item Article Artículo	Description Description Descripción	Quantity Quantité Cantidad	Price Prix Precio	Total Total Total
7	Registration fee per subject (MAY 2013; Ronnel Turner; dwn475; Exam)	1	104.00	104.00
8	Registration fee per subject (MAY 2013; Kaliice Walker; dwn486; Exam)	1	104.00	104.00
9	Registration fee per subject (MAY 2013; Nicholas Wiegand; dwn494; Exam)	1	104.00	104.00
10	Registration fee per subject (MAY 2013; Karl Wimmer; dwn501; Exam)	1	104.00	104.00
11	Registration fee per subject (MAY 2013; Karl Wimmer; dwn501; Exam)	1	104.00	104.00
12	Registration fee per subject (MAY 2013; Hien Ngoc Thi Vo; dwh752; Exam)	1	104.00	104.00

Continued

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Account number Numéro du compte Número de cuenta	S001323DIP
Page Number Page Pagi	3/34

Item Article Artículo	Description Description Descripción	Quantity Quantité Cantidad	Price Prix Precio	Total Total Total
13	Registration fee per subject (MAY 2013; Hien Ngoc Thi Vo; dwh752; Exam)	1	104.00	104.00
14	Registration fee per candidate - before first deadline (MAY 2013; Kislay Bishnupuri; dwh341; Exam)	1	151.00	151.00
15	Registration fee per candidate - before first deadline (MAY 2013; Sydney Everett; dwh482; Exam)	1	151.00	151.00
16	Registration fee per candidate - before first deadline (MAY 2013; Edgar Harper; dwh525; Exam)	1	151.00	151.00
17	Registration fee per candidate - before first deadline (MAY 2013; Thanh Khuu; dwh579; Exam)	1	151.00	151.00
18	Registration fee per candidate - before first deadline (MAY 2013; Ajinkya Kokate; dwh609; Exam)	1	151.00	151.00

**Continued**

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Page Number Page Pagi	4/34

Item Article Artículo	Description Description Descripción	Quantity Quantité Cantidad	Price Prix Precio	Total Total Total
19	Registration fee per candidate - before first deadline (MAY 2013; Willow Pastard; dwh641; Exam)	1	151.00	151.00
20	Registration fee per candidate - before first deadline (MAY 2013; Hien Ngoc Thi Vo; dwh752; Exam)	1	151.00	151.00
21	Registration fee per candidate - before first deadline (MAY 2013; Taylor Alexander; dwl297; Exam)	1	151.00	151.00
22	Registration fee per candidate - before first deadline (MAY 2013; Terri Artis; dwl317; Exam)	1	151.00	151.00
23	Registration fee per candidate - before first deadline (MAY 2013; Seth Brummund; dwl334; Exam)	1	151.00	151.00
24	Registration fee per candidate - before first deadline (MAY 2013; Jasmine Burt; dwl350; Exam)	1	151.00	151.00

Continued

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Page Number Page Pagi	5/34

Item Article Artículo	Description Description Descripción	Quantity Quantité Cantidad	Price Prix Precio	Total Total Total
25	Registration fee per candidate - before first deadline (MAY 2013; Liam Butler; dwl363; Exam)	1	151.00	151.00
26	Registration fee per candidate - before first deadline (MAY 2013; Cameron Casey; dwl378; Exam)	1	151.00	151.00
27	Registration fee per candidate - before first deadline (MAY 2013; Naomi Collier; dwl395; Exam)	1	151.00	151.00
28	Registration fee per candidate - before first deadline (MAY 2013; Chacity Cooper; dwl418; Exam)	1	151.00	151.00
29	Registration fee per candidate - before first deadline (MAY 2013; Hannah Davison; dwl447; Exam)	1	151.00	151.00
30	Registration fee per candidate - before first deadline (MAY 2013; Felicia Dilworth; dwl469; Exam)	1	151.00	151.00

Continued

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Page Number Page Pagi	6/34

Item Article Artículo	Description Description Descripción	Quantity Quantité Cantidad	Price Prix Precio	Total Total Total
31	Registration fee per candidate - before first deadline (MAY 2013; Hannah Florence; dwl483; Exam)	1	151.00	151.00
32	Registration fee per candidate - before first deadline (MAY 2013; Emily Forsythe; dwl504; Exam)	1	151.00	151.00
33	Registration fee per candidate - before first deadline (MAY 2013; Jarren Gorka; dwl525; Exam)	1	151.00	151.00
34	Registration fee per candidate - before first deadline (MAY 2013; Stephan Hagen; dwl542; Exam)	1	151.00	151.00
35	Registration fee per candidate - before first deadline (MAY 2013; Princess Hollins; dwl591; Exam)	1	151.00	151.00
36	Registration fee per candidate - before first deadline (MAY 2013; Jolie Huynh; dwl623; Exam)	1	151.00	151.00

**Continued**

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Page Number Page Pagi	7/34

Item Article Artículo	Description Description Descripción	Quantity Quantité Cantidad	Price Prix Precio	Total Total Total
37	Registration fee per candidate - before first deadline (MAY 2013; Alyssa January; dwl644; Exam)	1	151.00	151.00
38	Registration fee per candidate - before first deadline (MAY 2013; Jessica Ho; dqp022; Exam)	1	151.00	151.00
39	Registration fee per candidate - before first deadline (MAY 2013; Colin Kehoe; dwl777; Exam)	1	151.00	151.00
40	Registration fee per candidate - before first deadline (MAY 2013; Adrian Marley-Weaver; dwl809; Exam)	1	151.00	151.00
41	Registration fee per candidate - before first deadline (MAY 2013; Dylan Meals; dwl828; Exam)	1	151.00	151.00
42	Registration fee per candidate - before first deadline (MAY 2013; Andrew Morris; dwl845; Exam)	1	151.00	151.00

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# Sales invoice

## Facture

## Factura

Thomas Gremaud  
Metro Academic & Classical High School  
4015 McPherson Ave  
Saint Louis  
MO 63108  
United States

Invoice number Numéro de facture Número de factura	10619113
Invoice date Date de la facture Fecha de la factura	18-NOV-12
Purchase order number Numéro du bon de commande Número de orden de compra	
Account number Numéro du compte Número de cuenta	S001323DIP
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Item Article Artículo	Description Description Descripción	Quantity Quantité Cantidad	Price Prix Precio	Total Total Total
43	Registration fee per candidate - before first deadline (MAY 2013; Shelby Parnell; dwl859; Exam)	1	151.00	151.00
44	Registration fee per candidate - before first deadline (MAY 2013; Dominique Price; dwl886; Exam)	1	151.00	151.00
45	Registration fee per candidate - before first deadline (MAY 2013; Megan Ratcliff; dwn325; Exam)	1	151.00	151.00
46	Registration fee per candidate - before first deadline (MAY 2013; Darryl Reece; dwn398; Exam)	1	151.00	151.00
47	Registration fee per candidate - before first deadline (MAY 2013; Hunter Regular; dwn410; Exam)	1	151.00	151.00
48	Registration fee per candidate - before first deadline (MAY 2013; Jacob Schmidt; dwn419; Exam)	1	151.00	151.00

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Item Article Artículo	Description Description Descripción	Quantity Quantité Cantidad	Price Prix Precio	Total Total Total
49	Registration fee per candidate - before first deadline (MAY 2013; Anna Scott; dwn426; Exam)	1	151.00	151.00
50	Registration fee per candidate - before first deadline (MAY 2013; Benjamin Spitznagel; dwn436; Exam)	1	151.00	151.00
51	Registration fee per candidate - before first deadline (MAY 2013; Imani Taylor; dwn450; Exam)	1	151.00	151.00
52	Registration fee per candidate - before first deadline (MAY 2013; Kristina Tschomakoff; dwn463; Exam)	1	151.00	151.00
53	Registration fee per candidate - before first deadline (MAY 2013; Ronnel Turner; dwn475; Exam)	1	151.00	151.00
54	Registration fee per candidate - before first deadline (MAY 2013; Kaliice Walker; dwn486; Exam)	1	151.00	151.00

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Item Article Artículo	Description Description Descripción	Quantity Quantité Cantidad	Price Prix Precio	Total Total Total
55	Registration fee per candidate - before first deadline (MAY 2013; Nicholas Wiegand; dwn494; Exam)	1	151.00	151.00
56	Registration fee per candidate - before first deadline (MAY 2013; Karl Wimmer; dwn501; Exam)	1	151.00	151.00
57	Registration fee per candidate - before first deadline (MAY 2013; Shannon Westmoreland; dwh773; Exam)	1	151.00	151.00
58	Registration fee per candidate - before first deadline (MAY 2013; Jordan Banks; dwh792; Exam)	1	151.00	151.00
59	Registration fee per candidate - before first deadline (MAY 2013; Sterling Lawler; dwh801; Exam)	1	151.00	151.00
60	Registration fee per candidate - before first deadline (MAY 2013; Andrew Schmidt; dwh816; Exam)	1	151.00	151.00

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Item Article Artículo	Description Description Descripción	Quantity Quantité Cantidad	Price Prix Precio	Total Total Total
61	Registration fee per subject (MAY 2013; Megan Ratcliff; dwn325; Exam)	1	104.00	104.00
62	Registration fee per subject (MAY 2013; Megan Ratcliff; dwn325; Exam)	1	104.00	104.00
63	Registration fee per subject (MAY 2013; Darryl Reece; dwn398; Exam)	1	104.00	104.00
64	Registration fee per subject (MAY 2013; Hunter Regular; dwn410; Exam)	1	104.00	104.00
65	Registration fee per subject (MAY 2013; Jacob Schmidt; dwn419; Exam)	1	104.00	104.00
66	Registration fee per subject (MAY 2013; Jacob Schmidt; dwn419; Exam)	1	104.00	104.00

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Item Article Artículo	Description Description Descripción	Quantity Quantité Cantidad	Price Prix Precio	Total Total Total
67	Registration fee per subject (MAY 2013; Emma Arett; dqd170; Exam)	1	104.00	104.00
68	Registration fee per subject (MAY 2013; Emma Arett; dqd170; Exam)	1	104.00	104.00
69	Registration fee per subject (MAY 2013; Emma Arett; dqd170; Exam)	1	104.00	104.00
70	Registration fee per subject (MAY 2013; Emma Arett; dqd170; Exam)	1	104.00	104.00
71	Registration fee per subject (MAY 2013; Emma Arett; dqd170; Exam)	1	104.00	104.00
72	Registration fee per subject (MAY 2013; Andrew Riggs; dqd379; Exam)	1	104.00	104.00

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Item Article Artículo	Description Description Descripción	Quantity Quantité Cantidad	Price Prix Precio	Total Total Total
73	Registration fee per subject (MAY 2013; Andrew Riggs; dqd379; Exam)	1	104.00	104.00
74	Registration fee per subject (MAY 2013; Andrew Riggs; dqd379; Exam)	1	104.00	104.00
75	Registration fee per subject (MAY 2013; Benjamin P. Trask; dqr494; Exam)	1	104.00	104.00
76	Registration fee per subject (MAY 2013; Benjamin P. Trask; dqr494; Exam)	1	104.00	104.00
77	Registration fee per subject (MAY 2013; Benjamin P. Trask; dqr494; Exam)	1	104.00	104.00
78	Registration fee per subject (MAY 2013; Kislay Bishnupuri; dwh341; Exam)	1	104.00	104.00

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Item Article Artículo	Description Description Descripción	Quantity Quantité Cantidad	Price Prix Precio	Total Total Total
79	Registration fee per subject (MAY 2013; Kislay Bishnupuri; dwh341; Exam)	1	104.00	104.00
80	Registration fee per subject (MAY 2013; Kislay Bishnupuri; dwh341; Exam)	1	104.00	104.00
81	Registration fee per subject (MAY 2013; Kislay Bishnupuri; dwh341; Exam)	1	104.00	104.00
82	Registration fee per subject (MAY 2013; Kislay Bishnupuri; dwh341; Exam)	1	104.00	104.00
83	Registration fee per subject (MAY 2013; Kislay Bishnupuri; dwh341; Exam)	1	104.00	104.00
84	Registration fee per subject (MAY 2013; Sydney Everett; dwh482; Exam)	1	104.00	104.00

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Item Article Artículo	Description Description Descripción	Quantity Quantité Cantidad	Price Prix Precio	Total Total Total
85	Registration fee per subject (MAY 2013; Sydney Everett; dwh482; Exam)	1	104.00	104.00
86	Registration fee per subject (MAY 2013; Sydney Everett; dwh482; Exam)	1	104.00	104.00
87	Registration fee per subject (MAY 2013; Sydney Everett; dwh482; Exam)	1	104.00	104.00
88	Registration fee per subject (MAY 2013; Sydney Everett; dwh482; Exam)	1	104.00	104.00
89	Registration fee per subject (MAY 2013; Sydney Everett; dwh482; Exam)	1	104.00	104.00
90	Registration fee per subject (MAY 2013; Edgar Harper; dwh525; Exam)	1	104.00	104.00

