

# **BOARD MEETING**

**THURSDAY, OCTOBER 18, 2012**

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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**

**Meeting Agenda**

**Meeting Agenda**





**Meeting Agenda**

**Consent Agenda**

**Consent Agenda**

**ST. LOUIS PUBLIC SCHOOLS  
SUPERINTENDENT'S REPORT  
October 18, 2012**

- 1.0 Preliminary
- 1.1 **CONSENT AGENDA**
- a) Information Item(s)
- 1) 2012-2013 Budget Amendment #1
  - 2) Food Services
  - 3) Enrollment Update
  - 4) Staffing Update
- 1.2 b) Business Items
- 1) Consent Agenda
- 10-18-12-01** To rescind Board Resolution Number 08-23-12-06, a contract with the Black Alliance for Educational Options (Missouri Chapter) and to ratify a contract with the Alliance of Parents and Children for Educational Empowerment (APCEE), Inc. As of June 30, 2012, The Missouri Chapter of the Black Alliance for Educational Options (BAEO) ceased operations. The District is entering into this contract with APCEE as the new provider of services. The period for these services as well as the total combined cost for the services will be the same – to provide parent resource centers at Columbia, Walbridge and Langston Schools for the period August 13, 2012 through June 30, 2013 at total combined cost not to exceed \$260,460.30.  
**FUNDING SOURCE:** Non-GOB
- 10-18-12-02** To ratify a contract with the University of Missouri-St. Louis for the dual credit program to be provided for the period September 14, 2012 through May 24, 2013 in an amount not to exceed \$11,000.  
**FUNDING SOURCE:** GOB
- 10-18-12-03** To approve the amendment of Board Policy 4847 – Computer and Internet Acceptable Use Procedures.
- 10-18-12-04** To approve the August 2012 Monthly Transaction Report.
- 10-18-12-05** To approve the fall bus routes for the 2012-2013 school year.
- 10-18-12-06** To approve the *Notification of Assurances* for A+ High Schools to the Missouri Department of Elementary and Secondary Education for the College Preparatory High School and the St. Louis Medical and Bio Science High School.  
09-27-12-06  
Was listed incorrectly under the  
October 18, 2012 items for  
Consideration.
- 10-18-12-07** To approve an Agency Service Agreement with BJC School Outreach and Youth Development to provide nutrition education programs for the period September 28, 2012 through July 31, 2013 at a cost not to exceed \$20,354.  
**FUNDING SOURCE:** Non-GOB
- 10-18-12-08** To approve an Agency Service Agreement with Washington University to provide fitness education programs for the period September 28, 2012 through July 31, 2013 at a cost not to exceed \$148,723.  
**FUNDING SOURCE:** Non-GOB
- 10-18-12-09** To approve a sole source contract with Career Cruising to provide consulting and software services for middle and high school students for the period October 19, 2012 through June 30, 2013 in an amount not to exceed \$31,055.  
**FUNDING SOURCE:** Non-GOB



- 10-18-12-10** To approve a sole source contract with The Missouri Reading Initiative Program to obtain the services of a consultant to provide Froebel staff assistance with the research-based writing strategies to support implementation of the District's literacy model for the period October 19, 2012 through January 31, 2013 at a cost not to exceed \$8,800.  
**FUNDING SOURCE:** Non-GOB
- 10-18-12-11** To approve a sole source contract with the Missouri SAM Innovation Program to develop time management abilities and instructional leadership performances that will increase student achievement for the period October 19, 2012 through June 30, 2013 at a cost not to exceed \$101,200.  
**FUNDING SOURCE:** Non-GOB
- 10-18-12-12** To approve a sole source contract with Meredith Vesoulis to collect quantitative data for the purpose of evaluating the Math Success for ELLs Math-Science partnership for the period October 19, 2012 through September 30, 2013 at a cost not to exceed \$8,000.  
**FUNDING SOURCE:** Non-GOB
- 10-18-12-13** To approve a sole source contract with Dr. Joseph G. Tillman for evaluation, revision and implementation of a comprehensive assessment plan for the Math Success for ELLs for the period October 19, 2012 through September 30, 2013 at a cost not to exceed \$48,000.  
**FUNDING SOURCE:** Non-GOB
- 10-18-12-14** To approve a sole source contract renewal with Writing Works for grant writing services for the period October 19, 2012 through June 30, 2013 at a cost not to exceed \$10,000.  
**FUNDING SOURCE:** GOB
- 10-18-12-15** To approve a sole source contract renewal with the St. Louis Science Center to provide math and science courses to 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade students of Gateway Elementary and Washington Montessori Schools and all high school students at Gateway STEM and Soldan International Studies Schools for the period October 1, 2012 through May 15, 2013 at a total combined cost not to exceed \$23,350.  
**FUNDING SOURCE:** Non-GOB
- 10-18-12-16** To approve a sole source contract renewal with the St. Louis Zoo to provide science courses to 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade students of Gateway Elementary and Washington Montessori Schools and all high school students at Gateway STEM and Soldan International Studies Schools for the period October 1, 2012 through May 15, 2013 at a total combined cost not to exceed \$22,590.  
**FUNDING SOURCE:** Non-GOB
- 10-18-12-17** To approve a sole source contract renewal with the Missouri Botanical Garden to provide math and science courses to 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade students of Gateway Elementary and Washington Montessori Schools and all high school students at Gateway STEM and Soldan International Studies Schools for the period October 1, 2012 through May 15, 2013 at a total combined cost not to exceed \$26,320.  
**FUNDING SOURCE:** Non-GOB
- 10-18-12-18** To approve a sole source contract renewal with the St. Louis Society for the Blind and Visually Impaired to collaborate with the community service project for the period October 1, 2012 through May 15, 2013 at a cost not to exceed \$14,000.  
**FUNDING SOURCE:** Non-GOB

**10-18-12-19**

To authorize the Superintendent to act on the Special Administrative Board of the Transitional School District's behalf regarding the proposed five (5) year extension of new student transfers under the voluntary student transfer program through the Voluntary Interdistrict Choice Corporation.  
**FUNDING SOURCE:** N/A

**10-18-12-20**

To approve the amendment of Board Resolution Number 06-26-12-47, a contract renewal with TALX Corporation in the amount of \$10,000, pending funding availability. The additional cost is for the electronic W-2 information for employees and to enable them to enter their demographic information through the TALX website. If this request is approved the total amount of the contract renewal will be \$37,720.  
**FUNDING SOURCE:** GOB

**NOVEMBER 15, 2012 ITEM(S) FOR CONSIDERATION**

***Resolution Numbers 11-15-12-01 through 11-15-12-19 are all requests for amendments, an increase in dollars due to the opening of the four (4) new District schools: Academy of Environmental Science and Math-Elementary; Academy of Environmental Science and Math- Middle; College Preparatory High School @ Madison and New American Preparatory Academy @ Gallaudet.***

**11-15-12-01**

To approve the amendment of Board Resolution Number 05-03-12-19, a contract with ARAMARK Management Services Limited Partnership in the amount of \$38,180.50, pending funding availability, to cover the facilities management. If this request is approved the total amount of this contract will now be \$5,417,510.50.  
**FUNDING SOURCE:** GOB

**11-15-12-02**

To approve the amendment of Board Resolution Number 06-26-12-27, a contract renewal with Engineered Fire Protection, Inc. in the amount of \$1,500, pending funding availability, to cover the fire sprinkler inspections. If this request is approved the total amount of this contract renewal will now be \$67,600.  
**FUNDING SOURCE:** GOB

**11-15-12-03**

To approve the amendment of Board Resolution Number 06-26-12-28, a contract renewal with Advanced Elevator Company, Inc. in the amount of \$3,000 to cover the elevator inspections, maintenance and repair services. If this request is approved the total amount of this contract renewal will now be \$253,000.  
**FUNDING SOURCE:** Prop S

**11-15-12-04**

To approve the amendment of Board Resolution Number 06-26-12-29, a contract renewal with McCann Pest & Termite Control in the amount of \$85.00, pending funding availability, to cover pest control. If this request is approved the total amount of this contract renewal will now be \$39,831.  
**FUNDING SOURCE:** GOB

**11-15-12-05**

To approve the amendment of Board Resolution Number 06-26-12-30, a contract renewal with IESI in the amount of \$7,440, pending funding availability, to cover solid waste management services. If this request is approved the total amount of this contract renewal will now be \$265,806.  
**FUNDING SOURCE:** GOB

**11-15-12-06**

To approve the amendment of Board Resolution Number 06-26-12-31, a contract renewal with The Brenco Company in the amount of \$504, pending funding availability, to cover water treatment and equipment repairs. If this request is approved the total amount of this contract renewal will now be \$26,575.90  
**FUNDING SOURCE:** GOB

- 11-15-12-07** To approve the amendment of Board Resolution Number 06-26-12-32, a contract renewal with The Bieg Plumbing Company in the amount of \$1,500, pending funding availability, to cover water backflow inspection, maintenance and repairs. If this request is approved the total amount of this contract renewal will now be \$37,500.  
**FUNDING SOURCE:** GOB
- 11-15-12-08** To approve the amendment of Board Resolution Number 06-26-12-33, a contract renewal with International Systems of America, Inc. in the amount of \$2,344, pending funding availability, to cover annual testing and inspection of the fire alarm systems. If this request is approved the total amount of this contract renewal will now be \$78,110.  
**FUNDING SOURCE:** GOB
- 11-15-12-09** To approve the amendment of Board Resolution Number 06-26-12-35, a contract renewal with Hackett Security, Inc. in the amount of \$1,500, pending funding availability, to cover daily security alarm monitoring and investigative response services. If this request is approved the total amount of this contract renewal will now be \$201,500.  
**FUNDING SOURCE:** GOB
- 11-15-12-10** To approve the amendment of Board Resolution Number 06-26-12-37, a contract renewal with Grease Masters, LLC in the amount of \$1,500, pending funding availability, to cover cleaning and repair of kitchen grease traps. If this request is approved the total amount of this contract renewal will now be \$6,500.  
**FUNDING SOURCE:** GOB
- 11-15-12-11** To approve the amendment of Board Resolution Number 06-26-12-39, a contract renewal with Cintas Fire Protection Company in the amount of \$750, pending funding availability, to cover fire extinguisher inspection, repair and replacement services. If this request is approved the total amount of this contract renewal will now be \$20,750.  
**FUNDING SOURCE:** GOB
- 11-15-12-12** To approve the amendment of Board Resolution Number 02-16-12-25, a contract with TSI, Inc. in the amount of \$70,000, pending funding availability, for PBX telephone system and monitoring. If this request is approved the total amount of this contract renewal will now be \$560,370.  
**FUNDING SOURCE:** GOB
- 11-15-12-13** To approve a second amendment to the contract with IPNS, LLC previously approved under Board Resolution Numbers 04-12-12-03 and 02-16-12-28, in the amount of \$70,000, pending funding availability, for CISCO network equipment end-of-life maintenance services. If this request is approved the total amount of this contract renewal for the District's portion will not exceed \$179,102.50.  
**FUNDING SOURCE:** GOB
- 11-15-12-14** To approve the amendment of Board Resolution Number 05-17-12-25, a sole source contract renewal with Tyler Technologies, in the amount of \$14,000, pending funding availability, to include 10 days of additional training and 3 additional school PIN numbers for the auto dial system. If this request is approved the total amount of this contract renewal will now be \$359,000.  
**FUNDING SOURCE:** GOB
- 11-15-12-15** To approve the amendment of Board Resolution Number 06-26-12-41, a contract renewal with Xerox Corporation, in the amount of \$10,000, pending funding availability, to include 2 additional multi-functional devices/copiers and to provide the operation and maintenance services of the print shop. If this request is approved the total amount of this contract renewal will now be \$1,010,000.  
**FUNDING SOURCE:** GOB

- 11-15-12-16** To approve the amendment of Board Resolution Number 06-07-12-04, a contract renewal with Chartwells Food Service, a division of Compass Group USA, in the amount of \$1,836,789, pending funding availability, to provide food services. If this request is approved the total amount of this contract renewal will now be \$15,723,148.  
**FUNDING SOURCE:** Non-GOB
- 11-15-12-17** To approve the amendment of Board Resolution Number 05-17-12-26, a sole source contract renewal with College Summit, in the amount of \$21,000, pending funding availability, for college access services. If this request is approved the total amount of this contract renewal will now be \$281,000.  
**FUNDING SOURCE:** GOB
- 11-15-12-18** To approve the amendment of Board Resolution Number 06-26-12-85, to purchase athletic equipment and uniforms, in the amount of \$89,577, pending funding availability. The same vendors approved under this Resolution Number will be used to purchase the additional goods (Curtis Smith Sporting Goods, Johnny Mac Sporting Goods, BSN and Riddell All-American). If this request is approved the total amount for the combined purchase will now be \$199,577.  
**FUNDING SOURCE:** GOB
- 11-15-12-19** To approve the amendment of Board Resolution Number 07-10-12-04, the 2012-2013 contract budget for transportation services with First Student, Inc. that also includes Metro bus passes, in the amount of \$2,037,692, pending funding availability. If this request is approved the total contract budget will now be \$22,958,477.  
**FUNDING SOURCE:** GOB
- 11-15-12-20** To ratify a membership with Cooperating School District for the period July 1, 2012 through June 30, 2013 at a cost not to exceed \$67,200.  
**FUNDING SOURCE:** GOB
- 11-15-12-21** To ratify the sole purchase of software licenses for MyLearningPlan for the 2012-2013 school year at a cost not to exceed \$40,000.  
**FUNDING SOURCE:** Non-GOB
- 11-15-12-22** To approve Amendment #1 to the 2012-2013 General Operating Budget (GOB).
- 11-15-12-23** To approve the amendment of Policy #4812, *Employee and Labor Relations, Personnel Hearing – Non-Certificated Employees*.
- 11-15-12-24** To approve a Memorandum of Understanding with the United Way of Greater St. Louis to join the Education Express Partnership to recruit and train volunteer reading partners, homework helpers, tutors and mentors in the District's schools for the period November 16, 2012 through June 30, 2013.  
**FUNDING SOURCE:** N/A
- 11-15-12-25** To approve a Memorandum of Understanding with the Miriam Learning Center to establish a partnership to implement a program focusing on preventative and intervention services for students not eligible for special education services for the period November 16, 2012 through May 24, 2013.  
**FUNDING SOURCE:** N/A
- 11-15-12-26** To approve entering into a listing agreement for Real Estate services with Development Resources Partners, LLC for the period October 1, 2013 through September 30, 2013 with three (3) one year extensions.

**11-15-12-27** To approve a sole source contract with Creative Smarts, Inc. (formerly Greg Tang, LLC) to provide math training for teachers participating in the Math Success for ELLs Math Science Partnership for the period November 19, 2012 through September 30, 2013 at a cost not to exceed \$56,455.  
**FUNDING SOURCE:** Non-GOB

**11-15-12-28** To approve a sole source purchase of the System 44 licenses, materials and professional development from Scholastic Education for the *Busch School of Character and Athletics* at a total cost not to exceed \$17,865.  
**FUNDING SOURCE:** Non-GOB

**11-15-12-29** To approve the purchase of fitness supplies for the *Aim to Fitness Grant*. The goods will be purchased from selected vendors (Johnny Mac Sporting, Curt Smith Sporting, Gopher, Polar and BSN). The total combined cost will not exceed \$205,000.  
**FUNDING SOURCE:** Non-GOB

**11-15-12-30** To approve the purchase of the HOPSports Training System for the *Aim to Fitness Grant*. The goods will be purchased from HOPSports, Inc. at a total cost not to exceed \$62,096.  
**FUNDING SOURCE:** Non-GOB

OCTOBER 18, 2012



# BOARD RESOLUTION

Date: September 13, 2012  
To: Dr. Kelvin R. Adams, Superintendent  
From: Rosemary J. Martin, Int. Assoc. Supt., Innovation

Agenda Item : 10-18-12-01

Action:

Action to be Approved: Rescind/Ratify Contract

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

**SUBJECT:** To rescind Board Resolution Number 08-23-12-06, a contract with the Black Alliance for Educational Options (Missouri Chapter) and to ratify a contract with the Alliance of Parents and Children for Educational Empowerment (APCEE), Inc. As of June 30, 2012, The Missouri Chapter of the Black Alliance for Educational Options (BAEO) ceased operations. The District is entering into this contract with APCEE as the new provider of services. The period for these services as well as the total combined cost for the services will be the same – to provide parent resource centers at Columbia, Walbridge and Langston Schools for the period August 13, 2012 through June 30, 2013 at total combined cost not to exceed \$260,460.30

**BACKGROUND:** 2011-2012 continuance of service that will increase access to high quality educational options for children by actively linking their families to schools and the community and by actively supporting parental choice policies and programs that empower low income working families.

Accountability Plan Goals: Goal IV: Parent Community Involvement

Objective/Strategy: I

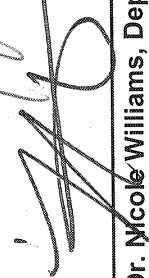
FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 819-UG-293-2214-6319	Non-GOB	Requisition #:
Amount: \$260,460.30		Requisition #:
Fund Source:		Requisition #:
Amount:		Vendor #: 600014402
Fund Source:		
Amount:		
Cost not to Exceed: \$260,460.30	<input type="checkbox"/> Pending Funding Availability	

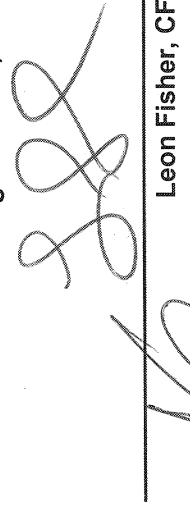
Department: Office of Innovation

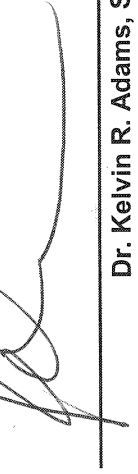
Requestor:

  
Rosemary J. Martin, Int. Assoc. Supt., Innovation

  
Dr. Nicole Williams, Dep. Supt., Academics

  
Angela Banks, Budget Director

  
Leon Fisher, CFO/Treasurer

  
Dr. Kelvin R. Adams, Superintendent







# BOARD RESOLUTION

Date: September 6, 2012

Agenda Item : 10-18-12-02

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Dan Edwards, Assoc. Supt., Secondary Schools

Action to be Approved: Contract

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

**SUBJECT:** To ratify a contract with University of Missouri - St. Louis for the dual credit program to be provided from September 14, 2012 through May 24, 2013 at a cost not to exceed \$11,000.

**BACKGROUND:** Dual credit courses enable high school students to receive, simultaneously, both high school and college-level course credits. They provide high-performing high school students an affordable opportunity to experience high-quality college-level courses.  
Four SLPS High Schools (Cleveland, Clyde C. Miller, Gateway STEM and Northwest Academy) will participate in the program that will serve 60 students and 5 teachers.

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: 802-00-110-2325-6143	GOB	Requisition #:
Amount: \$11,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$11,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600001534

Department: High School Initiatives

Requestor: Dr. Dan Edwards

Dr. Dan Edwards, Assoc. Supt., Secondary Schools

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Nicole Williams, Dep. Supt., Academics

Dr. Kelvin R. Adams, Superintendent



# BOARD RESOLUTION

Date: September 17, 2012  
To: Dr. Kelvin R. Adams, Superintendent  
From: Dr. James Henderson, Chief Human Resource Officer

Agenda Item : 10-18-12-03  
Action:

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

Previous Board Resolution # 11-19-09-16  
Approve Cost

**SUBJECT:** To approve the amendment of Board Policy 4847 - Computer and Internet Acceptable Use Procedures.

**BACKGROUND:** The previous policy did not include specific discipline tiers. The revised policy will provide clarity regarding tiered discipline.

Accountability Plan Goals: Goal V: Governance

Objective/Strategy: III.C

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 #:	

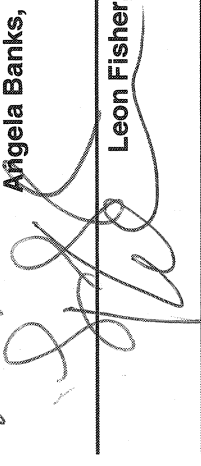
Department: Human Resources

Requestor: Dr. James Henderson

  
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

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

Computer and Internet Acceptable Use Procedures

Regulation # 4847

The following procedures shall apply to all District staff and student users of District computer resources. The term "computer resources" shall include all hardware or physical devices, which are utilized for the purposes of computing and information management and shall include access to all District provided computer networks, including internet access. The procedures set forth herein describe the responsibilities and obligations for all users of District computer resources, including access from personal computers utilizing District provided accounts and networks.

All users of District computer resources shall comply with all legal restrictions regarding plagiarism and the use and citation of information resources. Users shall not read, modify, or remove files from any District computer resources without the express written permission of the Director of Technology. It is further against District policy for staff or students to copy or reproduce any licensed software on District computer resources, except as expressly permitted herein. Any such use of software by a student or employee is expressly without the consent of the St. Louis Public Schools.