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Item Article Artículo	Description Description Descripción	Quantity Quantité Cantidad	Price Prix Precio	Total Total Total
91	Registration fee per subject (MAY 2013; Edgar Harper; dwh525; Exam)	1	104.00	104.00
92	Registration fee per subject (MAY 2013; Edgar Harper; dwh525; Exam)	1	104.00	104.00
93	Registration fee per subject (MAY 2013; Edgar Harper; dwh525; Exam)	1	104.00	104.00
94	Registration fee per subject (MAY 2013; Edgar Harper; dwh525; Exam)	1	104.00	104.00
95	Registration fee per subject (MAY 2013; Edgar Harper; dwh525; Exam)	1	104.00	104.00
96	Registration fee per subject (MAY 2013; Thanh Khuu; dwh579; Exam)	1	104.00	104.00

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Item Article Artículo	Description Description Descripción	Quantity Quantité Cantidad	Price Prix Precio	Total Total Total
97	Registration fee per subject (MAY 2013; Thanh Khuu; dwh579; Exam)	1	104.00	104.00
98	Registration fee per subject (MAY 2013; Thanh Khuu; dwh579; Exam)	1	104.00	104.00
99	Registration fee per subject (MAY 2013; Thanh Khuu; dwh579; Exam)	1	104.00	104.00
100	Registration fee per subject (MAY 2013; Thanh Khuu; dwh579; Exam)	1	104.00	104.00
101	Registration fee per subject (MAY 2013; Thanh Khuu; dwh579; Exam)	1	104.00	104.00
102	Registration fee per subject (MAY 2013; Ajinkya Kokate; dwh609; Exam)	1	104.00	104.00

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Item Article Artículo	Description Description Descripción	Quantity Quantité Cantidad	Price Prix Precio	Total Total Total
103	Registration fee per subject (MAY 2013; Ajinkya Kokate; dwh609; Exam)	1	104.00	104.00
104	Registration fee per subject (MAY 2013; Ajinkya Kokate; dwh609; Exam)	1	104.00	104.00
105	Registration fee per subject (MAY 2013; Ajinkya Kokate; dwh609; Exam)	1	104.00	104.00
106	Registration fee per subject (MAY 2013; Ajinkya Kokate; dwh609; Exam)	1	104.00	104.00
107	Registration fee per subject (MAY 2013; Ajinkya Kokate; dwh609; Exam)	1	104.00	104.00
108	Registration fee per subject (MAY 2013; Willow Pastard; dwh641; Exam)	1	104.00	104.00

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Item Article Artículo	Description Description Descripción	Quantity Quantité Cantidad	Price Prix Precio	Total Total Total
109	Registration fee per subject (MAY 2013; Willow Pastard; dwh641; Exam)	1	104.00	104.00
110	Registration fee per subject (MAY 2013; Willow Pastard; dwh641; Exam)	1	104.00	104.00
111	Registration fee per subject (MAY 2013; Willow Pastard; dwh641; Exam)	1	104.00	104.00
112	Registration fee per subject (MAY 2013; Willow Pastard; dwh641; Exam)	1	104.00	104.00
113	Registration fee per subject (MAY 2013; Willow Pastard; dwh641; Exam)	1	104.00	104.00
114	Registration fee per subject (MAY 2013; Hien Ngoc Thi Vo; dwh752; Exam)	1	104.00	104.00

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Item Article Artículo	Description Description Descripción	Quantity Quantité Cantidad	Price Prix Precio	Total Total Total
115	Registration fee per subject (MAY 2013; Hien Ngoc Thi Vo; dwh752; Exam)	1	104.00	104.00
116	Registration fee per subject (MAY 2013; Grace A Dearing; dpw209; Exam)	1	104.00	104.00
117	Registration fee per subject (MAY 2013; Grace A Dearing; dpw209; Exam)	1	104.00	104.00
118	Registration fee per subject (MAY 2013; Grace A Dearing; dpw209; Exam)	1	104.00	104.00
119	Registration fee per subject (MAY 2013; Grace A Dearing; dpw209; Exam)	1	104.00	104.00
120	Registration fee per subject (MAY 2013; Grace A Dearing; dpw209; Exam)	1	104.00	104.00

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Item Article Artículo	Description Description Descripción	Quantity Quantité Cantidad	Price Prix Precio	Total Total Total
121	Registration fee per subject (MAY 2013; Jesse Felix; dpw261; Exam)	1	104.00	104.00
122	Registration fee per subject (MAY 2013; Jesse Felix; dpw261; Exam)	1	104.00	104.00
123	Registration fee per subject (MAY 2013; Jesse Felix; dpw261; Exam)	1	104.00	104.00
124	Registration fee per subject (MAY 2013; Jesse Felix; dpw261; Exam)	1	104.00	104.00
125	Registration fee per subject (MAY 2013; Jesse Felix; dpw261; Exam)	1	104.00	104.00
126	Registration fee per subject (MAY 2013; Samuel Hunt; dqb040; Exam)	1	104.00	104.00

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Item Article Artículo	Description Description Descripción	Quantity Quantité Cantidad	Price Prix Precio	Total Total Total
127	Registration fee per subject (MAY 2013; Hien Ngoc Thi Vo; dwh752; Exam)	1	104.00	104.00
128	Registration fee per subject (MAY 2013; Hien Ngoc Thi Vo; dwh752; Exam)	1	104.00	104.00
129	Registration fee per subject (MAY 2013; Shannon Westmoreland; dwh773; Exam)	1	104.00	104.00
130	Registration fee per subject (MAY 2013; Shannon Westmoreland; dwh773; Exam)	1	104.00	104.00
131	Registration fee per subject (MAY 2013; Shannon Westmoreland; dwh773; Exam)	1	104.00	104.00
132	Registration fee per subject (MAY 2013; Shannon Westmoreland; dwh773; Exam)	1	104.00	104.00

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Thomas Gremaud  
Metro Academic & Classical High School  
4015 McPherson Ave  
Saint Louis  
MO 63108  
United States

Invoice number Numéro de facture Número de factura	10619113
Invoice date Date de la facture Fecha de al factura	18-NOV-12
Purchase order number Numéro du bon de commande Número de orden de compra	
Account number Numéro du compte Número de cuenta	S001323DIP
Page Number Page Pagi	23/34

Item Article Artículo	Description Description Descripción	Quantity Quantité Cantidad	Price Prix Precio	Total Total Total
133	Registration fee per subject (MAY 2013; Shannon Westmoreland; dwh773; Exam)	1	104.00	104.00
134	Registration fee per subject (MAY 2013; Shannon Westmoreland; dwh773; Exam)	1	104.00	104.00
135	Registration fee per subject (MAY 2013; Jordan Banks; dwh792; Exam)	1	104.00	104.00
136	Registration fee per subject (MAY 2013; Sterling Lawler; dwh801; Exam)	1	104.00	104.00
137	Registration fee per subject (MAY 2013; Samuel Hunt; dqb040; Exam)	1	104.00	104.00
138	Registration fee per subject (MAY 2013; Samuel Hunt; dqb040; Exam)	1	104.00	104.00

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Item Article Artículo	Description Description Descripción	Quantity Quantité Cantidad	Price Prix Precio	Total Total Total
139	Registration fee per subject (MAY 2013; Samuel Hunt; dqb040; Exam)	1	104.00	104.00
140	Registration fee per subject (MAY 2013; Samuel Hunt; dqb040; Exam)	1	104.00	104.00
141	Registration fee per subject (MAY 2013; Mauricio Pimentel; dqb049; Exam)	1	104.00	104.00
142	Registration fee per subject (MAY 2013; Andrew Schmidt; dwh816; Exam)	1	104.00	104.00
143	Registration fee per subject (MAY 2013; Taylor Alexander; dwl297; Exam)	1	104.00	104.00
144	Registration fee per subject (MAY 2013; Terri Artis; dwl317; Exam)	1	104.00	104.00

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Item Article Artículo	Description Description Descripción	Quantity Quantité Cantidad	Price Prix Precio	Total Total Total
145	Registration fee per subject (MAY 2013; Terri Artis; dwl317; Exam)	1	104.00	104.00
146	Registration fee per subject (MAY 2013; Terri Artis; dwl317; Exam)	1	104.00	104.00
147	Registration fee per subject (MAY 2013; Terri Artis; dwl317; Exam)	1	104.00	104.00
148	Registration fee per subject (MAY 2013; Seth Brummund; dwl334; Exam)	1	104.00	104.00
149	Registration fee per subject (MAY 2013; Jasmine Burt; dwl350; Exam)	1	104.00	104.00
150	Registration fee per subject (MAY 2013; Liam Butler; dwl363; Exam)	1	104.00	104.00

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Item Article Artículo	Description Description Descripción	Quantity Quantité Cantidad	Price Prix Precio	Total Total Total
151	Registration fee per subject (MAY 2013; Cameron Casey; dwl378; Exam)	1	104.00	104.00
152	Registration fee per subject (MAY 2013; Cameron Casey; dwl378; Exam)	1	104.00	104.00
153	Registration fee per subject (MAY 2013; Naomi Collier; dwl395; Exam)	1	104.00	104.00
154	Registration fee per subject (MAY 2013; Naomi Collier; dwl395; Exam)	1	104.00	104.00
155	Registration fee per subject (MAY 2013; Naomi Collier; dwl395; Exam)	1	104.00	104.00
156	Registration fee per subject (MAY 2013; Chacity Cooper; dwl418; Exam)	1	104.00	104.00

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Item Article Artículo	Description Description Descripción	Quantity Quantité Cantidad	Price Prix Precio	Total Total Total
157	Registration fee per subject (MAY 2013; Hannah Davison; dwl447; Exam)	1	104.00	104.00
158	Registration fee per subject (MAY 2013; Hannah Davison; dwl447; Exam)	1	104.00	104.00
159	Registration fee per subject (MAY 2013; Felicia Dilworth; dwl469; Exam)	1	104.00	104.00
160	Registration fee per subject (MAY 2013; Hannah Florence; dwl483; Exam)	1	104.00	104.00
161	Registration fee per subject (MAY 2013; Emily Forsythe; dwl504; Exam)	1	104.00	104.00
162	Registration fee per subject (MAY 2013; Jarren Gorka; dwl525; Exam)	1	104.00	104.00

**Continued**

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Item Article Artículo	Description Description Descripción	Quantity Quantité Cantidad	Price Prix Precio	Total Total Total
163	Registration fee per subject (MAY 2013; Jarren Gorka; dwl525; Exam)	1	104.00	104.00
164	Registration fee per subject (MAY 2013; Stephan Hagen; dwl542; Exam)	1	104.00	104.00
165	Registration fee per subject (MAY 2013; Princess Hollins; dwl591; Exam)	1	104.00	104.00
166	Registration fee per subject (MAY 2013; Princess Hollins; dwl591; Exam)	1	104.00	104.00
167	Registration fee per subject (MAY 2013; Jolie Huynh; dwl623; Exam)	1	104.00	104.00
168	Registration fee per subject (MAY 2013; Jolie Huynh; dwl623; Exam)	1	104.00	104.00

**Continued**

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Item Article Artículo	Description Description Descripción	Quantity Quantité Cantidad	Price Prix Precio	Total Total Total
169	Registration fee per subject (MAY 2013; Jolie Huynh; dwl623; Exam)	1	104.00	104.00
170	Registration fee per subject (MAY 2013; Alyssa January; dwl644; Exam)	1	104.00	104.00
171	Registration fee per subject (MAY 2013; Alyssa January; dwl644; Exam)	1	104.00	104.00
172	Registration fee per subject (MAY 2013; Colin Kehoe; dwl777; Exam)	1	104.00	104.00
173	Registration fee per subject (MAY 2013; Andrew Riggs; dqd379; Exam)	1	104.00	104.00
174	Registration fee per subject (MAY 2013; Andrew Riggs; dqd379; Exam)	1	104.00	104.00

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Item Article Artículo	Description Description Descripción	Quantity Quantité Cantidad	Price Prix Precio	Total Total Total
175	Registration fee per subject (MAY 2013; Jessica Ho; dqp022; Exam)	1	104.00	104.00
176	Registration fee per subject (MAY 2013; Jacob M. Ingram; dqp027; Exam)	1	104.00	104.00
177	Registration fee per subject (MAY 2013; Jacob M. Ingram; dqp027; Exam)	1	104.00	104.00
178	Registration fee per subject (MAY 2013; Jacob M. Ingram; dqp027; Exam)	1	104.00	104.00
179	Registration fee per subject (MAY 2013; Jacob M. Ingram; dqp027; Exam)	1	104.00	104.00
180	Registration fee per subject (MAY 2013; Jacob M. Ingram; dqp027; Exam)	1	104.00	104.00