**USE OF DISTRICT LICENSED SOFTWARE**

District software is licensed for use only by the District and will usually contain license restrictions regarding the use or copying of the software. All District staff and students are required to understand and comply with all licensure restrictions regarding use of software. All copying, borrowing, loading, or modification of District licensed software onto personal or privately owned computers is strictly prohibited, unless authorized by the specific terms of the software license agreement.

**USE OF NON-DISTRICT SOFTWARE**

The use, copying, or loading of non-District licensed or personal software by students or staff is strictly prohibited, unless approved in writing by the District Director of Technology, and then only when the Director of Technology can confirm that the software is properly licensed for use at/by the District consistent with the overall educational mission of the District. The unauthorized use of and/or copying of software is illegal and shall result in discipline up to, and including termination or suspension/expulsion.

## PROHIBITED USES

District computer resources shall not be used for the following purposes:

- **Personal/Commercial Use:** Use of District computer resources or any information contained therein for personal or private gain, personal business (including personal email accounts, streaming media, and/or downloading of audio/video files), or commercial advantage is strictly prohibited.
- **Political Use:** Use of District computer resources for political purposes in violation of local, state, or federal law is strictly prohibited. The prohibition includes the use of District computer resources to assist or to advocate, directly or indirectly, for or against a ballot proposition and/or the election of any person to any public office. The use of District computer resources for the expression of personal political opinions to elected officials is prohibited. Only staff and other person authorized by the Superintendent and/or the Board of Education may express the District's position on pending legislation or other policy matter through use of District computer resources.
- **Illegal or Indecent Use:** Use of District computer resources for illegal, harassing, vandalizing, inappropriate, or indecent purposes ( including accessing, storing, or viewing pornographic, indecent, or otherwise inappropriate material), or in support of such activities is prohibited. Illegal activities include any violation of local, state, or federal laws (copyright infringement, publishing defamatory information, or committing fraud). Harassment includes slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, pranks, or verbal conduct relating to an individual that (1) have the purpose or effect of creating an intimidating, hostile or offensive environment; (2) have the purpose and effect of unreasonably interfering with an individual's work or a student's school performance, or (3) interfere with school operations. Vandalism is any attempt to harm or destroy the operating system, application software, data, or any other purposeful action that adversely impacts the District's computer resources. Inappropriate use includes any violation of the purpose and goal of the network. Indecent activities include violations of generally accepted social standards for use of publicly-owned and operated equipment.
- **Use of Computer Resources by Persons Other than Employees or Students:** District computer resources may only be used by District staff and students, and others expressly authorized in writing by the District to use the equipment.
- **Access/Distribution of Confidential Information:** Use of District computer resources to access or distribute confidential student or employee information by or to unauthorized parties violates state and federal law and is strictly prohibited.
- **Disruptive Use:** District computer resources shall not be used to interfere or disrupt other users, services, or equipment of the District. Examples of "disruptions" include distribution of unsolicited advertising (spam), propagation of computer viruses, distribution of large quantities of information that may overwhelm the system (chain

letters, network games, or streaming video/audio), and any unauthorized access to or destruction of District computer resources accessible through the District's computer network. Users of District computer resources shall not illicitly access, tamper with, or experiment with the information systems of the District or those outside of the District.

## **PRIVACY**

Access to, and use of District computer resources is a privilege and NOT A RIGHT therefore, students and employees have NO EXPECTATION of privacy regarding anything created, sent, or received utilizing District computer resources and/or District provided accounts.

As required by federal law, the District utilizes technology protection measures (filtering/blocking devices) on all District computers with access to the Internet to monitor the Internet activities of all students and employees. *The current technology protection measure employed by the District to protect against access to visual depictions that are obscene, harmful to minors, and/or child pornography is provided by WebSense, Inc.* The District's Director of Technology may disable the technology protection measures solely for the purpose of conducting bona fide research by an adult, or in the course of investigating cases of suspected improper use of the District's computer resources. Any unauthorized attempt to evade, disable, or override the technology protection devices employed by the District shall result in discipline up to, and including, termination or suspension/expulsion.

The District's computer resources, and all accounts, files and data are the property of the St. Louis City Public Schools. All student and employee use of District computer resources is subject to investigation and monitoring. The District reserves the right to conduct random searches of all accounts, files and data stored on or acquired through use of the District's computer resources. The District reserves the right to view, edit, and or remove any stored material on the District's computer resources, and all legally obtained content stored on/in any District owned computer resources shall be the property of the St. Louis City Public Schools.

In addition, all minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using e-mails, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

## **CARE OF DISTRICT PROPERTY**

All users of District computer resources are responsible for the proper care and operation of District computer resources. Users must comply with all restrictions regarding the use of, and all instructions regarding the maintenance of the District's computer resources. Users of District computer resources shall be held responsible for any intentional or

negligent acts that result in any damage to the District's computer resources, or for any financial liability incurred by the St. Louis City Public Schools due to an employee or student's unauthorized use of District computer resources.

The District shall assume responsibility for the routine care and maintenance of District computer resources. The District does not warrant that the functions of the District's computer resources will meet any specific requirements or that it will be error-free; nor shall it be liable for any damages sustained by any user in connection with the use, operation, or inability to use any computer resources.

**DISCIPLINE**

The above-described policy and regulation is applicable to all users of District computer resources, and refers to all computer/information resources whether individually controlled, shared, stand alone, or networked. Employees or students violating the above-described policy and regulation shall be subject to disciplinary proceedings in accordance with the published disciplinary policies and procedures of the District. Punishment for violation of this policy and accompanying regulation may range from a written reprimand, suspension/removal of computer resource privileges to termination from employment or suspension/expulsion of the student from school. In addition, violation of this policy and regulation may result in civil and/or criminal penalties. Notwithstanding the prohibitions set forth above, the District reserves the right to determine what constitutes inappropriate use and may deny, revoke, suspend, or close any employee or student account at any time based upon a determination by the administration of inappropriate use. Employees and/or students who inadvertently access inappropriate information must immediately notify their direct supervisor or teacher.

**INAPPROPRIATE EMAILS (e.g., Indecent and/or Crude)**

<u>1st Inappropriate Email</u>	<u>Written Reprimand / Final Warning and Suspension Without Pay up to two (2) weeks</u>
<u>2<sup>nd</sup> Inappropriate Email</u>	<u>Termination proceedings will be initiated against the employee.</u>

**PORNOGRAPHIC EMAILS**

<u>1<sup>st</sup> Pornographic Email</u>	<u>Termination proceedings will be initiated against the employee.</u>
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Revised: \_\_\_\_\_



Regulation Approved: November 19, 2009-Adopted: 11/19/09

Cross References: Refs: AC, Prohibition against Discrimination, Harassment and Retaliation (Policy #2471)

GBCC, Staff Cell Phone Use

GBH, Staff/Student Relations

IGDB, Student Publications

IGDBA, Distribution of Noncurricular Student Publications

JFCF, Hazing and Bullying (Policy #5131.9)

JG-R, Student Discipline

JO, Student Records

KB, Public Information Program

MSIP Refs: 6.4, 6.8

Legal References: Refs: §§ 170.051, 182.827, 431.055, 537.525, 542.402, 569.095 - .099, 610.010 - .028,

Children's Internet Protection Act  
RSMo.

Chapter 109, RSMo.

Chapter 573, RSMo.

Electronic Communications Privacy Act, 18 U.S.C. §§ 2510 - 2520

Stored Communications Act, 18 U.S.C. §§ 2701 - 2711

Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g

Title IX

Title VI

Section 504

ADA

Chapter 640, RSMo:

No Child Left Behind Act of 2001, 20 U.S.C. §§ 6301 - 7941

Children's Internet Protection Act, 47 U.S.C. § 254(h)

47 C.F.R. § 54.520

Federal Rule of Civil Procedure 34

City of Ontario v. Quon, 130 S. Ct. 2619 (2010)

Reno v. ACLU, 521 U.S. 844 (1997)

Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260 (1988)

Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675 (1986)

Sony Corp. of America v. Universal City Studios, Inc., 464 U.S. 417 (1984)

FCC v. Pacifica Foundation, 438 U.S. 726 (1978)

Ginsberg v. New York, 390 U.S. 629 (1968)

Biby v. Bd. of Regents of the Univ. of Nebraska, 419 F.3d 845 (8th Cir. 2005)

Henery v. City of St. Charles Sch. Dist., 200 F.3d 1128 (8th Cir. 1999)

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

Computer and Internet Acceptable Use Procedures

Regulation # 4847

The following procedures shall apply to all District staff and student users of District computer resources. The term “computer resources” shall include all hardware or physical devices, which are utilized for the purposes of computing and information management and shall include access to all District provided computer networks, including internet access. The procedures set forth herein describe the responsibilities and obligations for all users of District computer resources, including access from personal computers utilizing District provided accounts and networks.

All users of District computer resources shall comply with all legal restrictions regarding plagiarism and the use and citation of information resources. Users shall not read, modify, or remove files from any District computer resources without the express written permission of the Director of Technology. It is further against District policy for staff or students to copy or reproduce any licensed software on District computer resources, except as expressly permitted herein. Any such use of software by a student or employee is expressly without the consent of the St. Louis Public Schools.

**USE OF DISTRICT LICENSED SOFTWARE**

District software is licensed for use only by the District and will usually contain license restrictions regarding the use or copying of the software. All District staff and students are required to understand and comply with all licensure restrictions regarding use of software. All copying, borrowing, loading, or modification of District licensed software onto personal or privately owned computers is strictly prohibited, unless authorized by the specific terms of the software license agreement.

**USE OF NON-DISTRICT SOFTWARE**

The use, copying, or loading of non-District licensed or personal software by students or staff is strictly prohibited, unless approved in writing by the District Director of Technology, and then only when the Director of Technology can confirm that the software is properly licensed for use at/by the District consistent with the overall educational mission of the District. The unauthorized use of and/or copying of software is illegal and shall result in discipline up to, and including termination or suspension/expulsion.

## PROHIBITED USES

District computer resources shall not be used for the following purposes:

- Personal/Commercial Use:** Use of District computer resources or any information contained therein for personal or private gain, personal business (including personal email accounts, streaming media, and/or downloading of audio/video files), or commercial advantage is strictly prohibited.
- Political Use:** Use of District computer resources for political purposes in violation of local, state, or federal law is strictly prohibited. The prohibition includes the use of District computer resources to assist or to advocate, directly or indirectly, for or against a ballot proposition and/or the election of any person to any public office. The use of District computer resources for the expression of personal political opinions to elected officials is prohibited. Only staff and other person authorized by the Superintendent and/or the Board of Education may express the District's position on pending legislation or other policy matter through use of District computer resources.
- Illegal or Indecent Use:** Use of District computer resources for illegal, harassing, vandalizing, inappropriate, or indecent purposes ( including accessing, storing, or viewing pornographic, indecent, or otherwise inappropriate material), or in support of such activities is prohibited. Illegal activities include any violation of local, state, or federal laws (copyright infringement, publishing defamatory information, or committing fraud). Harassment includes slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, pranks, or verbal conduct relating to an individual that (1) have the purpose or effect of creating an intimidating, hostile or offensive environment; (2) have the purpose and effect of unreasonably interfering with an individual's work or a student's school performance, or (3) interfere with school operations. Vandalism is any attempt to harm or destroy the operating system, application software, data, or any other purposeful action that adversely impacts the District's computer resources. Inappropriate use includes any violation of the purpose and goal of the network. Indecent activities include violations of generally accepted social standards for use of publicly-owned and operated equipment.
- Use of Computer Resources by Persons Other than Employees or Students:** District computer resources may only be used by District staff and students, and others expressly authorized in writing by the District to use the equipment.
- Access/Distribution of Confidential Information:** Use of District computer resources to access or distribute confidential student or employee information by or to unauthorized parties violates state and federal law and is strictly prohibited.
- Disruptive Use:** District computer resources shall not be used to interfere or disrupt other users, services, or equipment of the District. Examples of "disruptions" include distribution of unsolicited advertising (spam), propagation of computer viruses,

distribution of large quantities of information that may overwhelm the system (chain letters, network games, or streaming video/audio), and any unauthorized access to or destruction of District computer resources accessible through the District's computer network. Users of District computer resources shall not illicitly access, tamper with, or experiment with the information systems of the District or those outside of the District.

## **PRIVACY**

Access to, and use of District computer resources is a privilege and NOT A RIGHT therefore, students and employees have NO EXPECTATION of privacy regarding anything created, sent, or received utilizing District computer resources and/or District provided accounts.

As required by federal law, the District utilizes technology protection measures (filtering/blocking devices) on all District computers with access to the Internet to monitor the Internet activities of all students and employees. *The current technology protection measure employed by the District to protect against access to visual depictions that are obscene, harmful to minors, and/or child pornography is provided by WebSense, Inc.* The District's Director of Technology may disable the technology protection measures solely for the purpose of conducting bona fide research by an adult, or in the course of investigating cases of suspected improper use of the District's computer resources. Any unauthorized attempt to evade, disable, or override the technology protection devices employed by the District shall result in discipline up to, and including, termination or suspension/expulsion.

The District's computer resources, and all accounts, files and data are the property of the St. Louis City Public Schools. All student and employee use of District computer resources is subject to investigation and monitoring. The District reserves the right to conduct random searches of all accounts, files and data stored on or acquired through use of the District's computer resources. The District reserves the right to view, edit, and or remove any stored material on the District's computer resources, and all legally obtained content stored on/in any District owned computer resources shall be the property of the St. Louis City Public Schools.

In addition, all minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using e-mails, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

## **CARE OF DISTRICT PROPERTY**

All users of District computer resources are responsible for the proper care and operation of District computer resources. Users must comply with all restrictions regarding the use

of, and all instructions regarding the maintenance of the District's computer resources. Users of District computer resources shall be held responsible for any intentional or negligent acts that result in any damage to the District's computer resources, or for any financial liability incurred by the St. Louis City Public Schools due to an employee or student's unauthorized use of District computer resources.

The District shall assume responsibility for the routine care and maintenance of District computer resources. The District does not warrant that the functions of the District's computer resources will meet any specific requirements or that it will be error-free; nor shall it be liable for any damages sustained by any user in connection with the use, operation, or inability to use any computer resources.

**DISCIPLINE**

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1st Inappropriate Email	Written Reprimand / Final Warning and Suspension Without Pay up to two (2) weeks
2 <sup>nd</sup> Inappropriate Email	Termination proceedings will be initiated against the employee.

**PORNOGRAPHIC EMAILS**

1 <sup>st</sup> Pornographic Email	Termination proceedings will be initiated against the employee.
------------------------------------	---

**Revised:** \_\_\_\_\_  
**Regulation Adopted: 11/19/09**

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation (Policy #2471)

GBCC, Staff Cell Phone Use  
GBH, Staff/Student Relations  
IGDB, Student Publications  
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Children's Internet Protection Act, 47 U.S.C. § 254(h)  
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Federal Rule of Civil Procedure 34  
*City of Ontario v. Quon*, 130 S. Ct. 2619 (2010)  
*Reno v. ACLU*, 521 U.S. 844 (1997)  
*Hazelwood Sch. Dist. v. Kuhlmeier*, 484 U.S. 260 (1988)  
*Bethel Sch. Dist. No. 403 v. Fraser*, 478 U.S. 675 (1986)  
*Sony Corp. of America v. Universal City Studios, Inc.*, 464 U.S. 417 (1984)  
*FCC v. Pacifica Foundation*, 438 U.S. 726 (1978)  
*Ginsberg v. New York*, 390 U.S. 629 (1968)  
*Bitby v. Bd. of Regents of the Univ. of Nebraska*, 419 F.3d 845 (8th Cir. 2005)  
*Henerey v. City of St. Charles Sch. Dist.*, 200 F.3d 1128 (8th Cir. 1999)





# Board Resolution

Agenda Item: 10-18-12-04

Date: September 10, 2012

To: Dr. Kelvin R. Adams, Superintendent

From: Leon Fisher, CFO/Treasurer

Action: X

Action to be Approved: \_\_\_\_\_

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

Financial Report

### SUBJECT:

Approve the Monthly Transaction Report for August 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			Pending Funding Availability      Vendor #:

Department: Budget

Argela Banks, Budget Director

Argela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Leon Fisher, CFO/Treasurer

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

Dr. Kelvin R. Adams, Superintendent





ST. LOUIS BOARD OF EDUCATION

Monthly Budget Report  
Dates: 08-01-2012 - 08-31-2012  
Fiscal Year: 2012 - 2012

110-TEACHERS FUND

1 SAP Hierarchy Doc #: 0501891319

SAP Entry Doc #: 0501891258

From:	120-0000	-	820-00-120	-	6371
To:	110-2226	-	820-00-110	-	6433
Control No:	B1213-0190				
From Amount:	65,715.24-				
To Amount:	65,715.24				

Text: Transferring funds to restore library periodicals' budget, which was transferred to cover replacement textbook order

2 SAP Hierarchy Doc #: 0501987441

SAP Entry Doc #: 0501987380

From:	110-2411	-	186-00-110	-	6411
To:	110-2411	-	186-00-110	-	6383
Control No:	B1213-0287				
From Amount:	1,907.00-				
To Amount:	1,907.00				

Text: CONFERENCE: Arts Schools Network Conference // DATE: Oct 16 - 19, 2012 // ATTENDEE: Dr. Amy Phillips // LOCATION: Columbia College, Chicago, IL

3 SAP Hierarchy Doc #: 0501987487

SAP Entry Doc #: 0501987426

From:	110-2624	-	905-00-110	-	6125
To:	110-2624	-	905-00-110	-	6149
Control No:	B1213-0291				
From Amount:	177,140.88-				
To Amount:	177,140.88				

Text: Transferring budget to recoup custodial/maintenance expenses from Summer Project Crews and to complete assignments at the schools for the beginning of the school year





ST. LOUIS BOARD OF EDUCATION

Monthly Budget Report  
Dates: 08-01-2012 - 08-31-2012  
Fiscal Year: 2012 - 2012

Control No:	From Amount:	To Amount:	Text:
120-2181	- 851-00-120	- 6231	1,100.88
120-2181	- 851-00-120	- 6144	6,428.66
120-2181	- 851-00-120	- 6144	7,335.00
120-2181	- 851-00-120	- 6144	8,514.94
B1213-0195			
From Amount:	25,344.91		
To Amount:		25,344.91	

Text: Transferring salary and benefits savings from converting Springboard Admin Asst from FTE to PT to cover additional Springboard Teacher pay

3 SAP Hierarchy Doc #: 0501887085  
SAP Entry Doc #: 0501887024

From:	To:	Control No:	From Amount:	To Amount:	Text:
110-2411	110-2411	110-2411	- 328-PR-110	- 6143	1,020.80-
110-2411	110-2411	110-2411	- 328-PR-110	- 6231	78.09-
110-2411	110-2411	110-2411	- 328-PR-110	- 6261	20.42-
120-2215	120-2215	120-2215	- 328-00-120	- 6261	20.42
120-2215	120-2215	120-2215	- 328-00-120	- 6231	78.09
120-2215	120-2215	120-2215	- 328-00-120	- 6143	1,020.80
B1213-0139					
From Amount:			1,119.31-		
To Amount:				1,119.31	

Text: Funds for extra service for professional development

Monthly Budget Report  
Dates: 08-01-2012 - 08-31-2012  
Fiscal Year: 2012 - 2012

910-Capital Proj-Bond

1 SAP Hierarchy Doc #: 0501887104

SAP Entry Doc #: 0501887043

From:	To:	Control No:	From Amount:	To Amount:
910-2629	910-2629	B1213-0149	454,500.00-	454,500.00
- 905-00-910	- 905-00-910		- 6371	- 6443
				454,500.00-

Text: Transfer funds from operating supplement to purchase 500 desktop computer systems, \$909 each.

ST. LOUIS BOARD OF EDUCATION

Monthly Budget Report  
Dates: 08-01-2012 - 08-31-2012  
Fiscal Year: 2012 - 2012  
Fund Summary - Transfers Only

Fund Total From 110-INCIDENTAL	:	258,928.77-
To 110-INCIDENTAL	:	296,508.07
Fund Total From 120-TEACHERS FUND	:	65,715.24-
To 120-TEACHERS FUND	:	28,135.94
Fund Total From 910-Capital Prof-Bond	:	454,500.00-
To 910-Capital Prof-Bond	:	454,500.00
District Total From	:	779,144.01-
To	:	779,144.01







# BOARD RESOLUTION

Date: September 17, 2012  
 To: Dr. Kelvin R. Adams, Superintendent  
 From: Deanna Anderson, Exec. Dir., Transportation

Agenda Item : 10-18-12-05  
 Action:

Action to be Approved: Bus Routes  
 Other Transaction Descriptors:  
 (i.e.: Sole Source, Ratification)

Previous Board Resolution # 10-04-11-29

**SUBJECT:** Request approval of fall bus routes for the FY12-13 school year. The report detailing the bus routes is available in the Transportation Office.

**BACKGROUND:** As stipulated in the Department of Elementary and Secondary Education School Transportation Administrator's handbook; Title 5, 5CSR 30-61.00 requirements for the Operation of School Buses; Paragraph 1B: "School bus routes over which school buses travel shall be approved by public school district board of education action for its initial approval."