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Account number Numéro du compte Número de cuenta	S001323DIP
Page Number Page Pagi	31/34

Item Article Artículo	Description Description Descripción	Quantity Quantité Cantidad	Price Prix Precio	Total Total Total
181	Registration fee per subject (MAY 2013; Adam D. Arcipowski; dqr481; Exam)	1	104.00	104.00
182	Registration fee per subject (MAY 2013; Adam D. Arcipowski; dqr481; Exam)	1	104.00	104.00
183	Registration fee per subject (MAY 2013; Adam D. Arcipowski; dqr481; Exam)	1	104.00	104.00
184	Registration fee per subject (MAY 2013; Adam D. Arcipowski; dqr481; Exam)	1	104.00	104.00
185	Registration fee per subject (MAY 2013; Adam D. Arcipowski; dqr481; Exam)	1	104.00	104.00
186	Registration fee per subject (MAY 2013; Benjamin P. Trask; dqr494; Exam)	1	104.00	104.00

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Page Number Page Pagi	32/34

Item Article Artículo	Description Description Descripción	Quantity Quantité Cantidad	Price Prix Precio	Total Total Total
187	Registration fee per subject (MAY 2013; Benjamin P. Trask; dqr494; Exam)	1	104.00	104.00
188	Registration fee per subject (MAY 2013; Adrian Marley-Weaver; dwl809; Exam)	1	104.00	104.00
189	Registration fee per subject (MAY 2013; Adrian Marley-Weaver; dwl809; Exam)	1	104.00	104.00
190	Registration fee per subject (MAY 2013; Adrian Marley-Weaver; dwl809; Exam)	1	104.00	104.00
191	Registration fee per subject (MAY 2013; Dylan Meals; dwl828; Exam)	1	104.00	104.00
192	Registration fee per subject (MAY 2013; Dylan Meals; dwl828; Exam)	1	104.00	104.00

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Item Article Artículo	Description Description Descripción	Quantity Quantité Cantidad	Price Prix Precio	Total Total Total
193	Registration fee per subject (MAY 2013; Dylan Meals; dwl828; Exam)	1	104.00	104.00
194	Registration fee per subject (MAY 2013; Dylan Meals; dwl828; Exam)	1	104.00	104.00
195	Registration fee per subject (MAY 2013; Andrew Morris; dwl845; Exam)	1	104.00	104.00
196	Registration fee per subject (MAY 2013; Andrew Morris; dwl845; Exam)	1	104.00	104.00
197	Registration fee per subject (MAY 2013; Shelbey Parnell; dwl859; Exam)	1	104.00	104.00
198	Registration fee per subject (MAY 2013; Dominique Price; dwl886; Exam)	1	104.00	104.00

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Page Number Page Pagi	34/34

Item Article Artículo	Description Description Descripción	Quantity Quantité Cantidad	Price Prix Precio	Total Total Total
199	Registration fee per subject (MAY 2013; Dominique Price; dw1886; Exam)	1	104.00	104.00
200	Registration fee per subject (MAY 2013; Megan Ratcliff; dwn325; Exam)	1	104.00	104.00
201	Registration fee per subject (MAY 2013; Mauricio Pimentel; dqb049; Exam)	1	104.00	104.00
202	Registration fee per subject (MAY 2013; Mauricio Pimentel; dqb049; Exam)	1	104.00	104.00
203	Registration fee per subject (MAY 2013; Mauricio Pimentel; dqb049; Exam)	1	104.00	104.00
204	Registration fee per subject (MAY 2013; Mauricio Pimentel; dqb049; Exam)	1	104.00	104.00

Payment due by  
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18-DEC-12

Payment Due Paiement du A pagar	USD	23,425.00
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New York NY 10087-5950

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Para los Colegios del Mundo del IB de Canadá, sírvase enviar los pagos con cheque a

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Si desea más información sobre los giros bancarios o sobre los pagos a colegios solicitantes visite el sitio web público del IB  
<http://www.ibo.org/offices/profsupport/finance/index.cfm>

Please quote school account number and invoice number on all payments  
Veuillez indiquer le numéro de compte de l'établissement et le numéro de facture pour tous les paiements adressés à l'IB.  
Todos los pagos realizados al IB deben incluir el número de cuenta del colegio y el número de factura

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# BOARD RESOLUTION

Date: January 4, 2013

Agenda Item : 02-21-12-33

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Leon Fisher, CFO/Treasurer

Action to be Approved: Insurance Policy Audit

Other Transaction Descriptors:  
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 06-16-11-53

Prior Year Cost \$182,682.00

**SUBJECT:** To approve the payment of the Excess Workers' Compensation Insurance Policy premium audit to Arch Insurance Company through our insurance broker Marsh USA for the 2011-12 fiscal year. The payroll premium audit will result in an additional premium of \$11,430.00. The total audited premium will be \$194,212.00.

**BACKGROUND:** The Excess Workers' Compensation Insurance Policy is purchased to protect the District from workers' compensation claims that exceed \$500,000. The Policy is quoted based on a payroll projection. The premium quoted in the original board resolution was a deposit premium, which was based on the payroll projection provided to the insurance carrier. Once the payroll is finalized and audited by the insurance carrier, Arch Insurance Company, the final audited premium is calculated. For the 2011-12 year, the final audited premium exceeds the deposit premium by \$11,430.00, which is the additional premium now due to the insurance carrier.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.D.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 970-00-170-2514-6261	GOB	Requisition #:
Amount: \$11,430.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$11,430.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600002438

Department: Risk Management

Requestor: Kevin Coyne

Angela Banks, Budget Director

Mary M. Houlihan, Dep. Supt., Operations

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



This audit forms a part of the Policy to which attached, effective on the expiration date of the Policy.

INSURED THE SPECIAL ADMINISTRATIVE BOARD OF THE TRANSITIONAL SCHOOL DISTRICT OF THE CITY OF ST. LOUIS  
 Policy No. WCX 0034341 02 Audit Effective July 1, 2012  
 (12:01 A.M.)

by ARCH INSURANCE COMPANY,

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AUDIT STATEMENT

In consideration of an additional premium of \$11,430.00 it is understood and agreed that the following is the final premium adjustment for the period July 1, 2011 to July 1, 2012 :

No	Actual Exposure	Rate	Earned Premium	Rate Type	Rate Period
1	<u>\$162,572,731</u>	<u>.11940</u>	<u>\$194,112</u>	Payroll	<u>7/1/2011 - 7/1/2012</u>
Total Earned Premium			<u>\$194,112</u>		
Less Advance Premium			<u>(\$182,682)</u>		
Additional Premium			<u>\$11,430</u>		





# BOARD RESOLUTION

Date: January 7, 2013

Agenda Item: 02-21-13-34

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. James Henderson, Chief Human Resource Officer

Action to be Approved:  
Acceptance of Funds/Funding

Other Transaction Descriptors:  
(i.e.: Sole Source, Ratification)

**SUBJECT:** To approve the acceptance of the Medical Loss Ratio (MLR) premium rebate from United Healthcare in the amount of \$276,986.35, the distribution of the Employee and Retiree portion of the rebate to the retirees and employees and the establishment of a District-wide employee Wellness Fund with the remaining portion of the rebate.

**BACKGROUND:** The St. Louis Public Schools (District) has received a premium rebate check from United Healthcare in accordance with the Medical Loss Ratio (MLR) provision of the Affordable Care Act. The breakdown of the rebate may be seen below.

### Total MLR Rebate Distribution

Group	Refund Amount	Recommended Distribution of Funds
Employee Portion of Retiree Refund	\$60,808.24	Returned to Retirees
District Portion of Retiree Refund	\$18,896.04	Placed in Wellness Fund
Employee Portion of Active Employee Refund	\$27,453.47	Returned to Employees
District Portion of Active Employees Refund	\$169,828.60	Placed in Wellness Fund
<b>Total Refund</b>	<b>\$276,986.35</b>	

This is the recommendation of the joint benefits committee.

Accountability Plan Goals: Superintendent's Initiatives

Objective/Strategy:

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)


Fund Source:		Requisition #:
Amount: \$276,986.35		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Reimbursement Amount \$276,986.35	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Human Resources

Requestor:

  
Dr. James Henderson, Chief Human Resource Officer

  
Mary M. Houlihan, Dep. Supt., Operations

  
Angela Banks, Budget Director

  
Leon Fisher, CFO/Treasurer

  
Dr. Kelvin R. Adams, Superintendent





# BOARD RESOLUTION

Date: December 20, 2012

Agenda Item : 02-21-13-35

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Leon Fisher, CFO/Treasurer

Action to be Approved: Financial Report

Other Transaction Descriptors:  
(i.e.: Sole Source, Ratification)

**SUBJECT:** To approve the Comprehensive Annual Financial Report (CAFR) and the Compliance Report for the Fiscal Year Ended June 30, 2012.

**BACKGROUND:** Per Department of Elementary and Secondary Education (DESE) Administrative Rule 5 CSR 30-4.030 Audit Policy and Requirements, "The Board is responsible for transmitting one (1) copy of the report; the related management letter, if one is prepared by the independent auditor; and a copy of the board minutes or board resolution, indicating approval of the audit report to DESE and other copies of the audit report as required by federal laws and regulations to the appropriate agency (ies)." The required documents must be received by DESE before the audit file will be considered complete for the fiscal year.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.D.1.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Finance

Requestor:

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent





# Board Resolution

Date: December 17, 2012  
 To: Dr. Kelvin R. Adams, Superintendent  
 From: Leon Fisher, CFO/Treasurer

Agenda Item: 02-21-13-96  
 Action: X

Action to be Approved: X Financial Report Other Transaction Descriptors: \_\_\_\_\_

**SUBJECT:**  
 Approve the Monthly Transaction Report for December 2012.

**BACKGROUND:**  
 Per board policy and/or directive, the SAB must approve the following transactions: 1) Budget transfers equal to or greater than \$50,000; 2) Budget transfers between funds; 3) Budget transfers involving meeting or travel expenses.

Accountability Plan Goal: Goal III: Facilities, Resources Support Objective/Strategy: III.D.

FUNDING SOURCE: (Location Code) - (Project Code) - (Fund Type) - (Function) - (Object Code)					
Fund Source:	-	-	-	-	Requisition #:
Amount:	No Cost				
Fund Source:	-	-	-	-	Requisition #:
Amount:					
Fund Source:	-	-	-	-	Requisition #:
Amount:					
Cost Not to Exceed	No Cost	<input type="checkbox"/>	Pending Funding Availability		Vendor #:

Department: Budget

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

Monthly Budget Report

Dates: 12-01-2012 - 12-31-2012

Fiscal Year: 2012 - 2012

110-INCIDENTAL

1 SAP Hierarchy Doc #: 0502003416  
SAP Entry Doc #: 0502003287

From:	110-2411	-	183-00-110	-	6411	
To:	110-2411	-	183-00-110	-	6383	1,000.00-
Control No:	B1213-0887					1,000.00
From Amount:						
To Amount:						

Text: Expenses to attend basketball tournament January 3, in Joplin, MO



Monthly Budget Report

Dates: 12-01-2012 - 12-31-2012

Fiscal Year: 2012 - 2012

120-INCIDENTAL

1 SAP Hierarchy Doc #: 0502003410  
SAP Entry Doc #: 0502003282

From:	110-2522	-	820-00-110	-	6371	811.50-
To:	120-1152	-	838-DT-120	-	6261	14.80
	120-1152	-	838-DT-120	-	6231	56.62
	120-1152	-	838-DT-120	-	6143	740.08

Control No: B1213-0883

From Amount: 811.50-

To Amount: 811.50

Text: Establishing budget for extra service payments for ESOL staff  
returning early

ST. LOUIS BOARD OF EDUCATION  
Monthly Budget Report  
Dates: 12-01-2012 - 12-31-2012  
Fiscal Year: 2012 - 2012

233-TITLE I IASA 02-03

1 SAP Hierarchy Doc #: 0502001999  
SAP Entry Doc #: 0502001887

From:	233-1127	-	440-AM-233	-	6384	
To:	233-1127	-	440-AM-233	-	6383	1,600.00-
Control No:	B1213-0851					1,600.00
From Amount:						
To Amount:						

Text: Moving budget to pay for Leadership and Learning Center - Digging Deeper into the Common Core State Standards/ Charlotte, NC/ January 22-23, 2013/Attendees: Vesla Smith

2 SAP Hierarchy Doc #: 0502002044  
SAP Entry Doc #: 0502001920

From:	233-1127	-	440-AM-233	-	6411	4,788.35-
	233-1127	-	440-AM-233	-	6319	2,500.00-
	233-1127	-	440-AM-233	-	6363	1,000.00-
	233-1127	-	440-AM-233	-	6383	915.00-
	233-1127	-	440-AM-233	-	6384	400.00-
	233-1127	-	440-AM-233	-	6541	400.00
	233-1127	-	440-AM-233	-	6443	915.00
	233-1127	-	440-AM-233	-	6541	1,000.00
	233-1127	-	440-AM-233	-	6443	2,500.00
	233-1127	-	440-AM-233	-	6443	4,788.35
Control No:	B1213-0877					
From Amount:						9,603.35-
To Amount:						9,603.35

Text: Transfer needed to purchase more notebooks, and netbook cart.