Accountability Plan Goals: Goal III: Facilities, Resources Support      Objective/Strategy: Objective F

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 #:	

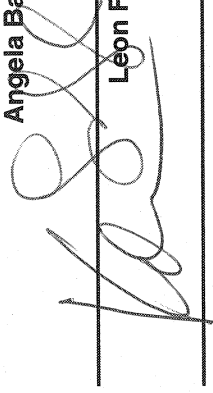
Department: Transportation

Requestor: Deanna Anderson

  
 Deanna Anderson, Exec. Dir., Transportation

  
 Mary M. Houlihan, Dep. Supt., Operations

  
 Angela Banks, Budget Director

  
 Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

## SECTION 4-CODE OF STATE REGULATIONS EXCERPTS

The State Board of Education and the Department of Economic Development have adopted the following rules under the authority of Chapters 304 and 390 of the Missouri statutes, and the Secretary of State has published them in the Missouri Register and in the Code of State Regulations.

### TITLE 5—DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION DIVISION 30—DIVISION OF SCHOOL SERVICES CHAPTER 261—PUPIL TRANSPORTATION

#### 5 CSR 30-261.010 Requirements for the Operation of School Buses

**PURPOSE:** *The State Board of Education has the authority to adopt and enforce regulations for the operation of all school buses used for the transportation of schoolchildren when owned and operated by any school district or privately-owned and operated under contract with any school district in this state. This rule establishes guidelines for the safe, efficient and economical operation of school buses.*

1. General Requirements for Approval of School Bus Transportation.
  - A) All transportation of pupils furnished by a school district shall be authorized in accordance with the law.
  - B) School bus routes over which school buses travel shall be approved by public school district board of education action no later than the end of October for its initial approval and no later than the end of June for the final approval of modifications made during the school year.
  - C) All vehicles used for transporting pupils shall carry liability and property damage insurance.
  - D) There shall be on file in the appropriate school district office copies of current contracts, bonds, driver's physical examination certificates, school bus permits and maps of school bus routes. Public school district boards of education shall require operators of school buses to conduct and prepare a record of the daily pretrip inspection for each school bus.
  - E) Public school district boards of education shall provide for proper accounting of pupil transportation data and shall prepare and submit to the State Board of Education (board) necessary reports for apportioning state transportation aid and for statistical purposes.
    1. A listing shall be made of pupils regularly transported on each board of education's approved routes on the second Wednesday of the month for the months of October and February.
    2. The school district listing of pupils regularly transported by route must be signed and maintained by the superintendent of the schools or an appointed designee.
  - F) No school district shall receive state transportation aid for any pupil transported in a vehicle or over a school bus route which has not been approved by the public school district board of education or for any pupil transported in a vehicle whose driver does not meet the school bus driver qualifications as stated in section (2) of this rule.
  - G) If a lock is to be placed on an emergency exit of a school bus, it shall be designed in a manner so that the engine cannot be started with the emergency exit locked.
  - H) Public school district boards of education shall forbid drivers to pull any type of trailer behind a school bus.
  - I) Only those signs and lettering allowed by law or rule shall be written on or attached to a school bus, except for safety-related signs or lettering which, if used, shall be placed on the rear of the bus, in no way obstructing the driver's view. An exception to the requirement of this subsection concerning rules may be granted by the Department of Elementary and Secondary Education.





# BOARD RESOLUTION

Date: September 18, 2012

Agenda Item: 10-18-12-06

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 Notification of Assurances for A+ Public High Schools to the Missouri Department of Elementary and Secondary Education for two additional St. Louis Public High Schools including: College Preparatory High School and Saint Louis Medical and Bio Science High School at no cost to the District.

**BACKGROUND:** All St. Louis Public High Schools are currently designated as A+ High Schools by the Missouri Department of Elementary and Secondary Education with the exception of the two new high schools currently approved by the St. Louis Administrative Board. For students of these new St. Louis Public High Schools to participate in the A+ Schools Program the Missouri Department of Elementary and Secondary Education must be sent Notification of Assurances for A+ Public High Schools indicating the district's commitment to operate these new high schools as A+ High Schools. DESE recognizes the District's commitment to the A+ Schools Program in that all St. Louis Public High Schools are designated as A+. The new high schools will be designated as A+ High schools in April, 2013 by the Missouri State Board of Education and their seniors are eligible to be "A+ Eligible" this spring, 2013. This is to be the last year for adding high schools to the A+ Schools Program. MSIP: 9.1.2; 9.4.3; CSIP: Page 7 - 4, 5, & 6.

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

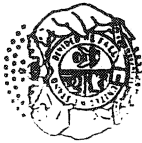
9/12/2012

Dr. Nicole Williams, Dep. Supt., Academics

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
 OFFICE OF QUALITY SCHOOLS  
 P.O. BOX 480 JEFFERSON CITY, MO 65102-0480  
 (573) 751-9094 FAX (573) 522-1759  
**FINAL NOTIFICATION OF ASSURANCES FOR A+ PUBLIC HIGH SCHOOLS**

<b>SECTION I. SCHOOL INFORMATION</b>	
SCHOOL DISTRICT NAME St. Louis Public Schools	COUNTY-DISTRICT CODE 1 1 5 . 1 1 5
HIGH SCHOOL NAME College Preparatory High School	DATE January 7, 2013
TELEPHONE NUMBER (314) 345-5651	BUILDING NUMBER 1-5-5-0
	FAX NUMBER

**SECTION II. SCHOOL DISTRICT COMMITMENT**

The administrators, staff, teachers and interested community of this school have made the decision to start and support the A+ Schools Program, therefore, we agree to:

- 1) Specify the knowledge, skills and competencies that students must demonstrate to successfully complete any individual course offered by the school, and any course of studies which will qualify a student for graduation;
- 2) Require rigorous coursework and eliminate all general track courses;
- 3) Administer a comprehensive guidance plan;
- 4) Include in the district and building level improvement plans the following: All students graduate from high school; complete a selection of high school studies that is rigorous; proceed from high school graduation to a college, postsecondary career/technical school or high-wage job with the skills necessary to succeed;
- 5) Establish procedures to identify students who are at risk of dropping out of school and intervention services to be used to meet the needs of such students; and
- 6) Sustain planning, implementation and evaluation efforts and report any requested documentation and/or reports necessary to determine continuous improvement and positive performance of the A+ Schools Program.

**SECTION III. STUDENT REQUIREMENTS**

The administrators, staff and teachers will require students to meet the following requirements in order to become eligible for A+ funding and to attend a public community college or career-technical school following graduation:

- 1) Attend a Missouri public high school for three years immediately prior to graduation;
- 2) Maintain a 2.5 GPA;
- 3) Maintain 95% attendance over the four years of high school;
- 4) Maintain a record of good citizenship;
- 5) Complete 50 hours of unpaid tutoring and/or mentoring; and
- 6) Sign an A+ agreement.

**SECTION IV. SIGNATURES**

SCHOOL BOARD PRESIDENT	TELEPHONE NUMBER	DATE
Printed Name: Rick Sullivan	(314) 345 - 2230	
SUPERINTENDENT	EMAIL: Rick.Sullivan@s1ps.org	
Printed Name: Kelvin R. Adams PhD	TELEPHONE NUMBER (314) 345 - 2500	DATE
BUILDING PRINCIPAL	EMAIL: Kelvin.Adams@s1ps.org	
Printed Name: Charmyn Baker	TELEPHONE NUMBER (314) 345- 5651	DATE

\*The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department programs may be directed to the Jefferson State Office Building, Title IX Coordinator, 7th Floor, 205 Jefferson Street, Jefferson City, Missouri 65102-0480; telephone number 573-751-4212.\*



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
 OFFICE OF QUALITY SCHOOLS  
 P.O. BOX 480 JEFFERSON CITY, MO 65102-0480  
 (573) 751-9094 FAX (573) 522-1759

**FINAL NOTIFICATION OF ASSURANCES FOR A+ PUBLIC HIGH SCHOOLS**

<b>SECTION I. SCHOOL INFORMATION</b>	
SCHOOL DISTRICT NAME St. Louis Public Schools	COUNTY-DISTRICT CODE 1 5 1 5
HIGH SCHOOL NAME St. Louis Medical and Bio Science High School	DATE January 7, 2013
TELEPHONE NUMBER (314) 345 - 5738	BUILDING NUMBER 1-5-1-0
	FAX NUMBER

**SECTION II. SCHOOL DISTRICT COMMITMENT**

The administrators, staff, teachers and interested community of this school have made the decision to start and support the A+ Schools Program, therefore, we agree to:

- 1) Specify the knowledge, skills and competencies that students must demonstrate to successfully complete any individual course offered by the school, and any course of studies which will qualify a student for graduation;
- 2) Require rigorous coursework and eliminate all general track courses;
- 3) Administer a comprehensive guidance plan;
- 4) Include in the district and building level improvement plans the following: All students graduate from high school; complete a selection of high school studies that is rigorous; proceed from high school graduation to a college, postsecondary career/technical school or high-wage job with the skills necessary to succeed;
- 5) Establish procedures to identify students who are at risk of dropping out of school and intervention services to be used to meet the needs of such students; and
- 6) Sustain planning, implementation and evaluation efforts and report any requested documentation and/or reports necessary to determine continuous improvement and positive performance of the A+ Schools Program.

**SECTION III. STUDENT REQUIREMENTS**

The administrators, staff and teachers will require students to meet the following requirements in order to become eligible for A+ funding and to attend a public community college or career-technical school following graduation:

- 1) Attend a Missouri public high school for three years immediately prior to graduation;
- 2) Maintain a 2.5 GPA;
- 3) Maintain 95% attendance over the four years of high school;
- 4) Maintain a record of good citizenship;
- 5) Complete 50 hours of unpaid tutoring and/or mentoring; and
- 6) Sign an A+ agreement.

**SECTION IV. SIGNATURES**

SCHOOL BOARD PRESIDENT	TELEPHONE NUMBER	DATE
	(314) 345 - 2230	
Printed Name: Rick Sullivan	EMAIL: Rick.Sullivan@slps.org	
SUPERINTENDENT	TELEPHONE NUMBER	DATE
	(314) 345 - 2500	
Printed Name: Kelvin R. Adams PhD	EMAIL: Kelvin.Adams@slps.org	
BUILDING PRINCIPAL	TELEPHONE NUMBER	DATE
	(314) 345 - 5738	
Printed Name: Tim Murrell		

\*The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department programs may be directed to the Jefferson State Office Building, Title IX Coordinator, 7th Floor, 205 Jefferson Street, Jefferson City, Missouri 65102-0480; telephone number 573-751-4212.\*



 **BOARD RESOLUTION**

Date: September 17, 2012  
 Agenda Item : 10-18-12-07  
 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 the Agency Service Agreement with BJC School Outreach and Youth Development to provide nutrition education programs as proposed in the U.S. Department of Education - Carol M. White - Aim to Fitness Grant. The program is for the period September 28, 2012 to July 31, 2013 at a cost not to exceed \$20,354.00. The grant is for three years and this Agreement will be presented to the Board each year for approval.

**BACKGROUND:** As a part of the grant proposal, BJC School Outreach and Youth Development has agreed to provide professional development training on nutrition including a four hour education training for 15 physical education teachers, to serve on a professional development committee to assist SLPS and other agencies, to provide six parent-child cooking demonstrations, and to provide an annual Health Expo for school personnel.

Accountability Plan Goals: Goal III: Facilities, Resources Support

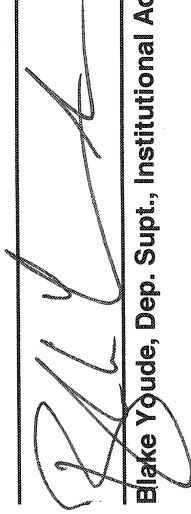
Objective/Strategy: III.C.


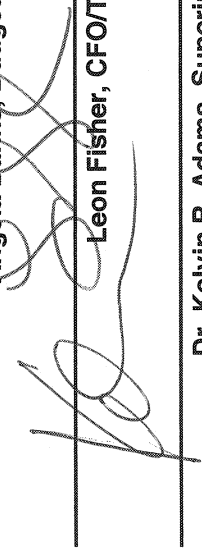
FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 847-WZ-293-1123-6319	Non-GOB	Requisition #: 10130884
Amount: \$20,354.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
\$20,354.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600010115

Department: Development Office

Requestor: Linda Riekens

  
 Blake Youde, Dep. Supt., Institutional Advancement

  
 Angela Banks, Budget Director  
  
 Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent





 **BOARD RESOLUTION**

Date: September 17, 2012

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item : 10-18-12-08

Action:

Action to be Approved:  
Agency/Partnership Agreement

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

**SUBJECT:** To approve the Agency Service Agreement with Washington University School of Medicine to provide fitness education programs as proposed in the U.S. Department of Education - Carol M. White - Aim to Fitness Grant. The program is for the period September 28, 2012 to July 31, 2013 at a cost not to exceed \$148,723.00. The grant is for three years and this Agreement will be presented to the Board each year for approval.

**BACKGROUND:** As a part of the grant proposal, the Washington University School of Medicine has agreed to provide assistance and training for SLPs teachers to perform height and weight measurements for the computation of BMI-for-age and to perform the 20-meter shuttle-run test, to oversee and analysis of BMI and fitness data, to assist SLPs teachers in implementing the AIM (Academics in Movement) physical education program, to facilitate accurate and timely data collection and to prepare the annual reports for SLPs for submission to a national data base as part of the grant reporting obligations.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.

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 #: 10130894
Amount: \$148,723.00		
Fund Source:		Requisition #:
Amount:		Requisition #:
Fund Source:		Requisition #:
Amount:		Vendor #: 600001400
\$148,723.00	<input type="checkbox"/> Pending Funding Availability	

Department: Development Office

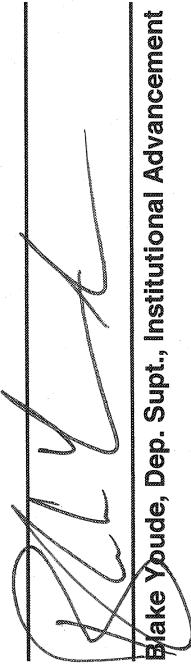
Requestor: Linda Riekens



Angela Banks, Budget Director



Leon Fisher, CFO/Treasurer



Blake Youde, Dep. Supt., Institutional Advancement

Dr. Kelvin R. Adams, Superintendent





# BOARD RESOLUTION

Date: September 17, 2012

Agenda Item: 10-18-12-09

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract

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

Previous Board Resolution # 06-30-11-49  
Prior Year Cost \$24,370

**SUBJECT:** To approve a sole source contract for year one of a three year contract, with Career Cruising. This contract is for the consulting and software services for all St. Louis Public School middle and high school students in an amount not to exceed \$31,055.00 for the period beginning October 19, 2012 thru June 30, 2013.


**BACKGROUND:** The St. Louis Public Schools have been using Career Cruising since 2009. Career Cruising is a guidance software program designed for student portfolio development which features a series of administrative tools for local school counselors, teachers and administrators to track student portfolio completion. The purpose of this software is to provide career guidance to all of the St. Louis Public School's middle and senior high school students.  
In the initial three year contract, Career Cruising supported 26 middle and high schools. In the new 3 year contract, the program will be supporting 29 middle and high schools.


Accountability Plan Goals: Goal I: Student Performance      Objective/Strategy: I.f

<b>FUNDING SOURCE:</b> (ex: 111 Location Code - 00 Project Code -10 Fund Type - 2218 Function- 6411 Object Code)	
Fund Source: 826-KZ-253-1394-6441	Non-GOB
Amount: \$31,055.00	Requisition #: 10130914
Fund Source:	Requisition #:
Amount:	Requisition #:
Fund Source:	Vendor #: 600013871
Amount:	
Cost not to Exceed: \$31,055.00	<input type="checkbox"/> Pending Funding Availability

Department: Career and Tech Education

Requestor: Tim M. Murrell

  
 \_\_\_\_\_  
**Angela Banks, Budget Director**

  
 \_\_\_\_\_  
 Leon Fisher, CFO/Treasurer

Timothy Murrell, Exec. Dir., Career Technical Ed

 9/14/2012  
 \_\_\_\_\_  
**Dr. Nicole Williams, Dep. Supt., Academics**

Dr. Kelvin R. Adams, Superintendent



# BOARD RESOLUTION

Date: September 17, 2012

Agenda Item: 10-18-12-10

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Dan Edwards, Assoc. Supt., Secondary Schools

Action to be Approved: Contract

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

Previous Board Resolution # 02-16-12-18

Prior Year Cost 7,700

**SUBJECT:** To approve a sole source contract with The Missouri Reading Initiative Program to obtain the services of a consultant for the purpose of providing the Froebel Staff with research-based writing strategies to support implementation of the district's literacy model for the period of October 19, 2012 through January 31, 2013 at a cost not to exceed \$8,800.00. As a pilot school, the writing component is part of our focus on literacy.

**BACKGROUND:** 2012 MAP Data indicates a 12.9% decrease in Communication Arts. Our goal is to decrease the number of students scoring in the bottom two quartiles and move them into the Advanced and/or Proficient Levels of the 2013 MAP Test. An overall analysis of the district's Communication Arts scores indicate writing is a weakness across all grade levels. Less than 70% of our students demonstrated mastery of writing in a variety of contexts. The Associate Superintendents' review of 2012-2013 data identified W2E (Applying conventions of grammar in text) as a "Power GLE". Their analysis also revealed "more professional development and teacher support is needed to support instruction and data analysis". The Missouri Reading Initiative is a comprehensive approach to professional development in all aspects of literacy. It provides ongoing systemic professional development to enhance the quality of literacy instruction leading to improved student achievement throughout all grade levels.

Accountability Plan Goals: Goal II: Highly Qualified Staff


Objective/Strategy: Obj. #1/Strat. #2

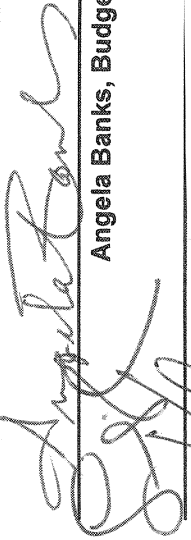
**FUNDING SOURCE:** (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 466-AM-233-1127-6319	Non-GOB	Requisition #: 10130666
Amount: \$8,800.00		
Fund Source:		Requisition #:
Amount:		Requisition #:
Fund Source:		Vendor #:
Amount:		
Cost not to Exceed: \$8,800.00	<input type="checkbox"/> Pending Funding Availability	

Department: Froebel Literacy Academy

Requestor: Marnie E. Womack

  
Dr. Dan Edwards, Assoc. Supt., Secondary Schools

  
Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer


  
9/17/2012  
Dr. Nicole Williams, Dep. Supt., Academics

Dr. Kelvin R. Adams, Superintendent



# REQUEST FOR SOLE SOURCE PURCHASE

<b>Requestor:</b> Mamie E. Womack	<b>Date:</b> August 31, 2012
<b>Department / School:</b> Froebel Literacy Academy	<b>Phone Number:</b> (314) 771-3533
<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> Requesting the support and other technical services of a consultant contracted through The Missouri Reading Initiative for the purpose of providing the Froebel Staff with research-based writing strategies to enhance the quality of literacy instruction.	
<b>Vendor Name:</b> The Missouri Reading Initiative	<b>Email:</b> <a href="http://www.missourireadinginitiative.com">www.missourireadinginitiative.com</a>
<b>Vendor Contact:</b> Rebecca Haseltine	<b>Phone Number (417) 520-0735</b>
<b>Justification Information</b>	
<b>1. Why the uniquely specified goods are required?</b> The Missouri Reading Initiative is a comprehensive approach to professional development in all aspects of literacy. It was first organized in 1998 under the auspices of the Missouri Learning First Alliance, consisting of fifteen major educational organizations. The initial mission of the Missouri Reading Initiative was dedicated to working with Missouri Public Schools' teachers and administrators to ensure every child would learn to read proficiently by the end of third grade. However, because of the successful results of the program it has been expanded to include literacy assistance at all grade levels. Research has shown for several years: there is a high correlation between schools that utilize Missouri Reading Initiative services and increased student achievement in literacy.	
<b>2. Why good or services available from other vendors /competitors are not acceptable?</b> The Missouri Reading Initiative is dedicated to working specifically with Missouri Public Schools to ensure every child will read and write proficiently. The staff is well trained and highly qualified to provide teachers with assistance as they correlate the Missouri Grade Level Expectations with the Common Core State Standards.	
<b>3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)</b> A recent statewide independent evaluation commissioned by the Missouri State Commissioner of Education, Dr. Chris Nicastrro, revealed positive findings about professional development offered by the Missouri Reading Initiative. Doug Reeves and his research team from Colorado's Center for Leadership & Learning found the Missouri Reading Initiative to be one of the best professional development programs throughout the state of Missouri. These findings were based on the level of implementation of Missouri Reading Initiative and the degree of impact on student achievement.	
<b>Please refer to the <u>Bio attached</u>.</b> The Missouri Reading Initiative actively seeks effective teachers with a strong literacy background as potential Missouri Reading Initiative trainers. The program recruits teachers who have a proven track record in working with students, as well as adult learners. Missouri Reading Initiative Trainers, also, serve as a literacy resource for the state of Missouri.	
<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 no met, then the item must be bid.