Monthly Budget Report

Dates: 12-01-2012 - 12-31-2012

Fiscal Year: 2012 - 2012

3 SAP Hierarchy Doc #: 0502003419  
SAP Entry Doc #: 0502003289

From: 233-1127 - 440-AM-233 - 6443 1,100.00-  
To: 233-1127 - 440-AM-233 - 6383 1,100.00

Control No: B1213-0896

From Amount: 1,100.00-  
To Amount: 1,100.00

Text: Moving budget to pay for Leadership and Learning Center - Digging  
Deeper into the Common Core State Standards/ Charlotte, NC/ January  
22-23, 2013/Attendees: Vesla Smith

4 SAP Hierarchy Doc #: 0502002028  
SAP Entry Doc #: 0502001910

From: 233-1177 - 180-AD-233 - 6384 3,300.00-  
To: 233-1177 - 180-AD-233 - 6383 3,300.00

Control No: B1213-0863

From Amount: 3,300.00-  
To Amount: 3,300.00

Text: PD: Common Core Standards Institution Travel Expenditures for Trista  
Harper and Enna Dancy to Hilton Head Island, SC-January 24th and  
25th, 2012.

Monthly Budget Report  
Dates: 12-01-2012 - 12-31-2012  
Fiscal Year: 2012 - 2012

293-MiniFed 1213

1 SAP Hierarchy Doc #: 0502002032  
SAP Entry Doc #: 0502001914

From:	293-3338	- 840-8S-293	- 6371	70,000.00-
	293-3338	- 840-8S-293	- 6371	535.50-
	293-3338	- 840-8S-293	- 6371	140.00-
To:	293-3338	- 840-8S-293	- 6261	140.00
	293-3338	- 840-8S-293	- 6231	535.50
	293-3338	- 840-8S-293	- 6143	70,000.00

Control No: B1213-0864

From Amount: 70,675.50-

To Amount: 70,675.50

Text:

Monthly Budget Report

Dates: 12-01-2012 - 12-31-2012

Fiscal Year: 2012 - 2012

Fund Summary - Transfers Only

Fund Total From 110-INCIDENTAL	:	1,811.50-
To 110-INCIDENTAL	:	1,000.00
Fund Total From 120-TEACHERS FUND	:	0.00
To 120-TEACHERS FUND	:	811.50
Fund Total From 233-TITLE I IASA 02-03	:	15,603.35-
To 233-TITLE I IASA 02-03	:	15,603.35
Fund Total From 293-MiniFed 1213	:	70,675.50-
To 293-MiniFed 1213	:	70,675.50
District Total From	:	88,090.35-
To	:	88,090.35





# BOARD RESOLUTION

Date: December 18, 2012

Agenda Item : 02-21-13-37

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Dan Edwards, Assoc. Supt., Secondary Schools

Action to be Approved:  
Agency/Partnership Agreement

Other Transaction Descriptors:  
(i.e.: Sole Source, Ratification)

Prior Year Cost \$0.00

**SUBJECT:** Approval of the St. Louis Public Schools A+ Schools Program Partnership Plan, and Acceptance of the A+ Schools Annual Report, for the School Year 2012-2013. There is no cost to the district.

**BACKGROUND:** The St. Louis Public School District's A+ Schools Program Partnership Plan and the A+ Schools Annual Report was developed, revised, and approved by the St. Louis Public Schools A+ Partnership Plan Advisory Committee on September 25, 2012. The Plan and Report are to be submitted annually to the Missouri Department of Elementary and Secondary Education in March of each year. The plan was developed and revised to enhance our high school success at identifying students that may drop out of school and the intervention services to be used to meet the needs of such students. In addition, the plan promotes attendance and graduation rates. The plan was developed and revised in cooperation, and with the advice of local business persons, labor leaders, parents, and representatives of community colleges, colleges, and postsecondary career and technical schools. There is a mechanism in place to update the plan annually by those groups of individuals who originally assisted in developing the plan.

**Accountability Plan Goals:** Goal I: Student Performance

**Objective/Strategy:** 1.B.8

**FUNDING SOURCE:** (ex: 111 Location Code - 00 Project Code -110 Fund Type – 2218 Function– 6411 Object Code)

Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
\$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Academic Office

Requestor: Dr. Dan Edwards

  
Dr. Dan Edwards, Assoc. Supt., Secondary Schools

 11/7/2013  
Dr. Nicole Williams, Dep. Supt., Academics

  
Angela Banks, Budget Director

  
Leon Fisher, CFO/Treasurer

  
Dr. Kelvin R. Adams, Superintendent

**A+ ANNUAL REPORT 2012-2013 for All St. Louis Public High Schools which have been Designated as A+ High Schools by the Missouri Department of Elementary and Secondary Education**

UPDATED September 12, 2012 for DESE's A+ Annual Report Due March 30, 2013 and prepared for the January-February 2013 St. Louis Public Schools (SLPS) Special Administrative Board (SAB) meetings. This report was developed for all A+ Designated SLPS High Schools.

**14 SLPS High Schools have Designated as A+ High Schools as of April 2011 by the Missouri State Board of Education. 2 additional SLPS High Schools will be designated as A+ High Schools (College Preparatory High School and St. Louis Medical and Bio Science High School) by the Missouri State Board of Education as of April 2013. A list of all A+ Designated St. Louis Public High Schools Follows:**

**SLPS A+ Designated High Schools**

**Updated September 12, 2012**

- **Beaumont High School-F125; Michael Brown, Principal-- ph. 314.533.2410 or 314.393.5810; Wanda Garner, Counselor and A+ Coordinator; Wanda.Garner@slps.org; 3836 Natural Bridge Ave. 63107**
- **Carnahan High School of the Future-F193; Bruce Green, Principal --ph. 314.457.0582; Audrey Black, Counselor and A+ Coordinator, Audrey.Black@slps.org, Rasheeda Harris, Counselor Rasheeda.Harris@slps.org; 4041 S. Broadway 63118**
- **Central VPA High School-@ Southwest Complex-F186; Amy R. Phillips, Principal—ph. 314.771.2772; Catherine Wrisley, Social Studies Teacher and A+ Coordinator, Catherine.Wrisley@slps.org Shauna Cunningham, Counselor Shauna.Cunningham2@slps.org, Brenda Kelly, Counselor Brenda.Kelly@slps.org; 3125 S. Kingshighway 63139**
- **Cleveland Junior Naval Academy@ Southwest Complex-F144; Susan Viviano, Principal—ph. 314.776.1301 and Marianne Cruz, Counselor and A+ Coordinator—ph. 314.776.1301 Marianne.Cruz@slps.org; 4939 Kemper Ave. 63139**



- Clyde C. Miller Career Academy-F117; Stephen D. Warmack Sr., Principal—ph. 314.371.0394 and Samantha Smith, Teaching and Learning Facilitator and A+ Coordinator- Samantha.Smith@slps.org ; Linze Zarzack, Counselor Linze.Zarzack@slps.org, William Sevier, Counselor William.sevier@slps.org; Pat Edwards, Counselor Patrcia.Edwards@slps.org; 1000 N. Grand 63106
- College Preparatory High School – F150; Charmyn Baker, Principal –ph. 314.345.5651; Twanna Hall – Twanna.Hall@slps.org , A+ Coordinator and Counselor; Pamela Stewart, Counselor Pamela.Stewart@slps.org; 1118 S. 7<sup>th</sup> Street 63104
- Community Access Job Training @ Nottingham -F114; Brian B. O’Connor, Principal –ph. 314.481.4095 and Linda Werner, Linda.Werner@slps.org Communication Arts Teacher and A+ Coordinator; Viola Thames, Counselor Viola.Thames@slps.org ; 4915 Donovan Ave. 63109
- Gateway Institute of Technology-F111; Dr. Elizabeth Bender, Principal—ph. 314.776.3300 and Desiree Speed, Desiree.Speed@slps.org - Counselor and A+ Coordinator and Danielle Deloatch, Assistant Principal for A+ ; L. Bryant, Counselor Lucinda.Bryant@slps.org, Wihlemina Rodney, Counselor Wilhelmina.Rodney@slps.org, D. Speed, Counselor Desiree.Speed@slps.org, D. Nelson, Counselor Deborah.Nelson@slps.org; 5100 McRee Ave. 63110
- McKinley Classical Leadership Academy-F157; Earl Williams, Principal—ph. 314.773.0027; and Zegge Bein, Counselor and A+ Coordinator zegge.bein@slps.org; 2156 Russell Blvd. 63104
- Metro Academic and Classical high School- F156; Dr. Wilfred D. Moore, Principal—ph. 314.534.3894; and Lisa Brougham, Counselor and A+ Coordinator Lisa.Brougham@slps.org ; Chataqua Leonard, Counselor Chat.Leonard@slps.org; 4015 McPherson Ave. 63108
- Roosevelt High School- F168; Crystal Gale, Principal—ph. 314.776.6040; Sonja Little, Counselor and A+ Coordinator, Sonja.Little@slps.org, Allison Mallory, Counselor Allison.Mallory@slps.org, Steven Hall, Counselor Steven.Hall@slps.org; 3230 Hartford Ave. 63118

- Soldan International Studies High School- F173; Dr. Thomas Cason, Principal—ph. 314.367.2396; Christopher Yohe, Counselor and A+ Coordinator - Christopher.Yohe@slps.org ; Ronnie Spivey, Counselor Ronnie.Spivey@slps.org , Jo Ann Ganschaw, Counselor Jo-Ann.Ganschaw@slps.org; 918 Union Blvd. 63108
- Sumner High School- F180; Trista Harper, Principal—ph. 314.371.1048; Roshanda Neal, Counselor and A+ Coordinator, Roshanda.Neal@slps.org , Betty Green, Counselor, Betty.Green@slps.org ; 4268 Cottage Ave. 63113
- St. Louis Medical and Bio Science High School -F151; Tim Murrell, Acting Principal – 314.345.
- Transportation and Law Academy High School @ Northwest- F194; Valerie D. Carter-Thomas, Principal– ph. 314.385.4774; Jacqueline Perry, Data Processor and A+ Coordinator – Jacqueline.Perry@slps.org ; Phyllis Robinson, Counselor Phyllis.Robinson@slps.org ; 5140 Riverview Blvd. 63120
- Vashon High School- F183; Derrick Mitchell, Principal—ph. 314.533.9487; Deanna Neely-Granger, College Summit Teacher and A+ Coordinator – Deanna.Neely@slps.org ; Kynedra Ogunnaike, Counselor kynedra.Ogunnaike@slps.org, Veronica Clay, Counselor Veronica.Clay@slps.org, Courtney Belfor, Counselor Courtney.Belfor@slps.org; 3035 Cass Ave. 63106

UPDATED September 12, 2012

A+ Annual Report

From

St. Louis Public School District

2008-2009, 2009-2010, 2010-2011, 2011-2012 2012-2013 School Years

Developed and Submitted for Approval by the SLPS A+ Schools Partnership Plan Advisory Committee, September 25, 2012 (**Recommended Revisions Bold and Underlined, for Approval September 25, 2012**)

**Requirement 1:** The St. Louis Public School District (SLPS) has established one (1) measurable district-wide performance standard for each of the three (3) goals of the A+ Schools Program. These are incorporated in the District's Comprehensive School Improvement Plan (CSIP). The CSIP was approved by the Special Administrative Board (SAB) on October 14, 2008. The CSIP contains measurable criteria for achievement of program goals and the district has provided plans to meet the determined level of performance for each standard. Each of the SLPS high schools has defined and incorporated the measurable performance standards for each of the three (3) goals of the A+ Schools Program in their School Improvement Plans (SIPs)now Electronic Plan and Electronic Grants System (ePeGs). They have listed and described the instruments and measurement procedures that determine if the district and school have attained the established performance standards for each of the three (3) goals.

Following our Cycle 4 Missouri School Improvement Plan (MSIP) review in April, 2009 the SLPS school District has developed an Accountability plan to resolve the district's MSIP standard deficiencies. The SLPS Special Administrative Board (SAB) Approved the Accountability Plan in December, 2009 and it continues to contain measurable criteria for achievement of A+ Program Goals and the district has provided plans to meet the determined level of performance for each standard.

**Requirement 2:** District level and Building level curriculum and assessment personnel are working on a plan to meet Requirement II that will address a student tracking and reporting system that provides documentation of the relationship between the Show-Me Standards and measurable learner objectives for each course offered toward graduation. Early indications are that three (3) performance standards will be selected to track for each course offered by the school. To review, modify and implement the plan committees will be developed composed of curriculum and assessment personnel at the district level and department chairs, teachers, counselors, data processing personnel, administrators and A+ coordinators at the building level. The district's responsibility through these committees will be to meet the criteria and provide the indicators and documentation necessary to demonstrate the district's compliance with Requirement II.

Mr. Bill Schicht, SLPS Assessment Specialist, identified Show-Me Standards that were the most substantive, have wide applications across the curriculum and are highly essential to post-secondary success. He presented a defensible rationale for the choice of the four (4) Goal Process Standards and supporting measurable learner objectives to be tracked by the schools as they relate to post-secondary success. From his initial work we are specifying listings of measurable learner objectives for each course offered by the schools and are aligning them to the Show-Me standards. Furthermore, learner experiences are being established to give students the opportunity to master and demonstrate mastery of those measurable learner objectives for each course offered by the school across the content areas and assessments are being established to measure student mastery of those measurable learner objectives for each course offered by the school across the content areas.

For each specific assessment, a mastery level that is appropriate to that assessment in the context of the content area and course are being established as well as scoring guides. Finally, an electronic **instructional management system (EDMIN) is being adopted** for tracking, monitoring and reporting student mastery of the measurable learner objectives for the school across all content areas. **Dr. Doar, Director for Assessment St. Louis Public Schools is coordinating the adoption and implementation of the EDMIN Instructional Management System that includes lessons with** measurable Learner objectives, learner experiences, assessments and scoring guides directly addressing the four Show-Me Goal Process Standards used to improve student achievement and school effectiveness.

**Prioritizing Goal Process Standards for SLPS High Schools**

Table 1 (below) contains the results of an analysis conducted by SLPS to identify three or four Goal Process Standards (GPS) to prioritize for improvement in Communication Arts, Science and Mathematics. The analysis contained in Table 1 was based on the results of MAP testing completed in the most recent test year of 2008. Four GPS (identified as shaded cells below) were identified for priority improvement status based on this analysis: Math: 1.6, 1.10, and 3.5; Science 1.6, 1.10 and 3.5; and Comm. Arts 1.6, 2.2 and 3.5.

**Table 1:**

**DESE's Goal Process Standards (GPS), for High Schools, as MAP Tested in 2008**

**Mean % of Possible Points that were Earned (& Total Points Possible)**

**in MAP Science (SC), MAP Math (MA), and MAP Comm Arts (CA)**

**Results for all SLPS High School Students Combined**

<b><u>GPS</u></b>	<b><u>Description of GPS</u></b>	<b><u>CA</u></b>	<b><u>MA</u></b>	<b><u>SC</u></b>	<b><u>GPS</u></b>
1.1	develop research questions/ideas	N/A% (00)	33.0%(02)	45.0%(01)	1.1
1.2	conduct research	N/A% (00)	71.0%(01)	N/A% (00)	1.2
1.3	design/conduct investigations	N/A% (00)	N/A% (00)	28.2%(10)	1.3
1.5	comprehend/evaluate resources	91.0%(01)	53.6%(05)	28.3%(03)	1.5

1.6	discover/evaluate relationships	52.7%(31)	34.7%(22)	23.2%(26)	1.6
1.7	evaluation information	N/A% (00)	N/A% (00)	29.0%(02)	1.7
1.8	organize data and ideas	N/A% (00)	N/A% (00)	31.2%(06)	1.8
1.10	apply information, ideas, skills	N/A% (00)	16.6%(07)	34.3%(40)	1.10
2.1	plan and make presentations	66.1%(09)	N/A% (00)	N/A% (00)	2.1
2.2	revise communications	51.1%(14)	N/A% (00)	N/A% (00)	2.2
2.4	present perceptions and ideas	39.0%(02)	N/A% (00)	N/A% (00)	2.4
3.1	identify and define problems	N/A% (00)	47.8%(10)	N/A% (00)	3.1
3.2	apply others' strategies	N/A% (00)	29.5%(04)	N/A% (00)	3.2
3.3	apply one's own strategies	N/A% (00)	46.1%(10)	N/A% (00)	3.3
3.4	evaluate problem-solving processes	N/A% (00)	40.0%(01)	N/A% (00)	3.4
3.5	reason logically	48.4%(16)	33.2%(06)	20.8%(04)	3.5
3.6	examine solutions from many perspectives	N/A% (00)	38.3%(03)	N/A% (00)	3.6
3.8	<u>assess consequences</u>	<u>N/A% (00)</u>	<u>24.0%(01)</u>	<u>34.5%(02)</u>	<u>3.8</u>
ALL	<b>Overall Totals</b>	<b>53.3%(73)</b>	<b>37.8%(72)</b>	<b>29.6%(94)</b>	<b>ALL</b>
GPS	<b>Description of GPS</b>	<b>CA</b>	<b>MA</b>	<b>SC</b>	<b>GPS</b>

### Selection Criteria Employed

Three criteria were employed to determine this set of GPS to target for improvement in coming years: 1) that the selected GPS cuts across all three curricula; 2) that the selected GPS is heavily weighted (high point value) on the State's MAP tests; and 3) performance by SLPS students below average on the selected GPS.

Three GPS met the first criteria of being present in all three curricula: 1.6, 3.5 and 1.5. However, GPS 1.5 was not included in the final set because it was not weighted heavily on the MAP tests, and students did better than average on GPS 1.5 in both Communication Arts and Math. GPS 1.10 was selected instead of 1.5 for both Math and Science because it was weighted significantly by both content areas. However, since GPS 1.10 did not appear in Communication Arts, GPS 2.2 was selected as the third and final priority choice in Communication Arts. GPS 2.2 was weighed the third highest in Communication Arts on MAP 2008, and students scored below average on 2.2 in Communication Arts as well. But GPS 2.2 was not tested in either Mathematics or Science.

Final Prioritization of Goal Process Standards

Table 2 below provides the matrix of the GPS prioritized for improvement in following years. It is evident from this table that this set of four GPS optimizes each of the three selection criteria. On the first selection criterion, two of the GPS (1.6 and 3.5) cut across all three subjects, and a third GPS (1.10) cuts across two of the subjects. On the second criterion, the set of three GPS selected for each content area constitutes the majority of points possible for each area. On the third selection criterion, in all instance but one (GPS 1.10 in Science) student performance on the GPS selected was below the overall average for that content area.

**Table 2:**

**Matrix of Goal Process Standards Selected for Prioritization**

**In Communication Arts (CA), Mathematics (MA) and Science (SC)**

**For All Students in SLPS High Schools**

<b><u>GPS</u></b>	<b><u>Description of GPS</u></b>	<b><u>CA</u></b>	<b><u>MA</u></b>	<b><u>SC</u></b>	<b><u>GPS</u></b>
1.6	discover/evaluate relationships	52.7%(31)	34.7%(22)	23.2%(26)	1.6
1.10	apply information, ideas, skills	N/A% (00)	16.6%(07)	34.3%(40)	1.10
2.2	revise communications	51.1%(14)	N/A% (00)	N/A% (00)	2.2
3.5	reason logically	48.4%(16)	33.2%(06)	20.8%(04)	3.5
<b>ALL</b>	<b>Overall Totals</b>	<b>53.3%(73)</b>	<b>37.8%(72)</b>	<b>29.6%(94)</b>	<b>ALL</b>

A Plan to Emphasize Priority GPS in Instructional Practices

Four strategies will be employed to ensure that these four priority GPS will be converted into instructional objectives by teachers and then used consistently by them in order to improve achievement outcomes on the MAP tests.

- First, the District will provide a resource guide (see example from Communication Arts in Table 3, below) for teachers containing all items from DESE’s expanded GPS Item Analysis for MAP 2008. The individual MAP items in this resource guide will be grouped in order first by content area (i.e, Science, Mathematics or Communication Arts), then by Goal Process Standard (i.e, 1.6, 1.10, 2.2 or 3.5), then by Grade Level Expectation (GLE).
- Second, the current curriculum guides in high school Mathematics, Science, and Communication Arts courses will be indexed in order to identify each instructional section relevant to any one of these four priority GPS.
- Third, one or more relevant GPS will be identified for each question on each of the District’s Kaplan benchmark assessments this school year, and for each year thereafter. Those benchmark questions loading on any of the four priority GPS will be analyzed separately for each high school, and the results of this analysis will be provided to each school as a way to monitor whether specific progress is being made in the students’ mastery of these selected and prioritized skill sets.
- Fourth, teachers in MAP-tested content areas will rate at end-of-course the degree of mastery exhibited by each student on each of the four high-priority GPS. They will indicate and document their ratings by completing the form contained in Table 4 (see example below). A three-part rating scale will be employed for this purpose...Full Mastery, Partial Mastery, or Minimal Mastery. The teacher must also indicate on the form the source of evidence that they used to formulate their rating of each student on each GPS.

**Table 3**  
**Teacher Resource Guide to Priority Goal Process Standards (GPS)**  
**MAP Questions as Described in DESE’s Item Analysis Expanded for GPS Codes 1.6, 1.10, 2.2, & 3.5**

<u>Subject</u>	<u>Grade</u>	<u>GPS</u>		<u>GLE</u>		<u>DOK Code</u>	<u>DOK Description</u>	<u>Session/Item</u>	<u>QT</u>	<u>Total</u>		
		<u>Code</u>	<u>GPS Description</u>	<u>Code</u>	<u>GLE Description</u>					<u>Pts. Poss.</u>	<u>Avg. # Earned</u>	<u>Avg % Earned</u>
CA	11	1.6	discover/evaluate relationships	R1E	Develop vocabulary through text, using <input type="checkbox"/> roots and affixes <input type="checkbox"/> context clues <input type="checkbox"/> glossary, dictionary and thesaurus	2	Skill/Concept	1 / 2	MC	1	0.20	12.50
CA	11	1.6	discover/evaluate relationships	R1E	Develop vocabulary through text, using <input type="checkbox"/> roots and affixes <input type="checkbox"/> context clues <input type="checkbox"/> glossary, dictionary and thesaurus	2	Skill/Concept	3 / 5	MC	1	0.22	13.00

**Table 4: Teacher's Rating of Student Mastery of Priority Goal Process Standards**

School Name \_\_\_\_\_ Date \_\_\_\_\_

Course Title \_\_\_\_\_ Instructor's Name \_\_\_\_\_

*Instructions: At end-of-course, use the following rating scale to assess each student's degree of mastery of each of the three priority GPS covered by the course:*

*1= Fully Mastered; 2=Partially Mastered; 3=Minimally Mastered; CN=Can't Evaluate*

	Goal Process Standard				
<u>Student's Name</u>	<u>1.6</u>	<u>1.10</u>	<u>2.2</u>	<u>3.5</u>	<u>Source of Evidence for Rating</u>



### Impact of Switching from Grade Level Expectations (GLE) to Course Level Expectations (CLE)

The ability of SLPS to track improvement over time on MAP tests in students' mastery of this set of GPS depends on DESE continuing to crosswalk all questions on the MAP to the State's original set of Goal Process Standards (GPS). It is evident from the initial release of Course Level Expectations (CLE) that DESE does intend to maintain bidirectional linkages from CLE to GPS, just as previous bidirectional linkages existed between GLE and GPS.

While we already know which GPS will be associated with which CLE, the test weightings associated with individual course level expectations remain to be determined by means of test item analysis to be provided several months after the completion of MAP 2009. Thus, the present analysis used the previous MAP results from 2008 to establish priority GPS, even though the GPS thus selected could only be related to the older, and now obsolete, grade level expectations, but not to the current course level expectations. Accordingly, it is the District's intention to re-do the current analysis next year to identify an updated set of priority GPS, as well as their specific linkages to the newer course level expectations in place of grade level expectations.