# BOARD RESOLUTION

Date: September 17, 2012

Agenda Item : 10-18-12-11

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Rosemary Martin, Assoc. Supt., Ofc. of Innovation

Action to be Approved: Contract

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

**SUBJECT:** To approve a sole source contract with the Missouri SAM Innovation Program to develop time management skills and to build instructional leadership behaviors, which will increase student achievement. The contract term is for the period of October 19, 2012 to June 30, 2013 at a cost not to exceed \$101,200.00.

**BACKGROUND:** The SAM process was initially funded by the Wallace Foundation as the Alternative School Administration Study in Louisville, Kentucky and is now used by over 400 schools in fifteen states.

In the study, all of the principals increased instructional time and exceeded 60% of day/year. Additionally, rate of gain instudent achievement significantly outpaced control schools. SLPS plans on implementing the SAMS Innovation Project to 11 schools in the 12-13 school year.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1.1A

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

Fund Source: 819-UG-293-2214-6319	Non-GOB	Requisition #:
Amount: \$101,200.00		Requisition #:
Fund Source:		Requisition #:
Amount:		Vendor #:
Fund Source:		
Amount:		
\$101,200.00	<input type="checkbox"/> Pending Funding Availability	

Department: Office of Innovation

Requestor:

Rosemary Martin, Assoc. Supt., Ofc. of Innovation  
9/17/2012

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Nicole Williams, Dep. Supt., Academics

Dr. Kelvin R. Adams, Superintendent

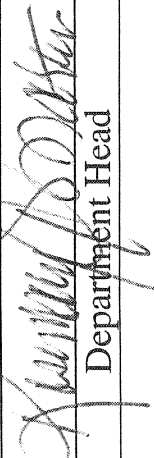



# REQUEST FOR SOLE SOURCE PURCHASE

<b>Requestor:</b> Rosemary Mary	<b>Date:</b> September 7, 2012
<b>Department / School:</b> Office of Innovation	<b>Phone Number:</b> 345-2329
<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 SAM process was initially funded by the Wallace Foundation as the Alternative School Administration Study in Louisville, Kentucky and is now used by over 400 schools in fifteen states. The SAM process increase instructional time and exceeded 60% of day/year. Additionally, rate of gain in student achievement significantly outpaced control schools. Studies show that the average gain in instructional leadership time for participating principals was five hours and fifty-seven more minutes every week, the equivalent of twenty-seven extra days each year. By the end of the second year of SAM work, the gain increased to eight hours and thirty more minutes every week, the equivalent of thirty-eight extra days each year. By the end of the third year of participation, the gain in instructional leadership time increased to twelve hours and twenty more minutes every week, the equivalent of fifty-five extra days each year.	
<b>Vendor Name:</b> Missouri SAM Innovation Project	<b>Email:</b> <a href="mailto:marshalay@MissouriState.edu">marshalay@MissouriState.edu</a>
<b>Vendor Contact:</b> Marsha Lay	<b>Phone Number:</b> 417-569-5679
<b>Justification Information</b>	
<b>1. Why the uniquely specified goods are required?</b> SAM has a nationally trademark developed in time management to build instructional leadership behaviors in leaders which will increase student achievement. The participation in The SAM process will gain instructional leadership time. The SAM tools Time/Task Analysis, Time Track, First Responders and the name SAM, are trademark and copyright protected to endure fidelity of use.	
<b>2. Why good or services available from other vendors /competitors are not acceptable?</b> SAM is the only vendor that offers this service.	
<b>3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)</b> The Wallace Foundation supported replication and development of the SAM professional development process until July 1, 2010. Extensive testing of the tools, and other SAM process elements, determined that, when used separately, they did not have an impact on change of principal practice. The use of the tools and coaching support in an integrated manner will work consistently. The Foundation assisted with the creation of a non-profit, National SAM Innovation Project (NSIP), to provide SAM implementation and support services for schools, districts and states through a fee-for-service structure.	
<b>4. List the Names of other Vendors contacted &amp; Price Quotes:</b> No other vendors provide this service.	

*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.



# BOARD RESOLUTION

Date: September 17, 2012  
To: Dr. Kelvin R. Adams, Superintendent  
From: Nahed Chapman, Exec. Dir., ESOL

Agenda Item : 10-18-12-12  
Action:

Action to be Approved: Contract

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

**SUBJECT:** To approve a sole source contract with Meredith Vesoulis for collecting quantitative data in fulfillment of the St. Louis Public Schools (SLPS) Math Success for ELLS Math-Science Partnership (MSP) evaluation plan to be provided October 19, 2012 to September 30, 2013 at a cost not to exceed \$8,000. The dates of service coincide with the grant period.

**BACKGROUND:** An independent agent/agency is required to objectively, reliably and with validity collect data for the purpose of evaluating the SLPS Math Success for ELLs Math-Science Partnership through application of the Sheltered Instruction Observation Protocol (SIOP) to K-5 math classroom observations of both grant participants and control group teachers for both pre-assessment in the Fall and post-assessment in the Spring.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 11.D

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


Fund Source: 838-VU-293-1152-6319	Non-GOB	Requisition #:
Amount: \$8,000.00		Requisition #:
Fund Source:		Requisition #:
Amount:		Vendor #: 600015094
Fund Source:		
Amount:	<input type="checkbox"/> Pending Funding Availability	


Department: ESOL Program

Requestor: Nahed Chapman

  
Nahed Chapman, Exec. Dir., ESOL #:

 9/14/2012  
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:</b> Nahed Chapman	<b>Date:</b> August 13, 2012
<b>Department / School:</b> ESOL Program	<b>Phone Number:</b> (314) 664-1066
<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>	
Meredith Vesoulis will collect data through math classroom observations in the fall and next spring as part of the the Math Success for ELLs (English Language Learners) Mathematics-Science Partnership (MSP) grant assessment.	
<b>Vendor Name:</b> Meredith Vesoulis	<b>Email:</b> meredithvesoulis@gmail.com
<b>Vendor Contact:</b> Meredith Vesoulis	<b>Phone Number</b> 614-607-3269
<b>Justification Information</b>	
<b>1. Why the uniquely specified goods are required?</b>	
The grant requires data collection for each goal as part of the grant assessment. Ms. Vesoulis will record the degree to which teachers implement SIOP during observed math lessons and will record those observations on a Protocol which requires training in and experience with the SIOP model.	
<b>2. Why good or services available from other vendors /competitors are not acceptable?</b>	
Ms. Vesoulis has been trained in SIOP (Sheltered Instruction Observation Protocol), has also trained teachers in SIOP when she was working with MELL(Migrant Ed and English Language Learning) program through DESE and CSD.	
<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>	
	8-16-2012
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: September 17, 2012  
 To: Dr. Kelvin R. Adams, Superintendent  
 From: Nahed Chapman, Exec. Dir., ESOL

Agenda Item : 10-18-12-13  
 Action:

Action to be Approved: Contract  
 Other Transaction Descriptors: Sole Source  
 (i.e.: Sole Source, Ratification)

Previous Board Resolution # 02-16-12-19  
 Prior Year Cost 24,000.00



**SUBJECT:** To approve a sole source contract with Dr. Joseph G. Tillman for evaluation, revision and implementation of a comprehensive assessment plan for the Math Success for ELLS (English Language Learners) Mathematics-Science partnership (MSP) grant for the period of October 19, 2012 through September 30, 2013 at a cost not to exceed \$48,000. The dates of service coincide with the grant period.


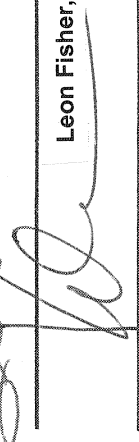
**BACKGROUND:** Dr. Tillman will be responsible for a modified MSP grant assessment that incorporates both quantitative and qualitative assessment, its administration, a final written report and on-line MSP report submission. The purpose of this work is to extend the ability of our MSP to provide meaningful data and evidence of success to state and federal evaluators, within the context of grant-defined goals and objectives. The success of Dr. Tillman's service will be determined by the final report and the supporting data submitted along with it, as evidence of student and teacher growth as a result of MSP professional development.

Accountability Plan Goals: Goal 1: Student Performance Objective/Strategy: 11.D

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

Fund Source: 838-VU-293-1152-6319	Non-GOB	Requisition #:
Amount: \$48,000		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600014754

Requestor: Nahed Chapman  
  
 Nahed Chapman, Exec. Dir., ESOL #  
 9/14/2012  
 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:</b> Nahed Chapman	<b>Date:</b> August 13, 2012	9/14/12 <i>dy</i>
<b>Department / School:</b> ESOL Program	<b>Phone Number:</b> (314) 664-1066	
<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. Tillman will provide a detailed evaluation of the assessment needs of the Math Success for ELLs Mathematics-Science Partnership (MSP) grant. He will continue to develop a comprehensive plan for student math performance, teacher math-content development, and teacher Sheltered Instruction Observation Protocol (SIOP) classroom implementation for the Math Success for ELLs (English Language Learners) Mathematics-Science Partnership (MSP) grant.		
<b>Vendor Name:</b> Dr. Joseph G. Tillman	<b>Email:</b> JGTinNYC@gmail.com	
<b>Vendor Contact:</b> Dr. Joseph G. Tillman	<b>Phone Number</b> 573-864-6484	
<b>Justification Information</b>		
<b>1. Why the uniquely specified goods are required?</b>		
We need to continue to effectively document the significant impact the professional development that teachers receive through the grant has on both math student achievement, English language learning and increased teacher math content knowledge.		
<b>2. Why good or services available from other vendors /competitors are not acceptable?</b>		
Dr. Tillman has vast experience in several areas of the grant: STEM (science-technology-engineering-math) education, SIOP (Sheltered Instruction Observation Protocol), teacher education (University of Missouri, Southeast Missouri State University, York College CUNY. In addition, Dr. Tillman directed the Migrant Ed and English Language Learning program in Missouri through DESE.		
<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>		
William Chapman 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)
- X **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: September 17, 2012  
To: Dr. Kelvin R. Adams, Superintendent  
From: Blake Youde, Dep. Supt., Institutional Advancement

Agenda Item : 10-18-12-14

Action:

Action to be Approved: Contract Renewal  
Other Transaction Descriptors:  
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 02-16-12-20  
Prior Year Cost \$10,000.00

**SUBJECT:** To approve the contract renewal with Writing Works for grant writing services for the period October 19, 2012 to June 30, 2013 at a cost not to exceed \$10,000.00.

**BACKGROUND:** During the previous contract period Ms. Mary Neal of Writing Works assisted SLPS in securing three grants for a total award amount of \$662,851. The grants are as follows: Missouri Foundation of Health (\$182,123), Daughters of Charity (\$50,000), and St. Louis Mental Health Board (\$300,000).

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

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

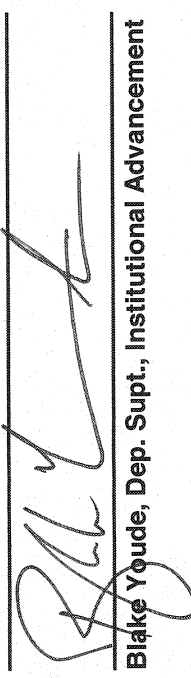
Fund Source: 973-00-110-2518-6319	GOB	Requisition #: 10130841
Amount: \$10,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
\$10,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600004835

Department: Development Office

Requestor: Linda Riekas

  
Argela Banks, Budget Director

  
Leon Fisher, CFO/Treasurer

  
Blake Youde, Dep. Supt., Institutional Advancement

Dr. Kelvin R. Adams, Superintendent





## Vendor Performance Report

Type of report: Final X Quarterly <input type="checkbox"/>	Report Date: 9/11/12	
Dept / School: Development Office	Reported By: Linda Riekes	
Vendor: Writing Works	Vendor #: 600004835	
Contract # / P.O. #: 4500161478	Contract Name: Grant Writing Services	
Contract Amount: \$ 10,000.00	Award Date: 02-16-12	
<b>Purpose of Contract (Brief Description): To provide grant writing services.</b>		
<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>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory</p>		
Category	Rating	Comments (Brief)
<b>Quality of Goods / Services</b>	5 X	SLPS was awarded 3 grants based on proposals written by the consultant.
	4	
	3	
	2	
	1	
<b>Timeliness of Delivery or Performance</b>	5 X	All work must be completed on time to be submitted for grants.
	4	
	3	
	2	
	1	
<b>Business Relations</b>	5	
	4 X	
	3	
	2	
	1	
<b>Customer Satisfaction</b>	5 X	SLPS has been awarded grants in the amount of \$662,851.
	4	
	3	
	2	
	1	
<b>Cost Control</b>	5 X	
	4	
	3	
	2	
	1	
<b>Average Score</b>	4.8	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>		
Please Check		Yes X No <input type="checkbox"/>

## VENDOR PERFORMANCE REPORT INSTRUCTIONS

- Type of report** Identify if this is a final report or a quarterly report (3 months)
- Report Date** The date the report is prepared
- Department** Indicate the name of the reporting department
- Reported By** Please sign your name
- Vendor** Enter the vendor's name
- Vendor Number** Enter the vendor's assigned number
- Contract # / PO #** Enter the assigned contract # or the purchase order # for the goods or services being reported
- Contract Name** The official name used when the contract was solicited
- Contract Amount** The total dollar value of the contract: the amount listed on the Board Resolution
- Award Date** Enter the date that the Board approved this contract
- Contract Description** Provide a brief description of the work being done under the contract
- Performance Ratings** 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: September 18, 2012

Agenda Item : 10-18-12-15

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 10-04-11-11

Prior Year Cost \$8,350.00

**SUBJECT:** To approve a sole source contract renewal with the St. Louis Science Center to provide math and science courses for students from October 1, 2012 through May 15, 2013 at a cost not to exceed \$23,350.00.

**BACKGROUND:** This program is part of the activities included under the 21st Century Grant Cohort 6 (SLPS participating schools: Gateway Elementary and Gateway STEM High School) and Cohort 7 (SLPS participating schools: Washington Montessori and Soldan International Studies High School). Programs operate Monday through Friday for three hours after school. The program targets all 3rd, 4th and 5th grade students in the elementary schools and all students in the high schools. The intent of this contract is to use St. Louis Science Center resources to help our students improve their math and science scores. In addition, the program for the high school students will include a career piece which could include employment at the Science Center. Students will create a portfolio or projects for each module taught by the Science Center. An evaluation of the program will be conducted by Dr. Elizabeth Sale, an outside evaluator, targeting students who attend 30 or more days as required by the grant.

Accountability Plan Goals: Goal I: Student Performance

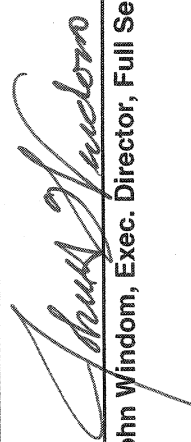
Objective/Strategy: 1.A.3.d


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

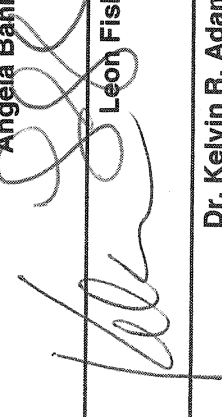
Fund Source: 827-V4-293-1663-6319	Non-GOB	Requisition #: 10130845
Amount: \$12,350.00		
Fund Source: TBD	Non-GOB	Requisition #:
Amount: \$11,000.00		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$23,350.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600012452

Department: Community Education

Requestor: Judith King

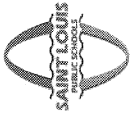
  
 John Windom, Exec. Director, Full Service Schools

  
 Angela Banks, Budget Director

  
 Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent





# REQUEST FOR SOLE SOURCE PURCHASE

<b>Requestor:</b> Judith King	<b>Date:</b> September 10, 2012
<b>Department / School:</b> Community Education	<b>Phone Number:</b> 314-345-4409
<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 St. Louis Science Center will provide educational programs for the after school students at Gateway Elementary and Gateway High School. Programming will take place at each school site and the Science Center. Students will learn about careers and high school students will have opportunities to apply for summer employment.	
<b>Vendor Name:</b> St. Louis Science Center	<b>Email:</b> mharsley@slsc.org
<b>Vendor Contact:</b> Mia Harsley	<b>Phone Number</b> 314-289-1414
<b>Justification Information</b>	
<b>1. Why the uniquely specified goods are required?</b>	
Students must have access to the Science Center and the training facility.	
<b>2. Why good or services available from other vendors /competitors are not acceptable?</b>	
Students must have access to the Science Center and the unique activities which have been tailored to increase science and career awareness.	
<b>3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)</b>	
Services provided by the St. Louis Science Center are included in the 21st Century Grant.	
<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 <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>	Report Date: September 11, 2012	
Dept / School: Gateway Elementary/High	Reported By: Judith King	
Vendor: St. Louis Science Center	Vendor #: 600012362	
Contract # / P.O/ #: 4500162292	Contract Name: Judith King	
Contract Amount: \$ 8,350.00	Award Date: 10-4-11	
<b>Purpose of Contract (Brief Description):</b> Part of the activities included under the 21st Century Program. Involved students in using St. Louis Science Center resources to help our students improve their math and science scores. High School students are included in a career piece which could include employment at the Science Center.		
<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 programming for students. Hands on interactive activities.
	4	
	3	
	2	
	1	
<b>Timeliness of Delivery or Performance</b>	5	All sessions were delivered and schedule changes were made as needed.
	4	
	3	
	2	
	1	
<b>Business Relations</b>	5	Vendor works well with students, staff and other vendors.
	4	
	3	
	2	
	1	
<b>Customer Satisfaction</b>	5	Great activities for students.
	4	
	3	
	2	
	1	
<b>Cost Control</b>	5	Cost extremely good for services provided.
	4	
	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

- Type of report** Identify if this is a final report or a quarterly report (3 months)
- Report Date** The date the report is prepared
- Department** Indicate the name of the reporting department
- Reported By** Please sign your name
- Vendor** Enter the vendor's name
- Vendor Number** Enter the vendor's assigned number
- Contract # / PO #** Enter the assigned contract # or the purchase order # for the goods or services being reported
- Contract Name** The official name used when the contract was solicited
- Contract Amount** The total dollar value of the contract: the amount listed on the Board Resolution
- Award Date** Enter the date that the Board approved this contract
- Contract Description** Provide a brief description of the work being done under the contract
- Performance Ratings** 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: September 18, 2012

Agenda Item: 10-18-12-16

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 10-04-11-12

Prior Year Cost \$16,000.00

**SUBJECT:** To approve a sole source contract renewal with the St. Louis Zoo for student courses to be provided October 1, 2012 through May 15, 2013 at a cost not to exceed \$22,590.00.

**BACKGROUND:** This program is part of the activities included under the 21st Century Grant Cohort 6 (SLPS participating schools: Gateway Elementary and Gateway STEM High School) and Cohort 7 (SLPS participating schools: Washington Montessori and Soldan International High School. Programs operate Monday through Friday for three hours after school. The program targets 3rd, 4th and 5th grade students at the elementary sites and all students at the high schools. The intent of this contract is to use Zoo resources to help students improve their science scores. In addition, the program for the high school students will include a career piece which could include employment at the Zoo. Students will create a portfolio or projects for each module taught by the Zoo. An evaluation of the program will be conducted by Dr. Elizabeth Sale, an outside evaluator, targeting students who attend 30 or more days as required by the grant.

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-V4-293-1663-6319	Non-GOB	Requisition #: 10130844
Amount: \$12,000.00		
Fund Source: TBA	Non-GOB	Requisition #:
Amount: \$10,590.00		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$22,590.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600003866

Department: Community Education

Requestor: Judith King

Angela Banks, Budget Director

Angela Banks, Budget Director

John Windom, Exec. Director, Full Service Schools

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

Dr. Kelvin R. Adams, Superintendent

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







# REQUEST FOR SOLE SOURCE PURCHASE

<b>Requestor:</b> Judith King	<b>Date:</b> September 12, 2012
<b>Department / School:</b> Community Education	<b>Phone Number:</b> 314-345-4409
<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 St. Louis Zoo staff will plan and conduct hands on activities for Gateway Elementary and Gateway High School students. Activities that will take place at the zoo and at each school site. All activities are hands on interactive with animals and science kits. Parent components will involve families in learning about science. Students will learn about careers, high school students will have opportunities for summer employment.	
<b>Vendor Name:</b> St. Louis Zoo	<b>Email:</b> www.stlzoo.org
<b>Vendor Contact:</b> Louise Bradshaw	<b>Phone Number</b> 314-646-4756
<b>Justification Information</b>	
<b>1. Why the uniquely specified goods are required?</b>	
St. Louis Zoo offers students hands on activities including experiences at the Zoological Park.	
<b>2. Why good or services available from other vendors /competitors are not acceptable?</b>	
Programming requires access to the Zoo and Educational Department.	
<b>3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)</b>	
Services provided by the St. Louis Zoo are included in the 21st Century Grant.	
<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:

- xOne-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: September 11, 2012	
Dept / School: Gateway Elementary/High	Reported By: Judith King	
Vendor: St. Louis Zoo	Vendor #: 600003866	
Contract # / P.O. #: 4500160273	Contract Name: Judith King	
Contract Amount: \$ 16,0000.00	Award Date: 10-4-11	
<b>Purpose of Contract (Brief Description):</b> This Vendor is part of the 21 <sup>st</sup> Century Grant. The Zoo provides resources to improved science experiences for student. High School students have a career piece which could include employment at the Zoo.		
<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	Excellent well developed lessons.
	4	
	3	
	2	
	1	
<b>Timeliness of Delivery or Performance</b>	5	All sessions as scheduled.
	4	
	3	
	2	
	1	
<b>Business Relations</b>	5	Vender works well with all staff and other Vendors.
	4	
	3	
	2	
	1	
<b>Customer Satisfaction</b>	5	Students extremely excited about program and the animals which visited the school each week.
	4	
	3	
	2	
	1	
<b>Cost Control</b>	5	Cost good for an onsite program.
	4	
	3	
	2	
	1	
<b>Average Score</b>	4.6	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

**Type of report** Identify if this is a final report or a quarterly report (3 months)  
**Report Date** The date the report is prepared  
**Department** Indicate the name of the reporting department  
**Reported By** Please sign your name  
**Vendor** Enter the vendor's name  
**Vendor Number** Enter the vendor's assigned number  
**Contract # / PO #** Enter the assigned contract # or the purchase order # for the goods or services being reported  
**Contract Name** The official name used when the contract was solicited  
**Contract Amount** The total dollar value of the contract: the amount listed on the Board Resolution  
**Award Date** Enter the date that the Board approved this contract  
**Contract Description** Provide a brief description of the work being done under the contract  
**Performance Ratings** 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: September 18, 2012

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item : 10-18-12-17

Action:

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 10-04-11-13

Prior Year Cost \$14,000.00

**SUBJECT:** To approve a sole source contract renewal with the Missouri Botanical Garden to provide math and science courses for students from October 1, 2012 through May 15, 2013 at a cost not to exceed \$26,320.00.