SLPS High School Principals at their administrative meetings on April 16, 2009 and May 12, 2009 were asked to review, change if necessary and verify the use of the Show-Me Goal Process Standards (GPS 1.6, 1.10, 3.5, and 2.2) that would be the basis for developing measurable learner objectives for each course offered toward graduation and tracked across content areas and courses. On May 12, 2009 Dr. Elizabeth Bender made a motion to approve the Show-Me Goal Process Standards 1.6, 1.10, 3.5 and 2.2 as the Goal Process Standards that would be the basis for developing measurable learner objectives for each course offered toward graduation and tracked across content areas and courses. The motion was seconded by Dr. Wilfred Moore and after discussion the motion was approved unanimously.

Subsequently, District Level SLPS Curriculum and Instruction Supervisors meet twice and reviewed the A+ Schools Program requirements for curriculum compliance with the A+ Schools Program and the rationale for the use of the four (4) Show-Me Goal Process Standards for the identification of measurable learner objectives in each course.

Technical Assistance was sought from the Missouri Department of Elementary and Secondary Education (DESE) to work with SLPS Curriculum and Supervision Supervisors to bring the district and schools into compliance with A+ Curriculum Requirements. This meeting is scheduled for September 16, 2009 with Dr. Sharon Hoge, Director, Curriculum and Literacy Services DESE and our Curriculum and Instruction Supervisors.

Substantial progress has been made to finalize this tracking process for the 2010-2011, 2011-2012 and 2013 School Years. Three lessons, meeting criteria established above, have been entered into the ADMIN\_Instructional Management System enabling all teachers to access their course A+ Lessons and to track their student's progress on mastering the course A+ Lessons, objectives and identified District priority Show-Me Goal Process Standards.

**Requirement 3:** The District has a comprehensive K-12 guidance program in place. SLPS guidance personnel have a District Guidance Manual, a Master Building Level Counselor Guidance Manual and a Guidance Curriculum with multiple resources to address SLPS guidance and counseling needs. In addition, a booklet to prepare students for college entrance has been adopted. Adherence to the MSIP/A+ Requirements and Standards by all SLPS secondary counselors is being done and observed for personnel performance evaluation purposes and program evaluation purposes (Counselor Performance Based Evaluation, IIR and PROBE)

Students have a four year plan (Personal Plan of Study-PPS) that designates a course of study that is based on career pathways leading to post secondary studies and/or high wage jobs (Parent , Student and Counselor signatures are recorded annually on the PPS to demonstrate mutual consent and involvement in the development of the student's PPS). CareerCrusing is the electronic process students are using to develop their career pathways, choose appropriate courses to follow the career pathways and develop their Personal Plan of Study. Student and their parents annually review a student's four year plan (PPS) and changes of courses of study are allowed. Parents and students are given information annually regarding the student's progress toward completion of the courses of study they have selected for graduation. A procedure is available and used in the district to reduce and eliminate general track courses. The Internal Improvement Review has been completed in each high school and an action plan has been developed and implemented for each high school.

- Counselors were given an intensive Professional Development Program each fall significantly supported by A+. Emphasis was placed on program and personal evaluation to strengthen counselor accountability for implementing the Model Guidance Program in their buildings. To support this effort A+ participated in developing a Handbook for counselors that identifies all A+, MSIP, and Model Guidance Program requirements and enables each counselor to compile artifacts to demonstrate that they are in compliance. A+ is instrumental in supporting monitoring the implementation of the Model Guidance Program by each counselor in each high school.

In addition, A+ developed the Saint Louis Public School District "Transition to College Access Planning Guide" that all counselors use when working with their students.

**Requirement 4:** The District has emphasized the need to address the requirement of rigorous course work with standards of competency in all academic subjects. This is evident in the adoption of the Professional Learning Communities Model with an emphasis on “Smart Goals” and common assessments, the use of Kaplan to provide for curriculum and common assessments tied to the Show-Me Standards in our core subjects at the secondary level. Further evidence of the District’s commitment to providing rigorous course work for our students is the implementation of the Advancement Via Individual Determination (AVID) program which is a comprehensive college readiness system offered to most of our 9<sup>th</sup> graders and available as an elective to 10<sup>th</sup> 11<sup>th</sup> 1<sup>st</sup> 12<sup>th</sup> grade students and a significant expansion of our Advancement Placement (AP) course offerings and a similar increase in the numbers of students taking AP classes.

The District and schools have increased the number of high school curriculum upper-level course offerings in biology, chemistry, communication arts, mathematics and physics including advanced placement courses. Our goal is to have fifty percent of the district’s juniors and seniors enrolled in either advanced courses or vocational courses and to eliminate high school general track courses that do not prepare students upon graduation to successfully enter and/or progress in employment and/or post secondary education.

**Requirement 5:** The A+ Partnership Plan Advisory Committee met March 31, 2009, and September 15, 2009. The third and fourth meetings for the A+ Partnership Plan Advisory Committee occurred April 13, and September 28, 2010. The fifth and sixth meetings of the A+ Partnership Plan Advisory Committee occurred March 29, 2011 and September 27, 2011. **The seventh meeting occurred March 27, 2012 and the eighth meeting is scheduled for September 25, 2012.** We have enlisted committee members who include local business persons, labor leaders, parents, and representatives of colleges and postsecondary vocational and career-technical schools. This A+ Advisory Committee advised on the development of the partnership plan and approved the plan at their September 15, 2009 meeting. On September 28, 2010 they reviewed the plan, made changes and approved it for Special Administrative Board acceptance in the spring of 2011. **On September 27, 2011 the Partnership Plan Advisory Committee reviewed, revised and approve the Plan for Special Administrative Board (SAB) acceptance at their January- February Meetings. On September 25, 2012 the Partnership Plan Advisory Board will be asked to approve the revised Plan for SAB Acceptance at their January – February Meetings.** The plan specifies a mechanism to receive information on an annual basis from those who developed the plan in addition to senior citizens, community leaders, and teachers to update the plan in order to best meet the goals of the program; the plan details the procedures used in the school to identify students that may drop out of school and the intervention services to be used to meet the needs of such students; and the plan outlines counseling and mentoring services provided to students who enter the work force upon graduation from high school, address apprenticeships and intern programs and contains procedures for the recruitment of volunteers from the community of the school.

**Requirement 6:** We have in place the Student information System (SIS) that maintains all of our school records for each student attending school in the district. We maintain written A+ Application Agreements on file and status reports for each of our students including a valid transcript showing grade point average (GPA) of 2.5 or higher on a 4.0 scale (beginning with the class of 2015, students must “pass” – get advanced or proficient scores on the Algebra I EOC Assessment to be A+ eligible at graduation –students may retake the Algebra I EOC Assessment if necessary, prior to high school graduation if the student and school wish for them to do so in order to attain A+ eligibility), enrollment and attendance (at least ninety-five (95) percent accumulative attendance record), attendance at a designated A+ school for at least three (3) consecutive years immediately prior to graduation, good citizenship and avoidance of the unlawful use of drugs/alcohol documentation, fifty (50) hours of academic unpaid tutoring (25%, 12.5 hours of the tutoring/mentoring component can be completed through job shadowing – effective for the 2011-2012 school year), FAFSA application verification, registration for selective service if applicable, the student’s Social Security number, citizenship status and graduation from a designated A+ school.

We have in place with our A+ Coordinators at each SLPS High School a system to provide entrance and eligibility status information for qualifying students of the A+ Schools Student Financial Incentives to A+ qualified post-secondary institutions of their choice. In addition, we have included in this reporting system the reporting to DESE (June Student Core file via MOSIS) annually following graduation information regarding the qualifying students for the A+ Schools Program Student Financial Incentive.

**Requirement 7:** Historical data has been compiled for each year requested (past seven (7) school years) and additional data will be added as received. Historical data compiled includes the following: Annualized high school drop out rate; Graduation rate; Enrollment by grade level; Number of high school graduates continuing education (disaggregated by vocational-technical, 4-year, 2-year institutions); Number of high school graduates entering the labor force; Vocational education enrollment and by location; Placement rates for each vocational education program and location; Number of at-risk students identified; Number of students enrolled in A+ Tuition Assistance Program as a total and as a percent of the total high school population; and ACT Score averages and number of students participating.

Provisions have been made to annually collect and maintain the historical data needed for A+ Program compliance and this data will be annually summarized and analyzed to determine continuing performance standard attainment, to provide evaluative information and to contribute to the formulation of continuous improvement planning and implementation.

**Requirement 8:** The A+ Advisory Committee will address our local ongoing evaluation of the A+ Schools Program in the Partnership Plan development.

The local ongoing evaluation of the A+ Schools Program is a part of our Partnership Plan. Our ongoing system of evaluation addresses all aspects of our educational programs, services and activities; including those related to the A+ Schools Program, and contributes to continuous improvement through the District's CSIP, now Accountability Plan and each school's SIP (ePeGs).

**The A+ Schools Partnership Plan Advisory Committee will consider approval of this annual A+ Schools Program Evaluation at their September 25, 2012 meeting.**

**This evaluation report will be updated, and a request for acceptance will be made to the SLPS Special Administrative Board at their Meetings at their January - February 2012 Meetings.**

**Requirement 9:** The District has included the A+ Schools Program in the District's CSIP, now Accountability Plan as a school improvement program. Each SLPS High School has included the A+ Schools Program in their building level School Improvement Program (ePeGs). A budget is in place supporting the A+ Schools Program and a five year federal grant (High School Graduation Initiative (HSG1) 2010) assures that the A+ Schools Program will be sustained over time. At the District level a lead A+ Coordinator (Dr. James Dishman) and **two Assistant A+ Coordinators (Mr. Tony Glover, and Ms. Deb Coco)** have been employed through the High School Graduation Initiative Grant (HSG1) 2010 and A+ coordinators have been designated at each high school to operate the program.

A signed assurance to the Department that the district/ school will sustain planning, implementation and evaluation efforts and will report any requested documentation and/or reports necessary to determine continuous improvement and positive performance of the A+ Schools Program is included in our artifacts for Requirement 9 compliance.

**We are in compliance with all A+ Schools Program Requirements and ALL of the District's 14 high schools have been designated as A+ High Schools. The Missouri State Board of Education designated all St. Louis Public high schools as A+ High Schools at their April 2011 Board Meeting. SLPS A+ qualified students are attending Missouri Community Colleges or post-secondary Career and Technical Schools with A+ Financial Assistance the falls of 2011 and 2012 if they elected to do so. One Hundred and nine (109) SLPS Seniors were designated as A+ Eligible in the graduating class of 2011 and Two Hundred and Twenty Eight (228) were A+ Eligible in the graduating class of 2012. We will be submitting two new SLPS High Schools (College Preparatory High School and Saint Louis Medical and Bio Science High School) for Designation by the Missouri Department of Elementary and Secondary Education in April 2013.**

**Requirement 10:** SLPS District went through Cycle 4 MSIP review in April, 2009. Preliminary results of this review prompted the District to develop an Accountability Plan to address the District's deficiencies and to bring the district to Accredited Certification. Several of our SLPS High Schools met AYP Standards for 2008-2011.

**Requirement 11:** Spin-off activities are taking shape and they are resulting from our partnership plan and the input of our A+ Partnership Plan Advisory Committee. These spin-offs are in the area of career-technical education, apprenticeships and internships, graduation rate improvement, community college enrollment, and application for federal monies to attend post secondary education.

A+ is part of a federal grant," High School Graduation Initiative Grant (HSG1) 2010." The district's inclusion of the A+ Program in this significant grant to address our Graduation Rate indicates the recognition of the A+ Schools Program's importance and central role in improving our student's graduation rate.

A+ has forged a close partnership with the St. Louis Community College (STLCC) to help St. Louis Public School District students enroll in the St. Louis Community College by sponsoring the Mobile Enrollment program of STLCC at each of our high schools. In addition, to Mobile Enrollment we have become active in promoting the review and remediation efforts to prepare our students to take the community college placement exam, COMPASS.

**We are actively involved in a partnership this school year with Ranken Technical College to dually enroll qualified SLPS students in their second semester senior year at SLPS and Ranken. We are making available COMPASS Placement Test Preparation activities for SLPS students with lessons developed for the A+ Program. We will share information regarding this initiative at our meeting on the 25<sup>th</sup>.**

**A+ is taking a leadership role to improve our Algebra I EOC Assessment student scores in anticipation of the additional A+ eligibility requirement that each eligible A+ student must "pass" (beginning with the class of 2015,) –get advanced or proficient scores on the Algebra I EOC Assessment to be A+ eligible at graduation. We will help plan and implement a strategy to raise our student's mathematics scores beginning in the middle school years. Already the State has agreed to allow students to retake the Algebra I EOC Assessment if necessary in an attempt to attain A+ eligibility. In addition, the state has waived repeat testing on the Algebra I EOC as a penalty to our accreditation efforts.**

A+ has partnered with College Summit, and STLCC to enable all (two thousand) of our graduating seniors to complete the Free Application for Federal Student Aid (FAFSA). We want to complete this process by March 1, 2011.