**BACKGROUND:** This program is part of the activities included under the 21st Century Grant Cohort 6 (SLPS participating schools: Gateway Elementary and Gateway STEM High School) and Cohort 7 (SLPS participating schools: Washington Montessori and Soldan International High School). Programs operate Monday through Friday for three hours after school. The program targets 3rd, 4th and 5th grade students in the elementary sites and all students at the high school sites. In addition, the program for the high school students will include a career piece which could include employment at the Botanical Garden. Students will create a portfolio or projects for each module taught by the Missouri Botanical Garden. An evaluation of the program will be conducted by Dr. Elizabeth Sale, an outside evaluator, targeting students who attend 30 or more days as required by the grant.

Accountability Plan Goals: Goal I: Student Performance

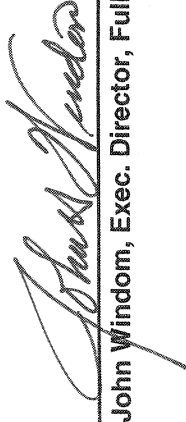
Objective/Strategy: 1.A.3.d

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

Fund Source: 827-V4-293-1663-6319	Non-GOB	Requisition #: 10130843
Amount: \$14,000.00		
Fund Source: TBD	Non-GOB	Requisition #:
Amount: \$12,320.00		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$26,320.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600001260

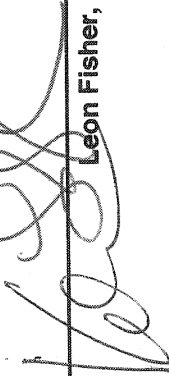
Department: Community Education

Requestor: Judith King

  
John Windom, Exec. Director, Full Service Schools



Angela Banks, Budget Director

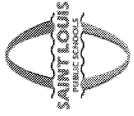


Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent







# REQUEST FOR SOLE SOURCE PURCHASE

<b>Requestor:</b> Judith King	<b>Date:</b> September 10, 2012
<b>Department / School:</b> Community Education	<b>Phone Number:</b> 314-345-4409
<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>	
Students at Gateway Elementary and Gateway High School will have the opportunity to receive academic instruction at the Missouri Botanical Gardens and at each school site. All sessions will consist of hands on active learning opportunities for students.	
<b>Vendor Name:</b> Missouri Botanical Gardens	<b>Email:</b> marty.galganski@mobot.org
<b>Vendor Contact:</b> Marty Galganski	<b>Phone Number</b> 776-3300
<b>Justification Information</b>	
<b>1. Why the uniquely specified goods are required?</b>	
The Botanical Gardens will provide students with the opportunity to connect with nature, increase interest in science and conservational careers.	
<b>2. Why good or services available from other vendors /competitors are not acceptable?</b>	
Collaboratively plan, develop and co deliver thematic units with the Saint Louis Zoo and the Saint Louis Science Center to ensure students acquire excellent science program. Access to Botanical Gardens will be necessary for students and their families.	
<b>3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)</b>	
Services provided by the Botanical Garden are included in the 21st Century Grant.	
<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>	
	Date
Department Head	Date
	Date
CFO	Date
	Date
Superintendent	Date



## Sole Source Checklist

### 1. Check one of the following:

- XOne-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: September 11, 2012	
Dept / School: Gateway Elementary/High	Reported By: Judith King	
Vendor: Missouri Botanical Garden	Vendor #: 600001260	
Contract # / P.O. #: 4500160823	Contract Name: Judith King	
Contract Amount: \$ 14,000.00	Award Date: 10-4-11	
<p><b>Purpose of Contract (Brief Description):</b> Activities are part of the activities included under the 21<sup>st</sup> Century Grant. The Missouri Botanical Garden provided resources to help students expand their experiences with math and science. High School Students have a career piece which could include employment at the Botanical Garden.</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>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory</p>		
Category	Rating	Comments (Brief)
<b>Quality of Goods / Services</b>	5	Excellent services with interactive hands on active learning activities for students.
	4	
	3	
	2	
	1	
<b>Timeliness of Delivery or Performance</b>	5	All services delivered in a timely manner.
	4	
	3	
	2	
	1	
<b>Business Relations</b>	5	Works well with students, staff and other vendors.
	4	
	3	
	2	
	1	
<b>Customer Satisfaction</b>	5	Satisfied with services received,
	4	
	3	
	2	
	1	
<b>Cost Control</b>	5	Cost are reasonable for services rendered.
	4	
	3	
	2	
	1	
<b>Average Score</b>	4.8	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>		
Please Check		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

## VENDOR PERFORMANCE REPORT INSTRUCTIONS

- Type of report** Identify if this is a final report or a quarterly report (3 months)
- Report Date** The date the report is prepared
- Department** Indicate the name of the reporting department
- Reported By** Please sign your name
- Vendor** Enter the vendor's name
- Vendor Number** Enter the vendor's assigned number
- Contract # / PO #** Enter the assigned contract # or the purchase order # for the goods or services being reported
- Contract Name** The official name used when the contract was solicited
- Contract Amount** The total dollar value of the contract: the amount listed on the Board Resolution
- Award Date** Enter the date that the Board approved this contract
- Contract Description** Provide a brief description of the work being done under the contract
- Performance Ratings** 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: September 18, 2012

Agenda Item: 10-18-12-18

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: **Contract Renewal**

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

Previous Board Resolution # 10-09-11-14

Prior Year Cost \$7,000.00

**SUBJECT:** To approve a sole source contract renewal with the St. Louis Society for the Blind and Visually Impaired for collaboration with the community service project, October 1, 2012 through May 15, 2013, at a cost not to exceed \$14,000. The project will involve our students in the development of resources for visually impaired individuals to improve their ability to enjoy the St. Louis Zoo, the Botanical Garden and the St. Louis Science Center.

**BACKGROUND:** This program is part of the activities included under the 21st Century Cohort 6 Grant (Gateway Elementary and Gateway STEM High School) and Cohort 7 (Washington Montessori and Soldan International Studies High School). The intent of this contract is to involve the students in a community service project that will benefit visually impaired individuals as they visit the St. Louis Zoo, the Botanical Gardens and the St. Louis Science Center. All students enrolled in the 21st Century Program will participate to some extent in the project. The project will take place after school and on weekends. The Zoo, Botanical Garden and the St. Louis Science Center will work in collaboration with school staff to extend activities. The project will also include experience that will contribute to the student's knowledge of science and technology. The continuing contract from last year includes two new sites: Washington Montessori and Soldan International Studies under Cohort 7.

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-V4-293-1663-6319	Non-GOB	Requisition #: 10130842
Amount: \$7,000.00		
Fund Source: TBD	Non-GOB	Requisition #:
Amount: 7,000.00		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$14,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600001298

Department: Community Education

Requestor: Judith King

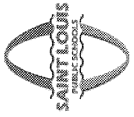
Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

John Windom, Exec. Director, Full Service Schools

Dr. Kelvin R. Adams, Superintendent





# REQUEST FOR SOLE SOURCE PURCHASE

<b>Requestor:</b> Judith King	<b>Date:</b> September 10, 2012
<b>Department / School:</b> Community Education	<b>Phone Number:</b> 314-345-4409
<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>	
Gateway IT High school students will implement a multi-faceted service learning project designed to enhance for blind and visually impaired persons their full access to and enjoyment of key cultural resources in the community including the Saint Louis Zoo, the Saint Louis Science Center, and the Missouri Botanical Garden. The five-year project will be carried out in collaboration with community cultural institutions, with technical assistance services provided by the St. Louis Society for the Blind and Visually Impaired	
<b>Vendor Name:</b> St. Louis Society for the Blind and Visually Impaired	<b>Email:</b> bwending@slsbvi.org
<b>Vendor Contact:</b> Brenda Wendling	<b>Phone Number</b>
<b>Justification Information</b> 314-301-7374	
<b>1. Why the uniquely specified goods are required?</b>	
Consultants from St. Louis Society for the Blind and Visually Impaired will work closely with students to help them gain a greater understanding of the challenges faced by blind and visually impaired persons and to ensure project plans and strategies are consistent with the needs of the visually impaired	
<b>2. Why good or services available from other vendors /competitors are not acceptable?</b>	
St. Louis Society for the Blind and Visually Impaired have access to resources to make this community service project successful while collaborating with a variety of agencies.	
<b>3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)</b>	
Services provided by the St. Louis Society for the Blind and Visually Impaired are included in the 21st Century Grant.	
<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

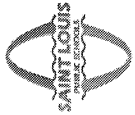


## Sole Source Checklist

### 1. Check one of the following:

- XOne-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: September 11, 2012	
Dept / School: Gateway Elementary/High	Reported By: Judith King	
Vendor: St. Louis Society for the Blind and Visually Impaired	Vendor #: 600001298	
Contract # / P.O. #: 450016129	Contract Name: Judith King	
Contract Amount: \$ 7,000.00	Award Date: 10-4-11	
<p><b>Purpose of Contract (Brief Description):</b> Part of activities included under 21<sup>st</sup> Century Program. To involve students in a community service project. The project involves our students in the development of resources for visually impaired individuals to improve their ability to enjoy the Botanical Garden, the St. Louis Zoo and the St. Louis Science Center.</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>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory</p>		
Category	Rating	Comments (Brief)
<b>Quality of Goods / Services</b>	5	Provided an opportunity for students to use various tools used by blind and visually impaired persons.
	4	
	3	
	2	
	1	
<b>Timeliness of Delivery or Performance</b>	5	Delivered services on time.
	4	
	3	
	2	
	1	
<b>Business Relations</b>	5	Works well with all agencies.
	4	
	3	
	2	
	1	
<b>Customer Satisfaction</b>	5	Satisfied with services rendered.
	4	
	3	
	2	
	1	
<b>Cost Control</b>	5	Cost determined by guidelines of grant.
	4	
	3	
	2	
	1	
<b>Average Score</b>	5.0	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>		
Please Check		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

## **VENDOR PERFORMANCE REPORT INSTRUCTIONS**

- Type of report** Identify if this is a final report or a quarterly report (3 months)
- Report Date** The date the report is prepared
- Department** Indicate the name of the reporting department
- Reported By** Please sign your name
- Vendor** Enter the vendor's name
- Vendor Number** Enter the vendor's assigned number
- Contract # / PO #** Enter the assigned contract # or the purchase order # for the goods or services being reported
- Contract Name** The official name used when the contract was solicited
- Contract Amount** The total dollar value of the contract: the amount listed on the Board Resolution
- Award Date** Enter the date that the Board approved this contract
- Contract Description** Provide a brief description of the work being done under the contract
- Performance Ratings** 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: October 10, 2012

Agenda Item : 10-18-12-19

To: Special Administrative Board

Action:

From: Dr. Kelvin R. Adams, Superintendent

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

**Action to be Approved: Program Extension**

**SUBJECT:** To authorize the Superintendent to act on the Special Administrative Board of the Transitional School District's behalf regarding the proposed five (5) year extension of new student transfers under the voluntary student transfer program through the Voluntary Interdistrict Choice Corporation.

**BACKGROUND:**

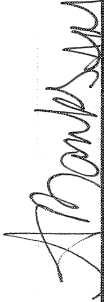
**Accountability Plan Goals: I:**

**Objective/Strategy:**

**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>		
<b>Cost not to Exceed:</b>	NA	<input type="checkbox"/> Pending Funding Availability
		<b>Vendor #:</b>

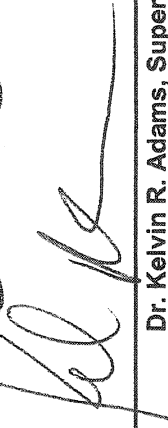
Department: Superintendent's Office



Angela Banks, Budget Director



Leon Fisher, Chief Financial Officer



Dr. Kelvin R. Adams, Superintendent

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

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

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



# BOARD RESOLUTION

Date: October 10, 2012  
To: Dr. Kelvin R. Adams, Superintendent  
From: Leon Fisher, CFO/Treasurer

Agenda Item: 10-18-12-20  
Action:

Action to be Approved: Contract Amendment  
Other Transaction Descriptors:  
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 06-26-12-47

Prior Year Cost \$27,720.00

**SUBJECT:** To approve the amendment of Board Resolution 06-26-12-47 with TALX Corporation to provide Electronic W-2 information for our employees and to enable the employees to enter their demographic information through the TALX website. The contract with TALX will be increased by \$10,000. The total cost of the contract including the amendment will be \$37,720.00.

**BACKGROUND:** TALX currently provides the District with services known as 'The Work Number' and 'Paperless Pay' for our employees. These services provide our employees with instant on-line access to their earnings history with the District. This expansion of the current contract will provide that same access to employees for their W-2 information. The District will benefit in terms of the labor and supplies required to supply our workforce with the paper W-2 forms as we have done in the past. The implementation period will begin 10/19/12 and will provide 2012 W-2 forms to employees in January of 2013.

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: 977-00-110-2523-6319	GOB	Requisition #:
Amount: \$10,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$10,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600014656

Department: Payroll

Requestor: Judy Gaughan

  
Angela Banks, Budget Director

  
Leon Fisher, CFO/Treasurer

  
Dr. Kelvin R. Adams, Superintendent

  
Mary M. Houlihan, Dep. Supt., Operations

**November 15, 2012**





# BOARD RESOLUTION

Date: October 4, 2012

Agenda Item: 11-15-12-01

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved:

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

Contract Increase/Decrease

Previous Board Resolution # 05-03-12-19

Approve Cost \$5,379,330.00

**SUBJECT:** To approve the amendment of Board Resolution #05-03-12-19, for Facilities Management with Aramark Management Services, to include the increased cost to provide the services for the four new schools. The contract with Aramark Management Services will be increased by \$38,180.50. The total cost of the contract including the amendment will be \$5,417,510.50.

**BACKGROUND:** The original Board Resolution amount was based on the cost to service the buildings during the 2011-12 school year. In order to provide the same services to the four new schools, the cost of the contract must be increased.

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: 905-00-110-2624-6319	GOB	Requisition #:
Amount: \$38,180.50		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$38,180.50	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #:600010294

Department: Operations

Ma

Requestor: Linda C. McKnight

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

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

Dr. Kelvin R. Adams, Superintendent







# BOARD RESOLUTION

Date: October 4, 2012      Agenda Item : 11-15-12-02

To: Dr. Kelvin R. Adams, Superintendent      Action:

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

Action to be Approved:      Other Transaction Descriptors:  
 Contract Increase/Decrease      (i.e.: Sole Source, Ratification)  
 Previous Board Resolution # 06-26-12-27  
 Approve Cost \$66,100.00

**SUBJECT:** To approve the amendment of Board Resolution #06-26-12-27, for Fire Sprinkler Inspections with Engineered Fire Protection, Inc., to include the increased cost to provide the services for the four new schools . The contract with Engineered Fire protection, Inc. will be increased by \$1,500.00. The total cost of the contract including the amendment will be \$67,600.00.

**BACKGROUND:** The original Board Resolution amount was based on the cost to continue service for the buildings that were operational during the 2011-12 school year. In order to provide the same services to the four new schools, the cost of the contract must be increased.

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: 905-00-110-2624-6333	GOB	Requisition #:
Amount: \$1,500.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$1,500.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #:600013287

Department: Operations

Requestor: Linda C. McKnight

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

Angela Banks  
 Angela Banks, Budget Director

Leon Fisher  
 Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

Mary M. Hourihan  
 Mary M. Hourihan, Dep. Supt., Operations





# BOARD RESOLUTION

Date: October 4, 2012

Agenda Item : 11-15-12-03

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

**Action to be Approved:**

Contract Increase/Decrease

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

Previous Board Resolution # 06-26-12-28  
Approve Cost **\$250,000.00**

**SUBJECT:** To approve the amendment of Board Resolution #06-26-12-28, for Elevator Repair with Advanced Elevator to include the increased cost to provide the services for the four new schools . The contract with Advanced Elevator will be increased by \$3,000.00. The total cost of the contract including the amendment will be \$253,000.00

**BACKGROUND:** The original Board Resolution amount was based on the cost to service the buildings during the 2011-12 school year. In order to provide the same services to the four new schools, the cost of the contract must be increased.

**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: 905-00-910-2623-6333	Prop S	Requisition #:
Amount: \$3,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$3,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:600004233

Department: Operations


Requestor: Linda C. McKnight

  
Angela Banks, Budget Director

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

  
Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

  
Mary M. Houlihan, Dep. Supt., Operations





# BOARD RESOLUTION

Date: October 4, 2012  
 To: Dr. Kelvin R. Adams, Superintendent  
 From: Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Agenda item : 11-15-12-04

Action:

Action to be Approved: **Other Transaction Descriptors:**  
 Contract Increase/Decrease (i.e.: Sole Source, Ratification)  
 Previous Board Resolution # 06-26-12-29  
 Approve Cost \$39,746.00

**SUBJECT:** To approve the amendment of Board Resolution #06-26-12-29, for Pest and Termite Control with McCann Pest & Termite to include the increased cost to provide the services for the four new schools. The contract with McCann Pest and Termite Control. will be increased by \$85.00. The total cost of the contract including the amendment will be \$39,831.00.

**BACKGROUND:** The original Board Resolution amount was based on the cost to continue service for the buildings that were operational during the 2011-12 school year. In order to provide the same services to the four new schools, the cost of the contract must be increased.


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


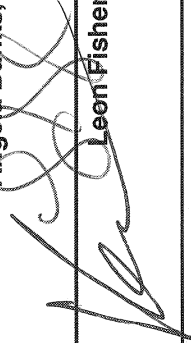
**FUNDING SOURCE:** (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)


Fund Source: 905-00-110-2624-6336	GOB	Requisition #:
Amount: \$85.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$85.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #:600001168

Department: Operations

Requestor: Linda C. McKnight

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

  
 Angela Banks, Budget Director  
  
 Leon Fisher, CFO/Treasurer  
 Dr. Kelvin R. Adams, Superintendent

  
 Mary M. Houlihan, Dep. Supt., Operations





# BOARD RESOLUTION

Date: October 4, 2012

Agenda Item : 11-15-12-05

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

**Action to be Approved:**

Contract Increase/Decrease

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

Previous Board Resolution # 06-26-12-30

Approve Cost **\$258,366.00**

**SUBJECT:** To approve the amendment of Board Resolution #06-26-12-30, for Waste Management Services with IESI, Inc. to include the increased cost to provide the services for the four new schools . The contract with IESI, Inc. will be increased by \$7,440.00. The total cost of the contract including the amendment will be \$265,806.00.

**BACKGROUND:** TThe original Board Resolution amount was based on the cost to continue service for the buildings that were operational during the 2011-12 school year. In order to provide the same services to the four new schools, the cost of the contract must be increased.

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: 905-00-110-2624-6336	GOB	Requisition #:
Amount: \$7,440.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$7,440.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #:600011414

Department: Operations

Requestor: Linda C. McKnight

*Angela Banks*  
Angela Banks, Budget Director

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

*Leon Fisher*  
Leon Fisher, CFO/Treasurer

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

Dr. Kelvin R. Adams, Superintendent







# BOARD RESOLUTION

Date: October 4, 2012

Agenda Item : 11-15-12-06

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

### Action to be Approved:

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

Contract Increase/Decrease

Previous Board Resolution # 06-26-12-31

Approve Cost **\$26,071.90**

**SUBJECT:** To approve the amendment of Board Resolution #06-26-12-31, for Water Treatment Services with Brenco Corporation, Inc., to include the increased cost to provide the services for the four new schools. The contract with Brenco Corporation, Inc. will be increased by \$504.00. The total cost of the contract including the amendment will be \$26,575.90.