A+ continues to be significantly involved with assisting the District's Counseling Department maintain A+, MSIP and Model Guidance Program requirements as indicated in Requirement 3 above. In recognition of our adherence to the State's Model Guidance Program requirements our Guidance Counseling manager Ms. Ira Bivens has been selected to serve on the Guidance and Counseling State Advisory Committee.

**SUMMARY:** Requirement VIII of the A+ Schools Program requires that a local ongoing evaluation system must be established that will determine the effectiveness of the activities utilized to implement the A+ Schools Program. These evaluation results are to be presented to the local board of education on a regular basis. This report is a part of this ongoing evaluation system for the A+ Schools Program.

PRESENTED AND ACCEPTED ON: \_\_\_\_\_

BY:

\_\_\_\_\_

(Special Administrative Board CEO)

\_\_\_\_\_

(Superintendent)

\_\_\_\_\_

(Associate Superintendent for Secondary Schools)

\_\_\_\_\_

(District A+ Coordinator)





**St. Louis Public School District (SLPS)**

**A+ Schools Program**

**Partnership Plan**

Developed and Approved by the SLPS A+ Schools Program Partnership Plan Advisory Committee September 15, 2009; Recommended Revision April 13, 2010; Recommended Revisions Approved September 28, 2010, September 27, 2011, September 25, 2012

**Recommended Revisions September 25, 2012(Bold and Underlined)**

Approved by the SLPS Special Administrative Board (SAB), October 20, 2009

Revisions Approved by the SAB, February 17, 2011 and February 16, 2012

**SECTION A: The A+ Schools Program and the St. Louis Public School District**

The goals of the A+ Schools Program complement the vision, mission and philosophy of the St. Louis Public School District. The goals of the A+ Schools Program are:

- All students will graduate from high school
- All students will complete a selection of high school studies that is challenging and has identified learner expectations
- All students will proceed from high school graduation to a college, post-secondary vocational or technical school, or a high wage job with workplace skill development opportunities.

**St. Louis Public School District Mission Statement**

We will provide a quality education for all students and enable them to realize their full intellectual potential.

**St. Louis Public School District Vision Statement**

St. Louis Public Schools is the district of choice for families in the St. Louis region that provides a world-class education and is nationally recognized as a leader in student achievement and teacher quality.

**St. Louis Public School District Core Beliefs**

- ❖ All children can learn, regardless of their socioeconomic status, race, or gender.
- ❖ The African American Achievement Gap can be eliminated.
- ❖ Parents must be included in the education process.
- ❖ Competent, caring, properly supported teachers are essential to student learning.
- ❖ The community must be involved in encouraging high achievement for all Children.
- ❖ The St. Louis Public Schools are obligated to help students overcome any obstacle that may hinder their learning by forming partnerships with the entire community.

## **SECTION B: A+ Goals and Performance Standards**

- Goal A: All students will graduate from high school.
  - The annual graduation rate will increase by 2% annually until we are above the MSIP Standard of 94%.
  - Average daily attendance rate will increase until a rate of 95% is attained.
- Goal B: All students will complete a selection of high school studies that is challenging and, for which, there are identified learner expectations.
  - All courses will be placed in career pathways and have measurable learning expectations aligned to the Show-Me Standards.
  - 75% of students will complete an advanced course or a career/technical course.
- Goal C: All students will proceed from high school graduation to a college, post-secondary vocational or technical school, or attain a high-wage job with workplace skill development opportunities.
  - 75% of students will attend a 2 or 4 year college, career-technical school or attain a high wage job with work place skill development opportunities.
  - Counselors will work with all students to complete four-year plans based on Career Interest Survey results.

## **SECTION C: The A+ Advisory Board**

This Partnership plan will be developed with the advice and collaboration from local business persons, labor leaders, parents, teachers, school administrators, senior citizens, and representatives of local colleges and post-secondary vocational and career-technical schools. This Partnership Plan will help ensure that district students will be better prepared for graduation, employment and/or post-secondary education. The knowledge and experiences contributed by members of the Advisory board in drafting this plan will result in a program designed to provide our students a firm base of academic and technical skills plus experiences on which to build their futures.

## **SECTION D: Annual Information**

The following information will be sent to the Missouri Department of Elementary and Secondary Education (DESE) on an annual basis:

- Annualized high school drop out rate
- Graduation rate
- Number of students enrolled by grade level, K-12
- Number of High school graduates continuing their education at 4-year colleges and universities, community colleges, or vocational/career-technical schools
- Number of high school graduates entering the labor force
- Career Education enrollment disaggregated by program
- Career Education follow-up/placement rates
- Number of students participating in the A+ Schools Program
- ACT Scores

The plan for the collection and reporting of this information will be as follows:

- Information will be gathered from the SLPS Accountability department and DESE website concerning the drop out rate, graduation rate and enrollment.
- Information concerning post-secondary education, career/technical prep enrollment, and graduates entering the labor force or military will be gathered from a survey that will be distributed to all graduates.
- The A+ Schools Coordinator will keep on file a copy of the Student Participation Agreement signed by each A+ Student. The A+ coordinator will track the grade point average, attendance, citizenship, and tutoring records of all A+ Schools Program participants.

### **SECTION E: Identification of At-Risk Students**

The SLPS School Public School District recognizes that the dropout rate is a critical issue for our district, parents, students and community. This is illustrated by the significant number of objectives to lower the dropout rate found in the SLPS Accountability Plan recently approved by the Special Administrative Board ( December, 2009) and developed to address deficiencies found in our Cycle IV MSIP Review (April, 2009). Objective B of the Accountability Plan has as an action step maximizing the learning of secondary students through instructional and administrative focus. Strategy 8 (objective I.B.8.) has an action step to increase the graduation rate to reach the MSIP standard (85%) and additional strategies, objectives and action steps including the following address the emphasis the district is placing on lowering the dropout rate: objective I.B.8.a Identify and articulate options for graduation to improve the district rate to close the gap of the state average, I.B.8.b Ensure all levels of high school students are on track for graduation and have a contingency plan, I.B.8.c Work with community and business sector to identify mentors for students at risk of dropping out of high school, Strategy 9 - objective I.8.9 Ensure that 100% of students graduating are both career and college ready as they proceed to post-secondary opportunities, I.8.9.a Design a process to provide support services and safety nets for potential dropouts, I.8.9.b Establish a targeted plan to address students at risk of dropping out of school and recovering dropouts at each school site, I.8.11.a Implement a 4 – year electronic graduation plan at the end of 8<sup>th</sup> grade, I.8.11.b Require guidance counselors to conduct annual review of transcripts and four year career plans with students, and I.8.11.c Require guidance counselors to meet with every student at the beginning of the junior and senior year to assess earned credit toward graduation status and bridging to post-secondary goals.

These strategies, objectives and action steps to lower the dropout rate have starting and ending dates mostly with fall and spring dates of this school year (2009-2010) respectively. In addition, benchmarks, completion evidences and owners are identified to address the objectives. Finally, the District envisions the development of a dropout recovery plan which focuses more on prevention beginning in elementary school, rather than responding after the student drops out as a culmination of all of this effort to lower the dropout rate. We expect to see a clear paper trail from identification of the at-risk student, to referral, to intervention and/or alternative education delivery for the student. Along the way this process and procedures will need to be formalized, systematic and monitored by a single building level person or team responsible to stay engaged with the student until dropout recovery is possible or all alternatives have been explored.

Ongoing District dropout prevention and dropout recovery programs are continuing to operate in the district. Those programs and activities that are deemed to be working will be incorporated into the dropout recovery plan under development. Presently at-risk student identification procedures, at-risk student referral procedures, monitored at-risk intervention strategies and alternative educational delivery systems for at-risk students are in place in the district. The dropout plan will require activities to prevent or recover dropouts be monitored, routine, formal, and systematic with clear responsibilities for implementation at the building level. The designated building level team and reporting individual will be responsible to identify and refer at-risk students to the appropriate individuals or programs suitable to the students needs and to follow up to determine if the students are making academic progress toward post-secondary education or high wage job placement with skill development opportunities.

Current dropout intervention or alternative education programs include the following programs for at-risk students and/or dropout students.

- Students in Transition, is a program mandated by the McKinney-Vento Homeless Assistance Act and address the needs of homeless students in our district. When students are identified as homeless, the school social worker serves as the entry point for services. In addition, Parent Support Specialist and parents are asked to identify those students who may need homeless services. Identified students may receive help with shelter access, hygienic supplies, backpacks, transportation or bus tickets, even school uniforms may be purchased by the Students in Transition office.
- Innovative Pathways and Alternative Schools have as their goals to support the success of students, particularly those students who do not do well in classical school settings. This includes getting students who are expelled/suspended back into school. Trying to ensure that students we are suppose to educate, we are truly attempting to educate. Most of our alternative education services are now in house.

1. These include: Elementary Level- Behavior classroom located at Ames. This program includes 3-4 grade-level classes and counseling. After the intervention period, students may be returned to their home schools or a more appropriate setting. Preventing students from dropping out begins at the elementary level.
2. Middle and High School Innovative classrooms are found at Blewett and Stevens. At both of these sites students may receive intensive counseling, drug and substance abuse education, drug testing, study skills, career exploration and regular class work. T
3. ACE is a contracted credit recovery program and is located at 4 sites through-out the district. It services 200 SLPS students who have 15 or more credits and have dropped out of school or are in the process of dropping out of school due to the inability to graduate in the regular program. The day is divided into 3 hours of school and 3 hours of work. Students under the age of 20 can take advantage of this program.
4. Fresh Start – Missouri Options program- 15 hours a week of academic work and 15 hours a week of service or work schedule. Students are working toward GED or a high school diploma. This program is for students ages 17 to 21.
5. Virtual School – is another alternative program which allows students to recover credit through taking online credit courses.

#### At- Risk Student Identification Procedures

A Special Administrative Team (SAT) for dropout prevention and intervention has been formed at each building composed of an administrator, counselor, social worker, teacher, and attendance monitor. Their task is to identify students who would be considered at-risk of dropping out of school. Teachers, counselors, social workers, attendance monitors and administrators are responsible for referring students to the Special Administrative Team (SAT).

Students who are demonstrating high mobility, homelessness, not performing at grade level proficiency, inappropriate behavior that is hampering them academically, medical and health related needs preventing them from attending school on a regular basis, physical limitations, social and emotional concerns, the inability to compensate for the language difference by English as a Second Language students, frustration as special education students, economically disadvantaged (free and reduced lunch) limitations, a high rate of absenteeism which severely inhibits success in school, may be identified as at-risk for dropping out.

One or more of the following may be cause for identifying a student as at-risk and bringing the student to the attention of the SAT for identification as a potential drop-out and referral for prevention and/or intervention strategies and programs to reduce the drop-out rate:

- Student has 8 or more absences in a school year

- Student participates in no extra-curricular athletics or activities
- Student has not maintained the required credits to be promoted to the next grade level and will not graduate with the class he started with
- Student has a cumulative GPA of 2.5 or below
- Student has 5 or more referrals for disciplinary causes to an administrator over the course of a school year
- Student has verbally indicated that he/she is not going to graduate and intends to drop-out of school to parent/guardian, teacher, counselor, social worker, attendance monitor, or administrator

#### At-Risk Student Referral Procedures

The SAT process generally includes the following steps:

1. Completion of SAT information forms, including identification and description of specific concerns. If by a staff member, it should include teacher interventions and results to date, and whether or not interventions were related to the identified concerns.
2. Forwarding the SAT information to the building principal who determines whether the case can be handled most appropriately by the SAT or in some other manner.
3. If the principal assigns the case to the SAT, the SAT administrator insures that all necessary information is included prior to scheduling a meeting.
4. SAT administrator, schedules a meeting and notifies the team and other involved participants. All SAT members and referring staff should be present at this first opportunity to discuss the student.
5. Meeting # 1 – Student data are reviewed at the meeting, a case manager assigned, target problem identified and baseline data and researching interventions set up.
6. Collecting baseline data and researching interventions.
7. Meeting #2 – Analyze baseline data develop intervention plan based on baseline data and create timeline for intervention. Create progress-monitoring plan.
8. SAT administrator schedules a follow-up meeting (S) to review student progress and next steps.

9. Meeting #3, 4, - Use data collected to make data-based decisions. If progress has not been made, implement new interventions (return to step 5). If intervention is not successful, continue additional interventions.
10. If the At-Risk Student dropouts out of school the SAT school administrator shall report to the State Literacy Hot Line Office in Jefferson City the name, mailing address and telephone number of the student sixteen years of age or older who dropped out of school for any reason other than to attend another school, college or university, or enlist in the armed services

## **SECTION F: Intervention Services for AT-Risk Students**

### **At-Risk Intervention Strategies**

The St. Louis Public Schools has implemented several alternative programs and intervention strategies which strive to implement a no dropout environment. SLPS has made a significant effort to adjust programs to make them relevant, to provide counseling, to enable credit recovery, to provide individualized, personal settings and generally provide dropout prevention and intervention strategies and programs for students who are virtually certain to dropout unless special efforts are made to meet their special needs. Programs and strategies which are available to SLPS at-risk students include:

- Students in Transition to address the needs of homeless students in the district
- Behavior classrooms for elementary level potential dropouts to receive grade-level classes and focused counseling to prevent dropping out
- Middle and high school innovative classrooms away from the student's home school for intensive counseling, drug and substance abuse education, drug testing, study skills, career exploration and regular class work
- ACE is a contracted credit recovery program and is located in six sites through-out the district. Students must have 10 or more credits. The day is divided into 3 hours of school, and 3 hours of work. Students under the age of 20 can take advantage of this program (590 SLPS Students have been served in this program this year)
- Fresh Start – Missouri Options Program- 15 hours a week of academic work and 15 hours a week service or work schedule. Students are working toward GED and possibly a high school diploma. This program is for students ages 17 to 21. (644 SLPS students have been served in this program this year)

- In-school suspension services
- After-school tutoring services
- Homebound instruction for students absent from school for an extensive time for accident or medical instances
- Professional counseling opportunities and small group counseling sessions
- On-site Social Worker
- Referral to Family Court of St. Louis for Truancy/Educational Neglect
- Counselors send letters home to parents/guardians of students with graduation credit deficiencies
- Teachers send progress reports and grade cards to parents/guardians quarterly
- Credit recovery at night school and summer school
- Ninth grade transition program
- Availability of correspondent courses for credit recovery
- An English as a Second Language Program
- Gear Up St. Louis providing services to economically deprived students
- Character Plus
- Advancement Via Individual Determination (AVID) A program to support the student in the middle to complete high school and go college
- Safe/Drug Free Schools program
- Upward Bound Program
- Utilizing Civic Group Members and Alumni as guest speakers regarding appropriate behavior and the importance of school
- Attendance monitors to track, intervene with students not attending school regularly and maintain attendance for all students



- Career-Cruising Program implementation to emphasize career preparation and planning promoting a career plan for each student that is tailored for the students interests and abilities
- Promotion of the “Program of Hope”, A+, which makes it possible for students of poverty to see a college or post-secondary career and technical school option in their future leading to a high wage job with job skill development opportunities
- Special Administrative Team (SAT) implementation at each high school to provide a communication/support group to follow up with teachers , counselors, attendance monitors, social workers, administrators, parents and At-Risk student prevention and intervention providers At-Risk Student progress and recovery.
- The **Parent and Student Engagement Director** reports dropouts to the State Literacy Hot Line Office in Jefferson City

#### Other Items

The St. Louis Public School District provides ongoing staff development to assist teachers, counselors, social workers, attendance monitors, and administrators in working with at-risk students.

#### **SECTION G: Counseling and Mentoring Services for Students Entering the Work Force after Graduation**

The St. Louis Public School District offers programs aimed at helping students prepare for the world of work. Specific services and programs offered include:

- All students develop and revise 4-year plans with assistance from parents, teachers and counselors. Courses are aligned with career pathways.
- Senior students are involved in the College Summit Program that provides Career and College preparation.
- Advancement Via Individual Determination is a program available to ninth through twelfth grade students which places students from primarily low income and ethnic minority backgrounds in a curriculum emphasizing writing, inquiry, collaboration, reading, study skills, Cornell Notes, time management, and organizational skills. This program prepares students for careers and college.
- Representatives from business and labor visit classes as guest speakers
- Internship programs exist for career programs in the medical field, business/marketing field, engineering field and computer science.
- Students interested in engineering may enroll in *Project Lead the Way*
- Job fairs are offered to the students
- Career Cruising
- College Fairs
- Scholarship Opportunities

- Special education students are involved in a vigorous program in their senior year promoting transition to the world of work.
- Special education students who are eligible for Vocational Rehabilitation after graduation are registered with Vocational Rehabilitation.
- Informational meetings for junior and senior students with representatives from universities, community colleges and post-secondary vocational/career-technical schools and the military help students make career decisions
- Ninth through Twelfth grade students can join a career education organization:
  - DECA, An Association of Marketing Students
  - FBLA, Future Business Leaders of America
  - SKILLS USA for Industry and Technology Students
  - FFA, Future Farmers of America

During the 2009-2012 time period, the St. Louis Public School District plans to study the following additional counseling and mentoring services with a view to possible options for SLPS students:

- Job-Shadowing
- Extension to junior high and middle schools the preparation of students to select Career Pathways
- Investigative Job Preparation Seminars and Workshops
- More on technical programs that hold the promise of high wage careers
- Positive Role Models coming into school; career exposure
- Beginning access and exposure programs at the middle school level
- Exploring programs such as Men of Tomorrow
- Peer teaching high school to middle school
- Explore partnership with INROADS
- Web based partnerships for business with SLPS alumni
- Really important to emphasize early exposure to positive opportunities

#### **SECTION H: Community Volunteers**

Community involvement is a vital component of many school programs. The St. Louis Public School District is fortunate to have numerous citizens who actively participate in St. Louis Public School District programs. The following programs depend on community volunteers:

- Parent Teacher Association
- Parent teacher Organization
- Advisory Boards/Committees for each vocational/career-technical program
- Sports and Music Booster Clubs
- Each elementary, middle, and high school has volunteers who perform countless duties
- Guest speakers frequently address classes
- Reach out into the surrounding communities
  - Contact neighborhood associations.

- Offer newsletter article or column by local principal/PTA or PTO group on “things happening and volunteer opportunities in YOUR local school”.
- Outreach to graduating Student’s parents
  - Your student may be graduated but we don’t want to lose you
  - Create a web-based alumni system
  - Encourage alumni to come back to school – speakers, mentors, etc.
  - Encourage alumni to provide apprenticeships – or provide contacts for those.

Procedures for acquiring community volunteers:

- The St. Louis Public School District recruits volunteers through personal contact with them.
- St. Louis Public School District printed materials and newsletters advertise school organizations such as Parent Teacher Organizations urging community volunteers to join these organizations.
- St. Louis Public Schools encourages faculty members to contact, or make use of offers, from community volunteers to speak to students, give presentations in classrooms, serve on school advisory committees, or to assist school activities. Their selection and use depends on needs and opportunities and is arranged by individual teachers or school groups.
- Local community colleges and four-year universities are sources for guest speakers and presenters.

**SECTION I: Apprenticeship and Internship Programs**

The St. Louis Public School District has several vocational/career-technical programs that offer students internship programs with school-to-work opportunities for our students. These internship programs include the following:

- Medical Careers
- Project Lead the Way
- Computer Science
- Business and Finance

St. Louis Public Schools is committed to reviewing and implementing the following programs, which may lead to apprenticeship and internship programs for our students:

- St. Louis Internship Program
- Job Fairs
- Mock Job Interviews
- Dress for Success Program
- Contact Alumni
- Contact organizations like SLATE who provide summer jobs

- Contact St. Louis Internship program
- Identify and clearly communicate internship/apprenticeship requirements to students/parents/counselors
- Make it part of the student's four year plan to have summer internships
- Job Shadowing Day
- Career Trade Shows
- Job Readiness Seminars
- Materials and Resources available through the Unemployment Office
- Local Chambers of Commerce, Rotarians, Kiwanis, Optimist, etc.

### **SECTION J: Adult Literacy Programs**

The St. Louis Public School District offers an Adult Literacy Program to district residents. The program provides free services that help adult students obtain the skills to:

- Earn a GED
- Prepare for post-secondary education
- Become U. S. citizens
- Improve English as a Second Language proficiency
- Find and keep a job, and achieve other academic, employment or personal goals

Students participating in the Adult Literacy program must be at least 16 years old and no longer attending high school

Specific services the Adult Literacy Program offers include:

- GED Preparation
- Literacy Services/Adult Basic Education
- Adult Diploma Completion
- English as a Second Language Classes

The mission of the St. Louis Public School District Adult Literacy Program is to provide high-quality educational opportunities that help adult students reach their academic, employment, and personal goals.

The SLPS Adult Literacy program serves approximately   600   adult students per year.

The Adult Literacy Program is funded primarily by the St. Louis Public School District and the Missouri Department of Elementary and Secondary Education.

## **SECTION K: Partnership Plan Annual Review and Revision**

The A+ Advisory Board will meet, at a minimum, twice a school year. One meeting will take place in the fall and another in the spring. Additional meetings will be called when the board deems it necessary. During the meetings, the Advisory Board will receive reports from the A+ Coordinator on the progress of the A+ Schools program and pertinent information relating to any aspect of the contents of the Partnership Plan. At the spring meeting, the Advisory Board will review an ongoing, yearly evaluation of the progress of the A+ Schools Program. During the fall meeting, the A+ Advisory Board will review and, if necessary, revise the Partnership Plan. In addition to the information provided to the state, the ongoing evaluation report submitted to the Advisory Board by the A+ Coordinator will include:

- Number of students in the A+ Schools Program
- Progress of the students toward attainment of A+ Goals and Performance Standards
- Information provided to students on colleges, vocational/technical schools and high wage jobs
- Status of career pathway exploration and four-year plans
- School statistics, improvements, activities report and analysis
  - Annual Attendance Rate
  - Graduation Rate
  - Number of students enrolled by grade level K-12
  - Number of high school graduates continuing at four-year colleges, two-year colleges or vocational/career-technical schools
  - Number of St. Louis Public School District students utilizing A+ Schools funds for continuing education
  - Number of tutoring opportunities provided by A+ Students, including the number of students tutored
- Activities of the A+ Coordinator related to disseminating materials on the A+ Program to students, parents, faculty members, and the community.

## **SECTION L: Student Eligibility**

Criteria for student eligibility for the A+ Schools Program include:

- Consent to (by Signature) the A+ Student Participation Agreement
- Attend a designated A+ School for three consecutive years immediately prior to high school graduation
- Graduate from high school with an non-weighted GPA of 2.5 or higher on a 4.0 scale
- Graduate from high school with at least a 95% attendance rate
- Perform 50 hours of unpaid, one-on-one tutoring or mentoring for other students

- Maintain a record of good citizenship and avoidance of the unlawful use and/or possession of drugs, alcohol and/or related paraphernalia

In order to receive A+ funds from the state, the following must also be completed:

- Make a documented, good faith effort to secure all available federal post-secondary student financial assistance funds that do not require repayment
- Provide the student's social security number and full name (including middle)
- Register with the Selective Service (if required by law to do so)

Specific information is found in the A+ Student manual, which is available to anyone wanting a copy. All requirements must be met by the 1<sup>st</sup> Friday in May of the student's senior year.

### **SECTION M: Waiver and Appeals Process**

The A+ Schools Program in the St. Louis Public School District has in place a waiver and final appeals process for the students who do not meet the A+ requirements for attendance and citizenship (student behavior).

All waiver requests and final appeals are to be made in writing and with the necessary documentation. Waiver requests must be made no later than 30 days after the receipt by the parents/student of the citizenship or attendance information provided by the A+ Coordinator. Waivers/appeals for graduating seniors must be made to the A+ Appeals Committee no later than the five days before graduation.

The St. Louis Public School District provides the means for anyone that is not satisfied with the A+ Appeals process to discuss such concerns with the Principal. If dissatisfaction continues after this contact, the parent or student may make arrangements to discuss the matter with the superintendent or his designee. The parent or student may, upon following the aforementioned process, appeal the student's A+ ineligibility status to the Special Administrative Board (SAB).

**SUMMARY**

The Partnership Plan was developed with the cooperation and advice of local business and labor leaders, parents, teachers, school administrators, representatives from area colleges, post-secondary vocational/career-technical schools. The aim of the plan is to help achieve the goals of the A+ Schools Program and, by so doing, fulfill the vision, mission and core beliefs of the St. Louis Public School District through the success of each student. As a requirement of the law, this Partnership Plan must be approved by the Special Administrative Board and then submitted to the Missouri Department of Elementary and Secondary Education.

APPROVED ON: \_\_\_\_\_  
(DATE)

BY: \_\_\_\_\_  
(Special Administrative Board CEO)

\_\_\_\_\_  
(Superintendent)

\_\_\_\_\_  
(Associate Superintendent for Secondary Schools)

\_\_\_\_\_  
(District A+ Coordinator)