**BACKGROUND:** The original Board Resolution amount was based on the cost to continue service for the buildings that were operational during the 2011-12 school year. In order to provide the same services to the four new schools, the cost of the contract must be increased.

**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> 905-00-110-2624-6333	GOB	<b>Requisition #:</b>
<b>Amount:</b> \$504.00		
<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> \$504.00	<input checked="" type="checkbox"/> Pending Funding Availability	<b>Vendor #:</b> 600006469

Department: Operations

Requestor: Linda C. McKnight

  
Angela Banks, Budget Director

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

  
Leon Fisher, CFO/Treasurer

  
Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent





# BOARD RESOLUTION

Date: October 4, 2012

Agenda Item : 11-15-12-07

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

### Action to be Approved:

Contract Increase/Decrease

Previous Board Resolution # 06-26-12-32

Approve Cost **\$36,000.00**

### Other Transaction Descriptors:

(i.e.: Sole Source, Ratification)

**SUBJECT:** To approve the amendment of Board Resolution #06-26-12-32, for Domestic Backflow Inspection Services with Bieg Plumbing Company, Inc., to include the increased cost to provide the services for the four new schools . The contract with Bieg Plumbing Company, Inc. will be increased by \$1,500.00. The total cost of the contract including the amendment will be \$37,500.00.

**BACKGROUND:** The original Board Resolution amount was based on the cost to continue service for the buildings that were operational during the 2011-12 school year. In order to provide the same services to the four new schools, the cost of the contract must be increased.

Accountability Plan Goals: Goal III: Facilities, Resources Support


Objective/Strategy: Ill.C.1


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

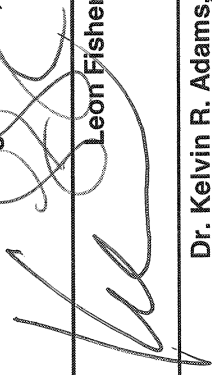
Fund Source: 905-00-110-2624-6333	GOB	Requisition #:
Amount: \$1,500.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$1,500.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #:600007817

Department: Operations


Requestor: Linda C. McKnight

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

  
 Angela Banks, Budget Director

  
 Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

  
 Mary M. Houlihan, Dep. Supt., Operations





# BOARD RESOLUTION

Agenda Item : 11-15-12-08

Date: October 4, 2012

To: Dr. Kelvin R. Adams, Superintendent      Action:

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

Action to be Approved: **Other Transaction Descriptors:**  
Contract Increase/Decrease (i.e.: Sole Source, Ratification)

Previous Board Resolution # 06-26-12-33  
Approve Cost \$75,766.00

**SUBJECT:** To approve the amendment of Board Resolution #06-26-12-33, for Fire Alarm System Inspection Services with International Systems of America, Inc., to include the increased cost to provide the services for the four new schools. The contract with International Systems of America, Inc. will be increased by \$2,344.00. The total cost of the contract including the amendment will be \$78,110.00.

**BACKGROUND:** The original Board Resolution amount was based on the cost to continue service for the buildings that were operational during the 2011-12 school year. In order to provide the same services to the four new schools, the cost of the contract must be increased.

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)

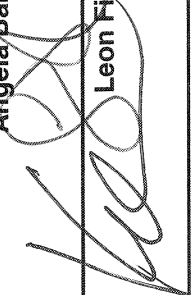
Fund Source: 905-00-110-2624-6333	GOB	Requisition #:
Amount: \$2,344.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$2,344.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #:600013355

Department: Operations

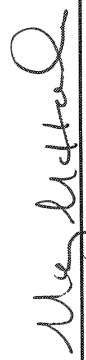
Requestor: Linda C. McKnight

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

  
Angela Banks, Budget Director

  
Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

  
Mary M. Houlihan, Dep. Supt., Operations





# BOARD RESOLUTION

Date: October 4, 2012  
 To: Dr. Kelvin R. Adams, Superintendent  
 From: Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Agenda Item : 11-15-1209  
 Action:

Action to be Approved:  
 Contract Increase/Decrease  
 Previous Board Resolution # 06-26-12-35  
 Approve Cost \$200,000.00

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

**SUBJECT:** To approve the amendment of Board Resolution #06-26-12-35, for Security Monitoring Services with Hackett Security to include the increased cost to provide the services for the four new schools. The contract with Hackett Security Monitoring will be increased by \$1,500.00. The total cost of the contract including the amendment will be \$201,500.00.

**BACKGROUND:** The original Board Resolution amount was based on the cost to continue service for the buildings that were operational during the 2011-12 school year. In order to provide the same services to the four new schools, the cost of the contract must be increased.

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


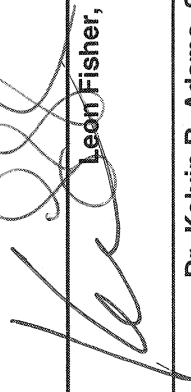
FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 829-00-110-2333-6319	GOB	Requisition #:
Amount: \$1,500.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$1,500.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #:600007051


Department: Operations

Requestor: Linda C. McKnight

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

  
 Angela Banks, Budget Director  
  
 Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

  
 Mary M. Houlihan, Dep. Supt., Operations







# BOARD RESOLUTION

Date: October 4, 2012

Agenda Item: 11-15-12-10

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved:

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

Contract Increase/Decrease

Previous Board Resolution # 06-26-12-37

Approve Cost \$5,000.00

**SUBJECT:** To approve the amendment of Board Resolution #06-26-12-37, for Grease Trap Cleaning Services with Greasemasters, LLC, to include the increased cost to provide the services for the four new schools . The contract with Greasemasters, LLC will be increased by \$1,500.00. The total cost of the contract including the amendment will be \$6,500.00.

**BACKGROUND:** The original Board Resolution amount was based on the cost to continue service for the buildings that were operational during the 2011-12 school year. In order to provide the same services to the four new schools, the cost of the contract must be increased.

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: 905-00-110-2624-6336	GOB	Requisition #:
Amount: \$1,500.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$1,500.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #:600011976

Department: Operations

Requestor: Linda C. McKnight

  
Angela Banks, Budget Director

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

  
Leon Fisher, CFO/Treasurer

  
Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent





# BOARD RESOLUTION

Date: October 4, 2012

Agenda Item: 11-15-12-11

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

### Action to be Approved:

Contract Increase/Decrease

Previous Board Resolution # 06-26-12-39

Approve Cost \$20,000.00

### Other Transaction Descriptors:

(i.e.: Sole Source, Ratification)

**SUBJECT:** To approve the amendment of Board Resolution #06-26-12-39, for Fire Extinguisher Inspection Services with Cintas Fire Protection Company, to include the increased cost to include the services for the four new schools . The contract with Cintas will be increased by \$750.00. The total cost of the contract including the amendment will be \$20,750.00.

**BACKGROUND:** The original Board Resolution amount was based on the cost to continue the for the buildings that were being serviced during the 2011-12 school year. In order to provide the same services to the four new schools, the cost of the contract must be increased.

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: 905-00-110-2624-6333	GOB	Requisition #:
Amount: \$750.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$750.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600011353

Department: Operations

Requestor: Linda C. McKnight

Roger L. 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





# BOARD RESOLUTION

Date: October 8, 2012

Agenda Item: 11-15-12-12

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved:

Other Transaction Descriptors:

Contract Increase/Decrease

(i.e.: Sole Source, Ratification)

Previous Board Resolution # 02-16-12-25

Approve Cost \$490,370

**SUBJECT:** To approve the amendment of Board Resolution 02-16-12-25, for telephone system service and monitoring to include the increased cost to provide the services for the four new schools. The contract with TSI will be increased by \$70,000.00. The total cost of the contract including the amendment will be \$560,370.00 .

**BACKGROUND:** The original Board Resolution amount was based on the cost to provide telephone repair and wiring maintenance for the buildings/student population that were being serviced during the 2011-12 school year. In order to provide the same services to the four new schools (or additional enrollment), the cost of the contract must be increased due to the fact that all locations are not E-Rate eligible for the 2012-13 school year.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.B

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

Fund Source: 981-54-110-2828-6319	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 #: 600005437

Department: Technology Services

Requestor: Cheryl VanNoy

Angela Banks, Budget Director

Cheryl VanNoy, Exec. Dir., Technology Services

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent





# BOARD RESOLUTION

Date: October 10, 2012

Agenda Item : 11-15-12-13

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

### Action to be Approved:

Contract Increase/Decrease

Previous Board Resolution # 04-12-12-03

Approve Cost \$179,102.50

### Other Transaction Descriptors:

(i.e.: Sole Source, Ratification)

**SUBJECT:** To approve the amendment of a contract with IPNS, LLC previously approved under Board resolutions 02-16-12-28 & 04-12-12-03 for CISCO network equipment end-of-life maintenance services for the period July 1, 2012 to June 30, 2013. The cost of the contract will be \$909,250.00. The total cost of the SLPS portion of the contract will not exceed \$179,102.50 (SLPS match based on the Free & Reduced rate).

**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 Board Resolution amount was based on the cost to continue network monitoring and service for the buildings/student population that were being serviced during the 2011-12 school year. In order to provide the same services to the four new schools (or additional enrollment), the cost of the contract must be increased due to the fact that all locations are not E-Rate eligible for the 2012-13 school year.

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

**Objective/Strategy:** III.B

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

Fund Source: 981-54-110-2828-6319	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

Requestor: Cheryl VanNoy

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

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

APD  
Angela Banks, Budget Director

Leo  
Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent







# BOARD RESOLUTION

Date: October 10, 2012

Agenda Item : 11-15-12-14

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

**Action to be Approved:**

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

Contract Increase/Decrease

Previous Board Resolution # 05-17-12-25

Approve Cost \$345,000.00

**SUBJECT:** To approve the amendment of Board Resolution #05-17-12-25, a sole source contract renewal with Tyler Technologies to include 10 days of additional training and 3 additional school PIN numbers for the auto dial system to service the four new schools at an increase of \$14,000.00. The total cost of the contract including the amendment will be \$359,000.00.

**BACKGROUND:** The original Board Resolution amount was based on the cost to continue the student management system and auto dial for the buildings/student population that were being serviced during the 2011-12 school year. In order to provide the same services to the four new schools (or additional enrollment), the cost of the contract must be increased.

Accountability Plan Goals: Goal II: Highly Qualified Staff

Objective/Strategy: III.B

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

Fund Source: 905-L3-910-2223-6441	GOB	Requisition #:
Amount: \$14,000.00		Requisition #:
Fund Source:		Requisition #:
Amount:		Vendor #:
Fund Source:		
Amount:		
Cost Not to Exceed: \$14,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	

Department: Technology Services

Requestor: Cheryl VanNoy

Angela Banks, Budget Director

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

Leon Fisher  
Leon Fisher, CFO/Treasurer

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

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





# BOARD RESOLUTION

Date: October 10, 2012  
 Agenda Item: 11-15-12-15

To: Dr. Kelvin R. Adams, Superintendent  
 Action:

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

Action to be Approved: **Other Transaction Descriptors:**  
 Contract Increase/Decrease (i.e.: Sole Source, Ratification)

Previous Board Resolution # 06-26-12-41  
 Approve Cost \$1,000,000.00

**SUBJECT:** To approve the amendment of Board Resolution #06-26-12-41, a contract renewal with Xerox Corporation to include 2 additional multi-functional devices/copiers and to provide the operation and maintenance from the print shop at an increase by \$10,000.00 in order to service the four new schools. The total cost of the contract including the amendment will be \$1,010,000.00.

**BACKGROUND:** The original Board Resolution amount was based on the cost to continue the copier maintenance for the buildings/student population that were being serviced during the 2011-12 school year. In order to provide the same services to the four new schools (or additional enrollment), the cost of the contract must be increased due to the fact that two additional copiers were needed.

Accountability Plan Goals: Goal III: Facilities, Resources Support      Objective/Strategy: 111.B

**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 #:
Amount: \$10,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$10,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600004465

Department: Instructional Technology

Requestor: Cheryl VanNoy  
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, Superintendent



# BOARD RESOLUTION

Date: October 10, 2012

Agenda Item : 11-15-12-16

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Althea Albert-Santiago, Director, Food Service

Action to be Approved:  
Contract Increase/Decrease

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

Previous Board Resolution # 06-07-12-04  
Approve Cost \$13,886,359

**SUBJECT:** To approve the amendment of Board Resolution 06-07-12-04 for the food services program with Chartwells -, a division of Compass Group USA to include the increased cost to include the services for the four new schools. The contract with Chartwells -Thompson Hospitality will be increased by \$1,836,789 . The total cost of the contract including the amendment will be \$15,723,148.

**BACKGROUND:** The original Board Resolution amount was based on the cost to continue the food services program for buildings/student population that were being serviced during the 2011-12 school year. In order to provide the same services to the four new schools, the cost of the contract must be increased. There will be a revenue increase to offset the additional cost.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.G.1

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

Fund Source: 906-00-510-3111-6319	Non-GOB	Requisition #:
Amount: \$1,836,789		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed:	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600001248
\$1,836,789.00		

Department: Food Services

Requestor: Althea Albert-Santiago

  
Althea Albert-Santiago, Director, Food Service

  
Angela Banks, Budget Director

  
Leon Fisher, CFO/Treasurer

  
Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



# BOARD RESOLUTION

Date: October 3, 2012  
To: Dr. Kelvin R. Adams, Superintendent  
From: Dr. Dan Edwards, Assoc. Supt., Secondary Schools

Agenda Item : 11-15-12-17

Action:

Action to be Approved: Other Transaction Descriptors: Sole Source  
Contract Increase/Decrease (i.e.: Sole Source, Ratification)

Previous Board Resolution # 05-17-12-26  
Approved Cost \$260,000.00

**SUBJECT:** To approve the amendment of Board Resolution 05-17-12-26 for college access services with College Summit to be provided for The College Preparatory High School at Madison for 105 seniors from November 16, 2012 through June 30, 2013. The contract will be increased by \$21,000.00. The total cost of the contract including the amendment will be \$281,000.00.

**BACKGROUND:** The original Board Resolution amount was based on the cost to continue the college access services program for buildings/student population that were being serviced during the 2011-12 school year. In order to provide the same services to the new high school, the cost of the contract must be increased.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 10

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

Fund Source: 110-2325-802-00-110-6319	GOB	Requisition #:	
Amount: \$21,000.00		Requisition #:	
Fund Source:		Requisition #:	
Amount:		Vendor #:	600011386
Fund Source:			
Amount:			
Cost Not to Exceed: \$21,000.00	<input checked="" type="checkbox"/> Pending Funding Availability		

Department: Academics

Requestor:

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







# BOARD RESOLUTION

Date: October 8, 2012

Agenda Item : 11-15-12-18

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Travis Brown, Director, Athletics

Action to be Approved: Purchase of Good (s)

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

Previous Board Resolution # 06-26-12-85

Approve Cost \$110,000.00

**SUBJECT:** To approve the amendment of Board Resolution 06-26-12-85, for the purchase of athletic equipment and uniforms with multiple vendors to include the increased cost of the athletic equipment and uniforms for College Preparatory High School @ Madison and for the middle school athletic program. The total cost will be increased by \$101,277. The total cost of the goods purchased including the amendment will be \$211,277.00.

**BACKGROUND:** The additional cost for the equipment and uniforms for College Preparatory High School is \$64,877 which includes the cost of starting new athletic programs for Boys - football, cross country, basketball, baseball and track; and Girls - volleyball, softball, cross country, basketball, and track. The cost of equipment and uniforms to implement the middle school athletic program at all 13 middle schools is \$36,400 which includes flag football (co-ed), girls volleyball, boys and girls basketball, and boys and girls track. The vendors as determined by RFP earlier in the year are Curt Smith Sporting Goods, Johnny Mac Sporting Goods, BSN and Riddell All-American.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.

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

Fund Source: 833-00-110-1422-6411      GOB  
Amount: \$101,277.00

Requisition #: \_\_\_\_\_

Fund Source: \_\_\_\_\_

Requisition #: \_\_\_\_\_

Amount: \_\_\_\_\_

Fund Source: \_\_\_\_\_

Requisition #: \_\_\_\_\_

Amount: \_\_\_\_\_

Cost Not to Exceed:

\$101,277.00

Pending Funding Availability

Vendor #: Various

Department: Public High League Office

Requestor: Martin Jenkins

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Travis Brown, Director, Athletics

Dr. Kelvin R. Adams, Superintendent





# BOARD RESOLUTION

Date: October 4, 2012

Agenda Item : 11-15-12-19

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Deanna Anderson, Exec. Dir., Transportation

Action to be Approved:

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

Contract Increase/Decrease

Previous Board Resolution # 07-10-12-04

Approve Cost \$20,920,785

**SUBJECT:** To approve the amendment of Board Resolution 07-10-12-04, for the increase of Metro bus passes and buses with First Student to include the increased cost of services for the four new schools and increased enrollment. The contract with First Student along with the increase in Metro bus passes will be increased by \$2,037,692. The total cost of the contract including the amendment will be \$22,958,477.

**BACKGROUND:** The original Board Resolution amount was based on the cost to continue the Metro bus pass program and yellow school bus services for the buildings/student population that were being serviced during the 2011-12 school year. In order to provide the same services to the four new schools and additional enrollment, the cost of the contract must be increased.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.F

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

Fund Source: 918 110-2551 (2553) 6341	GOB	Requisition #:
Amount: \$1,981,600		
Fund Source: 918 110-2558-6342 (6344)	GOB	Requisition #:
Amount: \$55,672		
Fund Source: 918 110-2558 6349	GOB	Requisition #:
Amount: \$420		
\$2,037,692.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600004273

Department: Transportation

Requestor: Deanna J. Anderson

*Deanna J. Anderson*

Deanna Anderson, Exec. Dir., Transportation

*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, Superintendent





# BOARD RESOLUTION

Date: October 4, 2012  
 To: Dr. Kelvin R. Adams, Superintendent  
 From: Mary M. Houlihan, Dep. Supt., Operations

Agenda Item : 11-15-12-20  
 Action:

Action to be Approved: **Membership**

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

**SUBJECT:** To ratify the membership with Cooperating School District which provides administrative and business services, educational services and professional development at a cost of \$67,200 for the period July 1, 2012 through June 30, 2013.

**BACKGROUND:** St. Louis has participated as a member of CSD for many years primarily benefiting from professional development, cooperative purchasing and collaboration with other districts on important issues. The membership fee has increased due to a new approach to billing members based on a flat rate per student. The membership fee was \$44,420 for the 2011-12 school year and will be \$67,200 for the 2012-13 school year. This fee will increase for each of the next 4 years to reach \$137,056 by June 2016-17. The resolution is late due to the need to fully understand the new fee structure and opportunity for St. Louis Public Schools. The new arrangement allows for much lower mark-ups on coop buys which should make CSD sourced products and services more competitive and resulting in greater sourcing and savings through CSD than realized in the past. The District saved \$250-400K on purchases last year primarily on roofing and natural gas.

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:	905-00-110-2611-6381	GOB	Requisition #:	
Amount:	\$67,200.00		Requisition #:	
Fund Source:			Requisition #:	
Amount:			Vendor #:	
Cost Not to Exceed:	\$67,200.00	<input checked="" type="checkbox"/> Pending Funding Availability		

Department: Finance

Requestor: Mary Houlihan

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent





# BOARD RESOLUTION

Date: October 4, 2012

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item: 11-15-12-21

Action:

Action to be Approved: Purchase of Good (s)

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

**SUBJECT:** To ratify the sole source purchase of software licenses for MyLearningPlan, an online electronic management system for professional development and teacher certification, for the 2012 - 2013 school year at a cost not to exceed \$40,000.

**BACKGROUND:** The purpose of the software license is to streamline accounting measures for professional development offerings and credit accumulation by teachers for re-certification which are state requirements. This alleviates manual tracking of professional development offerings and hours. As a result, state reports will be accurately submitted, Human Resources records related to certification will be accurately maintained and data to determine effectiveness of professional development offerings will be monitored through regular reports. The system will be used to collect the professional development activities of 2,500 staff across the District.

Accountability Plan Goals: Goal II: Highly Qualified Staff

Objective/Strategy: IIC & IID

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

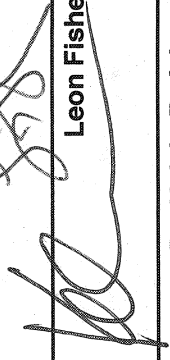
Fund Source: 847-BS-233-2213-6312	Non-GOB	Requisition #:
Amount: \$40,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
\$40,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600014435


Department: Professional Development

Requestor: Sheila Smith-Anderson

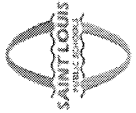
  
Sheila Smith-Anderson, Exec. Dir., Curr. Instruc

  
Angela Banks, Budget Director

  
Leon Fisher, CFO/Treasurer

 10/8/2012  
Dr. Nicole Williams, Dep. Supt., Academics

Dr. Kelvin R. Adams, Superintendent



## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>	Report Date: July 30, 2012	
Dept / School: Professional Development	Reported By: Audrey Jackson	
Vendor: MyLearningPlan	Vendor #: 600014435	
Contract # / P.O.#: 4500157514	Contract Name: MyLearningPlan	
Contract Amount: \$ 30,000.00	Award Date: May 5, 2011	
<p><b>Purpose of Contract (Brief Description):</b>  <b>The management system of MyLearningPlan is a web server and database server to manage and track professional development hours/credit, access and create customizable on-line forms and approvals for professional development activities and create course catalog listing the availability of PD opportunities.</b></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>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory</p>		
Category	Rating	Comments (Brief)
<b>Quality of Goods / Services</b>	5 <input style="width: 30px; height: 20px; border: 1px solid black;" type="text" value="4"/> 3 2 1	Initially, the forms appeared to be cumbersome until participants developed an ease of use.
<b>Timeliness of Delivery or Performance</b>	<input style="width: 30px; height: 20px; border: 1px solid black;" type="text" value="5"/> 4 3 2 1	The company and consultants were very responsive to the district's training needs electronically.
<b>Business Relations</b>	5 <input style="width: 30px; height: 20px; border: 1px solid black;" type="text" value="4"/> 3 2 1	Contract stipulated one face to face tech support meeting. Ideally, if we had a trainer the trainer model for key staffers.
<b>Customer Satisfaction</b>	<input style="width: 30px; height: 20px; border: 1px solid black;" type="text" value="5"/> 4 3 2 1	MyLearningPlan is the management system used by DESE which will allow for ease of reporting to the state for Professional Development activities and certification upgrades from Human Resources.
<b>Cost Control</b>	5 <input style="width: 30px; height: 20px; border: 1px solid black;" type="text" value="4"/> 3 2 1	As compared to other programs, MyLearningPlan is cost effect.
<b>Average Score</b>	4.4	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: right;">Please Check    Yes <input checked="" type="checkbox"/>    No <input type="checkbox"/></p>		



## VENDOR PERFORMANCE REPORT INSTRUCTIONS

**Type of report**

Identify if this is a final report or a quarterly report (3 months)

**Report Date**

The date the report is prepared

**Department**

Indicate the name of the reporting department

**Reported By**

Please sign your name

**Vendor**

Enter the vendor's name

**Vendor Number**

Enter the vendor's assigned number

**Contract # / PO #**

Enter the assigned contract # or the purchase order # for the goods or services being reported

**Contract Name**

The official name used when the contract was solicited

**Contract Amount**

The total dollar value of the contract: the amount listed on the Board Resolution

**Award Date**

Enter the date that the Board approved this contract

**Contract Description**

Provide a brief description of the work being done under the contract

**Performance Ratings**

In the comment column provide the rationale for the rating you give

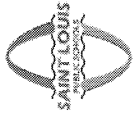
Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

### 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



# REQUEST FOR SOLE SOURCE PURCHASE

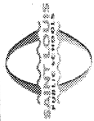
<b>Requestor:</b> Sheila Smith-Anderson	<b>Date:</b> September 27, 2012
<b>Department / School:</b> Curriculum and Instruction and Professional Development	<b>Phone Number:</b> 314-345-4486
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
<b>Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)</b>	
Renewal of software licensing for an on-line professional development management system that is connected to DESE's certification division to provide certification updates for all certified employees in the system.	
<b>Vendor Name:</b> MyLearningPlan	<b>Email:</b> <a href="mailto:iwalter@MyLearningPlan.com">iwalter@MyLearningPlan.com</a>
<b>Vendor Contact:</b> Jennifer Walter	<b>Phone Number:</b> 800-287-4432 ext. 106
<b>Justification Information</b>	
<b>1. Why the uniquely specified goods are required?</b>	
MyLearningPlan is the only on-line professional development management system that is networked with DESE's certification.	
<b>2. Why good or services available from other vendors /competitors are not acceptable?</b>	
No other vendor is networked with DESE's certification division.	
<b>3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)</b>	
Usage reports are available.	
<b>4. List the Names of other Vendors contacted &amp; Price Quotes:</b>	
ABC Sign-Up and Core Solutions were contacted during the search year. No price quotes were obtained because they are not networked with DESE.	
<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>	
Sheila Smith-Anderson	September 27, 2012
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 no met, then the item must be bid.





# Board Resolution

Agenda Item: 11-15-12-27

Date: October 4, 2012  
To: Dr. Kelvin R. Adams, Superintendent  
From: Leon Fisher, CFO/Treasurer

Action: X

Action to be Approved: Financial Report

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

### SUBJECT:

To approve Amendment #1 to the Fiscal Year 2012-2013 General Operating Budget.

### BACKGROUND:

State law requires that a budget amendment be made prior to actual expenditures for a given fund(s) exceeding the officially approved budget for that fund(s). Budget Amendment #1 primarily includes additional revenues associated with a property tax rate change and increased enrollment of former Imagine students. Corresponding expenditure increases are primarily for additional teaching and support staff and related services.

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			Pending Funding Availability Vendor #:

Department: Budget

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent





# BOARD RESOLUTION

Date: September 28, 2012

Agenda Item : 11-15-12-23

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. James Henderson, Chief Human Resource Officer

Action to be Approved: Policy Adoption/Change

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

**SUBJECT:** To approve the amendment of District Policy 4812 concerning Personnel Hearings for Non-Certified Employees.

**BACKGROUND:** Missouri Revised Statute RSMo 168.251 - 168.281 provide that employees who are suspended or otherwise disciplined may request a personnel hearing before a Personnel Committee. The former District policy required that the Personnel Committee be comprised of five (5) member employees. Additionally, the former policy contained out dated District titles. . The revised policy reduces the number of the Personnel Committee members to three (3) and updates the titles to be consistent with current District roles and responsibilities.

Accountability Plan Goals: Goal V: Governance

Objective/Strategy: Ill.C.

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

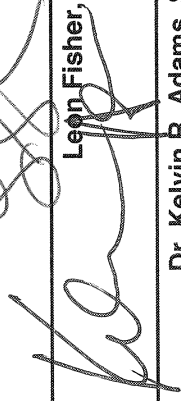
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Fund Source:		Requisition #:
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Fund Source:		Requisition #:
Amount:		
\$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Human Resources

Requestor:

  
Dr. James Henderson, Chief Human Resource Officer

  
Angela Banks, Budget Director

  
Leon Fisher, CFO/Treasurer

  
Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent

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

**EMPLOYEE AND LABOR RELATIONS**

Personnel Hearings - Non-Certificated Employees

Policy # 4812

Pursuant to Sections 168.251 - 168.281 of the Revised Statutes of Missouri, non-certificated employees who are suspended or otherwise disciplined may request a personnel committee hearing.

The Personnel Committee shall be composed of three (3) members and shall perform such functions and duties as required under Missouri state statutes and assigned by the Superintendent of Schools. The Superintendent of Schools shall appoint two (2) members to each personnel committee. The Director of Teacher Services and Employee Relations shall be the third (3rd) member of the committee and shall be Chairperson.

Two (2) members shall constitute a quorum of the Personnel Committee for the purpose of sitting at the hearing on charges against non-certificated employee, pursuant to Missouri statute. The personnel committee shall, by a majority vote, decide the matter and no committee member may enter into the final decision unless such member has either reviewed the transcript of the hearing or heard the evidence.

The decision of the Personnel Committee shall be final provided that, upon the request of the employee affected, provided such request is made within thirty (30) days, the Board of Education shall review the record of the proceedings before the Personnel Committee and may, in its discretion, grant the employee a hearing before the Board. Upon hearing, the Board may affirm, rescind or modify the decision of the Personnel Committee and make any other orders in connection therewith that are appropriate under the circumstances.

References

Legal: Sections 168.201, 168.251 - 168.281, RSMo.

Revised: \_\_\_\_\_

Revised: December 8, 1998

Regulation approved: June 26, 1990



R4812ST. LOUIS SPECIAL ADMINISTRATIVE BOARD OF EDUCATION  
REGULATION THE  
TRANSITIONAL SCHOOL DISTRICT OF THE CITY OF ST. LOUIS  
PERSONNEL POLICY

EMPLOYEE AND LABOR RELATIONS

Personnel Hearings - Personnel Committee Hearings - Non-Certificated Employees

Policy # 4812

Pursuant to Section Sections 168.251 - 168.281 RSMO., neneertificatedof the Revised Statutes of Missouri, non-certificated employees who are suspended or otherwise disciplined may request a personnel committee hearing.

The personnel committee Personnel Committee shall be composed of five three (3) members and shall perform such functions and duties as required under Missouri state statutes and assigned by the superintendent of schools. The superintendent of schools Superintendent of Schools. The Superintendent of Schools shall appoint four two (2) members to each personnel committee. The director of teacher services and employee relations Director of Teacher Services and Employee Relations shall be the four third (3rd) member of the committee and shall be chair person Chairperson.

Three Two (2) members shall constitute a quorum of the personnel committee Personnel Committee for the purpose of sitting at the hearing on charges against non-certificated personnel employee, pursuant to Missouri statute. The full personnel committee shall, by a majority vote, decide the matter and no committee member may enter into the final decision unless such member has either reviewed the transcript of the hearing or heard the evidence.

The decision of the ~~personnel committee~~Personnel Committee shall be final provided that, upon the request of the employee affected, ~~the board~~provided such request is made within thirty (30) days, the Board of Education shall review the record of the proceedings before the ~~personnel committee~~Personnel Committee and may, in its discretion, grant the employee a hearing before the ~~board~~Board. Upon hearing, the ~~board~~Board may affirm, rescind or modify the decision of the ~~committee~~Personnel Committee and make any other orders in connection therewith that are appropriate under the circumstances.

References

Legal: Sections 168.201, 168.251 - 168.281, RSMo.

Regulation approved: June 26, 1990

Revised: December 8, 1998

Revised:





# BOARD RESOLUTION

Date: October 4, 2012

Agenda Item : 11-15-12-204

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved:  
Memorandum of Understanding

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

**SUBJECT:** To approve a Memorandum of Understanding with the United Way of Greater St. Louis to join the Education Express Partnership to recruit and train volunteer reading partners, homework helpers, tutors and mentors in SLPS schools from November 16, 2012 through June 30, 2013 at no cost.

**BACKGROUND:** The United Way of Greater St. Louis has for the Education Express Partnership with local school districts and other schools to recruit volunteers to work in schools in support of improving academic achievement, reducing behavior incidences and improving attendance.


**Accountability Plan Goals:** Goal IV: Parent Community Involvement      **Objective/Strategy:**

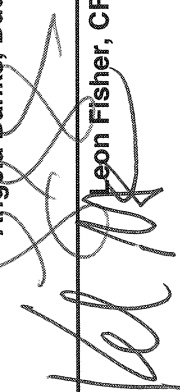
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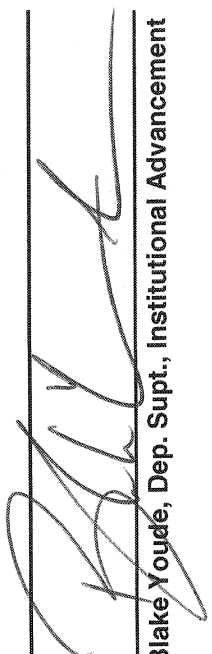
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\$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Institutional Advancement

Requestor: Blake Youde

  
 Angela Banks, Budget Director

  
 Leon Fisher, CFO/Treasurer

  
 Blake Youde, Dep. Supt., Institutional Advancement

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 United Way of Greater St. Louis (“Agency”) on this 16th day of November, 2012.

**The purpose of this Memorandum of Understanding is to establish a partnership between the United Way of Greater St. Louis and the St. Louis Public Schools in order to partner in the Education Express program to recruit volunteer reading partners, homework helpers, tutors and mentors in SLPS 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) Identify a SLPS representative to attend a one-hour orientation session regarding Education Express.
- (b) Screen, train and track volunteer placement.
- (c) Supervise and monitor volunteers.
- (d) Collect and share academic achievement data for students receiving support through the Education Express.
- (e) The terms of the document titled Memorandum of Understanding and Agreement Form for Education Express and attached hereto as Exhibit A are also incorporated herein, except where specifically noted.

**6. Obligations of Agency:**

- (a) Issue a “Call to Action” to inform the community of the need for volunteers.
- (b) Recruit volunteers.
- (c) Provide volunteer orientation and assist with volunteer placement.
- (d) The terms of the document titled Memorandum of Understanding and Agreement Form for Education Express and attached hereto as Exhibit A are also incorporated herein, except where specifically noted.

**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) Student receiving support will show an increase in attendance.
- (b) Students receiving support will show a decrease in behavior incidences.
- (c) Students receiving support will show academic improvement as evidenced by classroom grades and benchmark tests.

**8. Term and Termination:** The term of the MOU will be from November 16, 2012 (the Effective Date) through June 30, 2013, 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: \_\_\_\_\_







# BOARD RESOLUTION

Date: October 4, 2012

Agenda Item : 11-15-12-25

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Chip Jones, Exec. Dir., Special Education

Action to be Approved:  
Memorandum of Understanding

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

**SUBJECT:** To approve a Memorandum of Understanding (MOU) with The Miriam Learning Center to establish a partnership to implement a program focusing on preventative and intervention services for students not eligible for special educational services as defined by the Office of Special Education (OSE). The MOU will be for the period November 16, 2012 through May 24, 2013.

**BACKGROUND:** The Miriam Learning Center will provide occupational and speech/language therapists to assist SLPS students in acquiring and maintaining related skills and abilities leading to academic proficiency.

Accountability Plan Goals: Goal IV: Parent Community Involvement


Objective/Strategy: IV

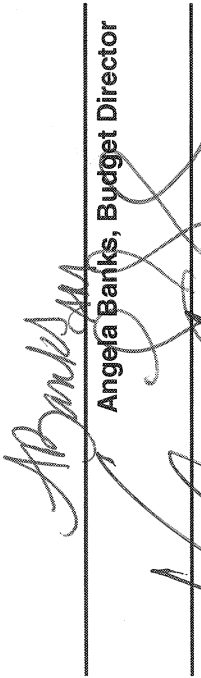
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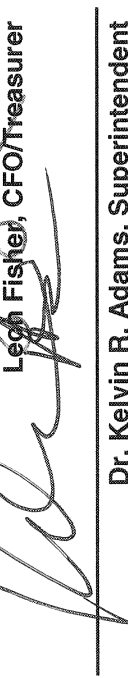
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Amount:			
Fund Source:		Requisition #:	
Amount:			
Fund Source:		Requisition #:	
Amount:			
\$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:	

Department: Student Support Services

Requestor:

  
Dr. Chip Jones, Exec. Dir., Special Education

  
Angela Banks, Budget Director

  
Legn Fisher, CFO/Treasurer

Blake Youde, Dep. Supt., Institutional Advancement

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 Miriam Learning Center on this 16th day of November, 2012.

**The purpose of this Memorandum of Understanding is to establish a partnership between The Miriam Center and the St. Louis Public Schools in order to provide intervention and preventative services to students who do not otherwise qualify to receive services as identified in need of special educational related services, specifically occupational therapy and speech & language therapy.**

**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 injury arising out of the performance of this MOU 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.

**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 which includes 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”). SLPS acknowledges that The Miriam Learning Center maintains client records for all student participants in the non-special educational therapy program at the Agency’s main office. SLPS further acknowledges that all such records and information are confidential in compliance with “HIPAA” and will not be available for review by SLPS. The staff of the Agency are Mandated Reporters and will act accordingly and in compliance with local and state laws

**5. Obligations of SLPS:**

- (a)** Participate with The Miriam Learning Center program supervisor to identify schools to participate in the program.
- (b)** Obtain agreement and cooperation of school personnel, i.e. principal, counselors, social workers teachers to foster participation and collaboration in each individual school.
- (c)** Ensure that each school principal will sign and return a copy of the letter of agreement to The Miriam Learning center as outlined in 6 (b) below.
- (d)** Assist The Miriam Learning Center with the identification of appropriate students to participate in the therapy program. Students may be identified by way of the schools CARE or Student Intervention Teams.
- (e)** Assist The Miriam Learning Center in developing a consent form which will include demographic information from the parents/guardians of appropriate students to be shared with the Miriam Learning Center therapists. This form will also grant permission for the student to participate in the program.
- (f)** Provide an appropriate and confidential space for therapy groups and individual therapy sessions to take place at each school.
- (g)** Make students available during the school day but outside the designated reading and math instructional blocks and MAP testing schedule on a weekly basis (or as specified by The Miriam Learning Center) to participate in group and/or individual therapy.

**6. Obligations of Agency:**

- (a)** The Miriam Learning Center will provide occupational therapy and/or speech/language therapy services to children enrolled in the SLPS District. The schools will be identified and session schedules developed through mutual agreement by The Miriam Learning Center and SLPS administrative staff.
- (b)** The Miriam Learning Center will provide six (6) hours of weekly therapy (occupational, speech, language services) split between the agreed on schools (Dewey and Mallinckrodt).
- (c)** Terms of agreement will be provided in a letter of agreement for each school participating outlining expectations, procedures and requirements of the school and The Miriam Learning Center.
- (d)** Provide assistance, support and consultation to school staff as needed and agreed on.
- (e)** Maintain case records at The Miriam Learning Center facility. Such case records are confidential. These records can be shared with relevant school staff to help demonstrate students progress via the response to intervention support service program.
- (f)** Provide data and reports regarding achievement of milestones and performance targets to the participating schools as requested. As students demonstrate progress or lack of progress continued participation will be based on pretests and post tests, regular progress monitoring. The Miriam Learning Center, along with the students teacher(s) will meet to discuss whether the student has met the established goals.
- (g)** Provide services in a schedule that does not interrupt reading and math blocks or MAP testing.

**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)** Assessments developed based on pre-tests, post-tests, and regular progress monitoring.
- (b)** Performance should be based on the students goals and the stated milestones, specific to that area of concentration.

**8. Resources:** No financial resources will be exchanged between The Miriam Learning Center and the SLPS to conduct activities outlined in this MOU.

**9. Term and Termination:** The term of the MOU will be from November 16, 2012 (the Effective Date) through May 24, 2013 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.

**10. Official Contacts for:**

Saint Louis Public Schools

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

The Miriam Learning Center

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**11. Authorized Signatures:**

Saint Louis Public Schools

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

The Miriam Learning Center

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_





# BOARD RESOLUTION

Date: September 26, 2012

Agenda Item : 11-15-12-26

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 #RFP 036-1112-A District Real Estate Services

**SUBJECT:** To approve entering into a listing agreement for Real Estate services for the period of October 1, 2012 through September 30, 2013 with Development Resource Partners, LLC for an initial one-year listing agreement with three (3) one-year extensions.

**BACKGROUND:** RFP 036-1112 District Real Estate Services resulted in responses from four (4) vendors. The Selection Team evaluated all proposals and interviewed each vendor resulting in the recommendation of two of the four vendors.

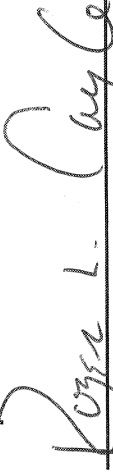
Accountability Plan Goals: Goal III: Facilities, Resources Support      Objective/Strategy: III.C.1

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

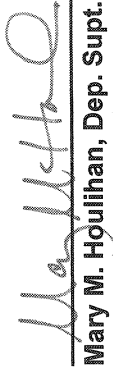
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Department: Operations

Requestor: Marti Roveda



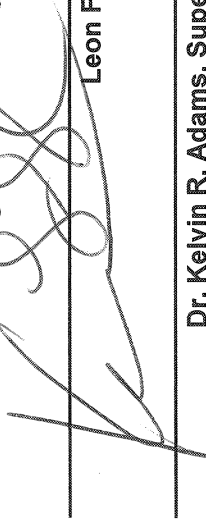
Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.



Mary M. Houlihan, Dep. Supt., Operations

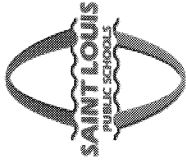


Angela Banks, Budget Director



Leon Fisher, CFO

Dr. Kelvin R. Adams, Superintendent



September 5, 2012

**MEMORANDUM**

**TO:** Rick Schaeffer: Purchasing Office  
**FROM:** Linda C. McKnight  
**RE:** Bid Evaluation Record for RFP# 036-1112 District Real Estate Services

The evaluation began at 8/29/12, 9:00 a.m. and was concluded at 8/29/12, 11:00 a.m. The evaluation committee consisted of the following:

Roger CayCe Building Commissioner SLPS  
Martí Roveda Director of Real Estate SLPS  
Linda McKnight Budget Analyst SLPS  
Rick Schaeffer Purchasing Analyst SLPS

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

Company Name	Bid Amount	Overall Score	Award (Y/N)
Development Resource Partners	NA	282	Yes
Hilco Real Estate Auctions	NA	286	Yes
Hilliker Corporation	NA	213	No
Solon Gershman Inc./Brown Kortkamp	NA	254	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



<b>BID SUMMARY FOR RFP 036-1112 REAL ESTATE SERVICES</b>								
Contractor	Cost	Meets Overall Proposal Requirements	Prior Performance with SLPs	M/WBE Participation	Vendor's Experience and Expertise Demonstrated	Proposal Scores	Interview Score	Total Score
Max Score	Max 40%	Max 20%	Max 10%	Max 15%	Max 15%	Max 100%	Max 100%	Max 100%
Development Resource Partners	20	20	0	15	10	65	81	<b>73</b>
Score	Max (40)	Max (20)	Max (10)	Max (15)	Max (15)	Max (100)	Max (100)	Max (100)
Hilco Real Estate Auctions	30	20	0	0	12	62	86	<b>74</b>
Score	Max (40)	Max (20)	Max (10)	Max (15)	Max (15)	Max (100)	Max (100)	Max (100)
Hilliker Corporation	30	20	10	0	15	75	42	<b>59</b>
Score	Max (40)	Max (20)	Max (10)	Max (15)	Max (15)	Max (100)	Max (100)	Max (100)
Solon Gershman Inc./Brown Kortkamp	30	20	3	15	15	83	49	<b>66</b>
Score	Max (40)	Max (20)	Max (10)	Max (15)	Max (15)	Max (100)	Max (100)	Max (100)

<b>BID SUMMARY FOR RFP 036-1112 REAL ESTATE SERVICES</b>								
Contractor	Cost	Meets Overall Proposal Requirements	Prior Performance with SLPs	M/WBE Participation	Vendor's Experience and Demonstrated Expertise	Proposal Scores	Interview Score	Total Score
Max Score	Max 40%	Max 20%	Max 10%	Max 15%	Max 15%	Max 100%	Max 100%	Max 100%
Development Resource Partners	20	20	0	15	10	65	81	<b>73</b>
Score	Max (40)	Max (20)	Max (10)	Max (15)	Max (15)	Max (100)	Max (100)	Max (100)
Hilco Real Estate Auctions	30	20	0	0	15	65	86	<b>76</b>
Score	Max (40)	Max (20)	Max (10)	Max (15)	Max (15)	Max (100)	Max (100)	Max (100)
Hilliker Corporation	30	20	10	0	12	72	42	<b>57</b>
Score	Max (40)	Max (20)	Max (10)	Max (15)	Max (15)	Max (100)	Max (100)	Max (100)
Solon Gershman Inc./Brown Kortkamp	30	20	3	15	10	78	49	<b>64</b>
Score	Max (40)	Max (20)	Max (10)	Max (15)	Max (15)	Max (100)	Max (100)	Max (100)

<b>BID SUMMARY FOR RFP 036-1112 REAL ESTATE SERVICES</b>								
Contractor	Cost	Meets Overall Proposal Requirements	Prior Performance with SLPs	M/WBE Participation	Vendor's Experience and Demonstrated Expertise	Proposal Scores	Interview Score	Total Score
Max Score	Max 40%	Max 20%	Max 10%	Max 15%	Max 15%	Max 100%	Max 100%	Max 100%
Score	Max (40)	Max (20)	Max (10)	Max (15)	Max (15)	Max (100)	Max (100)	Max (100)
Development Resource Partners	20	20	0	15	0	55	81	68
Hilco Real Estate Auctions	30	20	0	0	0	50	86	68
Hilliker Corporation	30	20	0	0	10	60	42	51
Solon Gershan Inc./Brown Kortkamp	30	20	5	15	15	85	49	67

<b>BID SUMMARY FOR RFP 036-1112 REAL ESTATE SERVICES</b>								
Contractor	Cost	Meets Overall Proposal Requirements	Prior Performance with SLPs	M/WBE Participation	Vendor's Experience and Demonstrated Expertise	Proposal Scores	Interview Score	Total Score
	Max 40%	Max 20%	Max 10%	Max 15%	Max 15%	Max 100%	Max 100%	Max 100%
Development Resource Partners	20	20	0	15	0	55	81	68
Score	Max (40)	Max (20)	Max (10)	Max (15)	Max (15)	Max (100)	Max (100)	Max (100)
Hilco Real Estate Auctions	30	20	0	0	0	50	86	68
Score	Max (40)	Max (20)	Max (10)	Max (15)	Max (15)	Max (100)	Max (100)	Max (100)
Hilliker Corporation	30	20	0	0	0	50	42	46
Score	Max (40)	Max (20)	Max (10)	Max (15)	Max (15)	Max (100)	Max (100)	Max (100)
Solon Gershman Inc./Brown Kortkamp	30	20	0	15	0	65	49	57
Score	Max (40)	Max (20)	Max (10)	Max (15)	Max (15)	Max (100)	Max (100)	Max (100)





# BOARD RESOLUTION

Date: October 8, 2012

Agenda Item : 11-15-1207

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Nahed Chapman, Exec. Dir., ESOL

Action to be Approved: Contract

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

**SUBJECT:** To approve a sole source contract with Creative Smarts, Inc., (formerly Greg Tang LLC) to provide math training for teachers participating in the Math Success for ELLs Math Science Partnership (MSP) Grant for the period beginning November 19, 2012 through September 30, 2013 at a cost not to exceed \$56,455.00.

**BACKGROUND:** Mr. Greg Tang, Creative Smarts Inc., will train 15 teachers (after a competitive process) in math skills and concepts during two 2-day sessions between December 2012 and March 2013. Mr. Tang will provide the teachers with the necessary skills to become math leaders in their elementary schools throughout the District. 45 K-5 teachers, participating in the MSP Grant, will be provided training in a 3-day mini math session to improve math skills as a follow-up to Summer 2012 Professional Development training. The session will support the District's initiatives and the goals of the Math Success for ELLs Math Science Partnership to orient teachers to math skills required by the Common Core State Standards and the strategies teachers will need to address them.

**Accountability Plan Goals:** Goal 1: Student Performance

**Objective/Strategy:** 1.A, 1.A.2

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

<b>Fund Source:</b> 292-1152-838-VU-6319	Non-GOB	<b>Requisition #:</b>
<b>Amount:</b> 56,455.00		
<b>Fund Source:</b>		<b>Requisition #:</b>
<b>Amount:</b>		
<b>Fund Source:</b>		<b>Requisition #:</b>
<b>Amount:</b>		
\$56,455.00	<input type="checkbox"/> Pending Funding Availability	<b>Vendor #:</b> 600014685

Department: ESOL Program

Requestor: Nahed Chapman

Nahed Chapman, Exec Dir., ESOL

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Nicole Williams, Dep. Supt., Academics

Dr. Kelvin R. Adams, Superintendent



# REQUEST FOR SOLE SOURCE PURCHASE

<b>Requestor:</b> Nahed Chapman	<b>Date:</b> Sept. 24, 2012
<b>Department / School:</b>	<b>Phone Number:</b> 314-664-1066
<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>	
To provide 7 days total of math training for teachers participating in <i>Math Success for ELLs</i> MSP grant: 1) to train 15 K-5 teachers in two 2-day sessions to improve math skills becoming math leaders/resources in their schools, and one 3-day mini-conference with three presenters to be held during the Summer Math Academy.	
<b>Vendor Name:</b> Greg Tang, LLC	<b>Email:</b> gregtang@gregtang.com
<b>Vendor Contact:</b> Greg Tang	<b>Phone Number</b> 617-710-7874
<b>Justification Information</b>	
<b>1. Why the uniquely specified goods are required?</b>	
MSP grant requires teachers improve math content and concept knowledge in order to improve math delivery to their students.	
<b>2. Why good or services available from other vendors /competitors are not acceptable?</b>	
Greg Tang Math LLC is the sole source of his services.	
<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 Explanation of Greg Tang's Work

- Is there a way to teach math that's intuitive, grounded in common sense, engaging for children, and most importantly, highly effective? The answer is yes!  
  
At last, Greg Tang is applying everything he's learned – after more than 1,300 workshops, conferences, and school visits in the past 10 years – to create a brand-new, supplemental math program that includes math learning centers for your classroom. Your students will not only develop strong computational and problem-solving skills, they'll develop true algebraic thinking skills – the key to being smart.

In this new workshop, Greg introduces Smart Centers – carefully planned and meticulously designed math centers that give you the freedom to incorporate group work in your daily lessons. You'll gain the confidence of knowing that your students are mastering important math skills whether they're working directly with you or cooperatively in small groups.

As part of this workshop, you'll receive a comprehensive activity book that allows you to incorporate Greg's strategies and lessons immediately in your classroom. It includes worksheets that teach strategies and assess critical skills, activity sheets that leverage Greg's picture books, game sheets that provide hours of fun and practice, and puzzle sheets that will challenge both you and your students. Math centers will never be the same!

## Program Highlights:

1. **Clever Counting** – Move kids from “counting all” to “counting on” strategy
2. **Doubles Play** – Use doubles strategies to “cure” kids of counting on their fingers
3. **Math Limbo** – New pegboard game teaches kids to add & break apart numbers
4. **Smart Sums** – Add using the Make 10 strategy, then generalize to larger numbers
5. **Smart Subtract** – Subtract using the Make 10 strategy, then generalize to larger numbers
6. **Book Smarts** – New supplemental worksheets for use with *The Grapes of Math* & other Greg Tang books
7. **Great Times** – Multiplication strategies that teach basic facts and generalize to double-digit numbers
8. **Great Divide** – Division strategies that teach basic facts while preparing kids for fractions & long division
9. **Numskill 3, 4, and 5** – Teach problem-solving & arithmetic while developing number sense; leveled for all ages
10. **Numskill 4x4 to 9x9** - Challenging puzzles reinforce addition and multiplication skills; leveled for all ages

## What You Will Learn:



- How to use math centers to differentiate instruction and encourage cooperative learning experiences in your classroom
- How to design math centers that are effective, integrated, and easy to implement for a wide range of skill levels and situations
- How to develop strong computational, problem-solving, and algebraic thinking skills – all at the same time
- How to transition your students from concrete to abstract thinking, the key to generalizing and being smart!

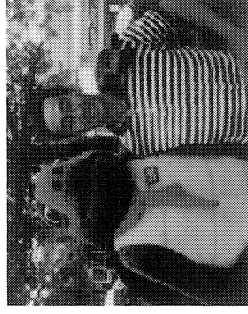


## Background

"I was inspired to begin writing by a basket of dominoes. One day while tutoring math in my daughter's first grade class, I noticed that every dot on the dominoes we were playing with had a pencil mark, which meant kids were counting them one at a time instead of adding them up quickly. It immediately struck me that working with patterns of dots would be a great visual way to teach arithmetic and an effective way to teach problem solving.

"My challenge was to figure out how to make this idea fun and instructive. Instead of dots, I thought about things kids would like - acorns, snowflakes, bugs and sea shells. I began designing problems, and by giving some thought to the arrangement, color and spacing of the objects I was

able to add a little twist to each one. My goal was for kids to be able to work on their computational skills and at the same time become better problem solvers. I wanted them to see firsthand how far a little common sense and clever thinking went.



"I'm working on a series of books that I hope will give kids a better understanding of math, from counting all the way through calculus. I really enjoy writing these books because they combine my love of math, words, games, graphic design and teaching, and hope kids and adults have as much fun reading my books as I have creating them. "My first book ***The Grapes of Math*** was published in 2001, and since then I have written ***Math For All Seasons***, ***The Best of Times***, ***Math Appeal***, ***Math-terpieces***, ***Math Fables***, ***Math Potatoes***, and most recently, ***Math Fables Too***.

Greg Tang grew up in Ithaca, N.Y. with his two sisters. His father taught electrical engineering at Cornell University and his mother taught mathematics at Ithaca College. Greg earned B.A. and M.A. degrees in Economics from Harvard, and later earned an M.A. degree in Math Education from New York University. He is certified as a middle school and high school math teacher.

Greg began his business career at Pfizer in New York City. He worked in both their Systems Department and Strategic Planning Group, and served as the speech writer for the CEO. In 1989, Greg founded Technovations Inc, a multimedia and systems design company with offices in New York City and Boston, and in 1995 he created

Bio  
Books  
Store  
Gigs  
Kakooma  
Contact



Greg Tang's books, puzzles, games and teaching materials are now available online!



**NEW! Get the whole family of Kakooma® iPhone apps!**

[Take a test drive](#)

**TopPresenter™**, a leading software product for the real estate industry. In 1997 Greg moved to Boston, where he opened a [Tae Kwon-Do](#) school and managed the health club *Fitness First* in Arlington.

Today, Greg is working to develop a more intuitive approach to teaching math, one that combines problem-solving and arithmetic and integrates math with language and art. To read a recent interview click [Boston Partners in Education](#) or [Teaching K-8 Magazine](#). In addition to writing his picture books, Greg is also an author for Houghton Mifflin Harcourt's new textbook programs in California, Texas, the Carolinas and Kentucky. He wrote the **Go Fast Go Far™** mental math series and is creating a line of teaching materials that includes flash cards, math games, and workbooks. His math games **Numskill™** and **Numskill Jr™** have been an instant hit with teachers and students, and his **Smart Sums™** and **Great Times™** flash cards have been widely praised by both teachers and parents alike. More supplemental materials will soon be available on this web site and through [Houghton Mifflin Harcourt](#). To watch a short video click [You Tube](#).

Greg loves living in Harvard Square with his family and enjoys writing and running in Maine.

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Copyright ©2012 Greg Tang





# BOARD RESOLUTION

Date: October 8, 2012

Agenda Item : 11-15-12-28

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Nahed Chapman, Exec. Dir., ESOL

Action to be Approved: Purchase of Good (s)

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

**SUBJECT:** To approve a sole source purchase of System 44 licenses, materials, and professional development from Scholastic Education for Busch School of Character and Athletics beginning November 16, 2012 through June 30, 2013 at a cost not to exceed \$17,865.

**BACKGROUND:** System 44 is designed for the most challenged older, struggling reader (those reading at BR-400 Lexiles in elementary and BR-600 Lexiles in secondary). Intentionally metacognitive, System 44 provides students with the understanding that the English language is a finite system of 44 sounds and 26 letters than can be mastered. The program invites students to unlock the system and join the community of readers. Through a combination of teacher-led and software based instruction, students are guided along a systemic path from phonemic awareness to fluent reading. Multiple points of entry allow students to work at the appropriate level based on their performance on the Scholastic Phonics Inventory (SPI).

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1.A.1; 1.A.2

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

Fund Source: 623-3411-838-JI-6441	Non-GOB	Requisition #: 10131240
Amount: 17,865.00		
Fund Source:		Requisition #:
Amount:		Requisition #:
Fund Source:		Vendor #: 600013873
Amount: \$ 17,865.00	<input type="checkbox"/> Pending Funding Availability	

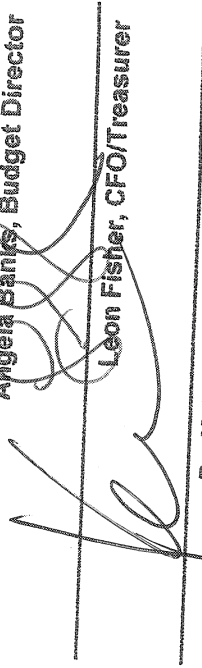
Department: ESOL Bilingual Migrant

Requestor: Nahed Chapman

  
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\_\_\_\_\_

Angela Banks, Budget Director

  
\_\_\_\_\_

Leon Fisher, CFO/Treasurer

  
\_\_\_\_\_

Dr. Nicole Williams, Dep. Supt., Academics

Dr. Kelvin R. Adams, Superintendent



# REQUEST FOR SOLE SOURCE PURCHASE

<b>Requestor:</b> Nahed Chapman	<b>Date:</b> September 27, 2012
<b>Department / School:</b>	<b>Phone Number:</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>	
Scholastic is the only source of System 44 licenses, and as such, is the only licensed provider of professional development for the use of licenses.	
<b>Vendor Name:</b> Scholastic	<b>Email:</b> KKemp@Scholastic.com
<b>Vendor Contact:</b> Kathy (Kemp) McAlone	<b>Phone Number</b> 314-302-1274
<b>Justification Information</b>	
<b>1. Why the uniquely specified goods are required?</b>	
In order to make maximum use of the System 44 licenses, professional development/training in the use of the licenses is required. Scholastic, as the only provider of the licenses, is uniquely qualified to provide that training.	
<b>2. Why good or services available from other vendors /competitors are not acceptable?</b>	
No other vendor has the expertise to provide professional development/training of Scholastic/System 44 licenses.	
<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>	
	9/27/12
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 no met, then the item must be bid.



300 Madsen Dr., Suite 102  
Bloomington, IL 60108  
Phone: 630-523-5138  
Fax: 630-282-9002

September 25, 2012

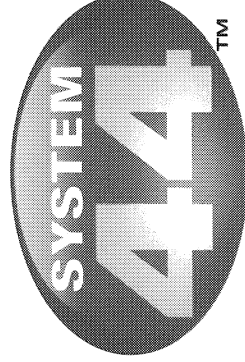
**TO WHOM IT MAY CONCERN:**

This letter is in response to your request for sole source information. Please accept this letter as verification that Scholastic Incorporated is the sole vendor and manufacturer of the following program.

System 44

Thank you for your interest in Scholastic's programs. Please feel free to contact us toll-free at 1-800-225-4625 if we can be of further assistance in this matter.

Sincerely,  
Joe Welty  
Regional Vice President





# SCHOLASTIC System 44®

GRADE RANGE  
3-12

## A breakthrough foundational reading program for our most challenged students in Grades 3-12+.

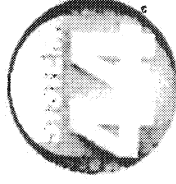
System 44® was designed for our most challenged older, struggling readers (those reading at BR-400 Lexiles in elementary; BR-600 Lexiles in secondary). Intentionally metacognitive, System 44 helps students understand that the English language is a finite system of 44 sounds and 26 letters that can be mastered. The program invites students to unlock this system and join the community of readers.

Through a combination of teacher-led and software-based instruction, students are guided along a systematic path from phonemic awareness to fluent reading. Multiple points of entry allow students to work at the appropriate level based on their performance on the *Scholastic Phonics Inventory (SPI)*.

### Research-Based Instruction

System 44 includes research-based features designed for our most challenged older readers including:

- An efficient, reliable, and valid **computer-based assessment** called the *Scholastic Phonics Inventory (SPI)*, which can be used for screening and placement purposes.
- **Explicit instruction** that covers the building blocks of the English language, including phonological and phonemic awareness, phonics, morphology, and orthography, and connects them to meaning.
- **Software** that provides the individualized, repeated practice that builds fluency and adapts automatically and continuously to data being captured by curriculum-embedded assessment, ensuring that every student moves efficiently through the program.
- A **comprehensive teaching system** developed for teachers of older students that includes multiple strategies for instruction and grounds teachers' work in reliable research and best practices.
- A Teaching Guide that presents **direct teaching, teacher modeling, guided and independent practice and application**, as well as opportunities for reteaching and reteaching as needed for specific students. Best-practice **structured engagement routines** involve all students in concept-building, using academic language, and generating and sharing ideas.
- **Varied reading opportunities**, including decodable text, independent reading libraries, and scaffolded reading experiences on the computer.
- Age-appropriate, academically aligned **nonfiction content and high-quality literature** that spans multiple genres and connects to the content areas.
- Content and technology that **engage students in their own learning**, increase accountability, and reward sustained effort.



### PROGRAM COMPONENTS

#### TEACHER MATERIALS

- Teaching Guide
- 44Book
- Classroom Library Poster
- The System of Sounds and Spellings Poster
- Teaching Resources for System 44 Library (Upper Elementary OR Secondary)
- Decodable Digest
- Sound & Articulation DVD
- Screening, Assessment, and Reporting Guide
- Flip Chart
- Word Building Kit (4 Kits)

#### SOFTWARE LICENSES

- System 44 Software Licenses (20)
- *Scholastic Phonics Inventory (SPI)* Licenses (60)
- *Scholastic Reading Inventory (SRI)* Licenses (20)
- *Scholastic Reading Counts I (SRC1)* Licenses (20)

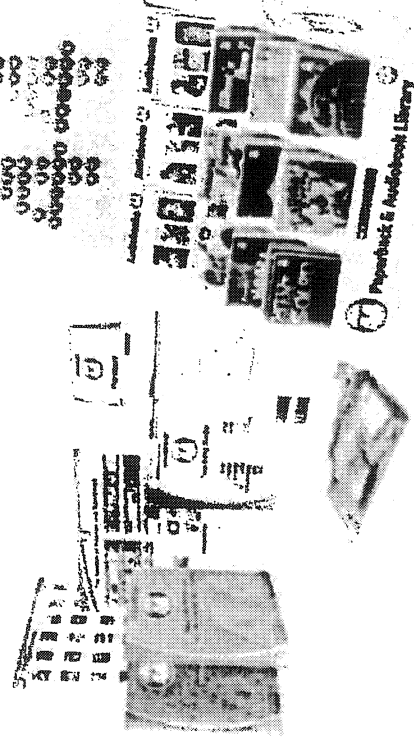
#### STUDENT MATERIALS & LIBRARIES

- 44Book (20 copies)
- Decodable Digest (20 copies)
- Paperback Library (180 books; 36 titles, 5 copies of each)
- Audiobook Library (180 audiobooks; 36 titles, 5 copies of each)

#### IMPLEMENTATION AND PROFESSIONAL DEVELOPMENT

- 1 Day of In-Person Implementation Training
- Comprehensive Training Kit

After an initial System 44 program purchase, additional materials and licenses may be purchased separately for replacement or expansion.

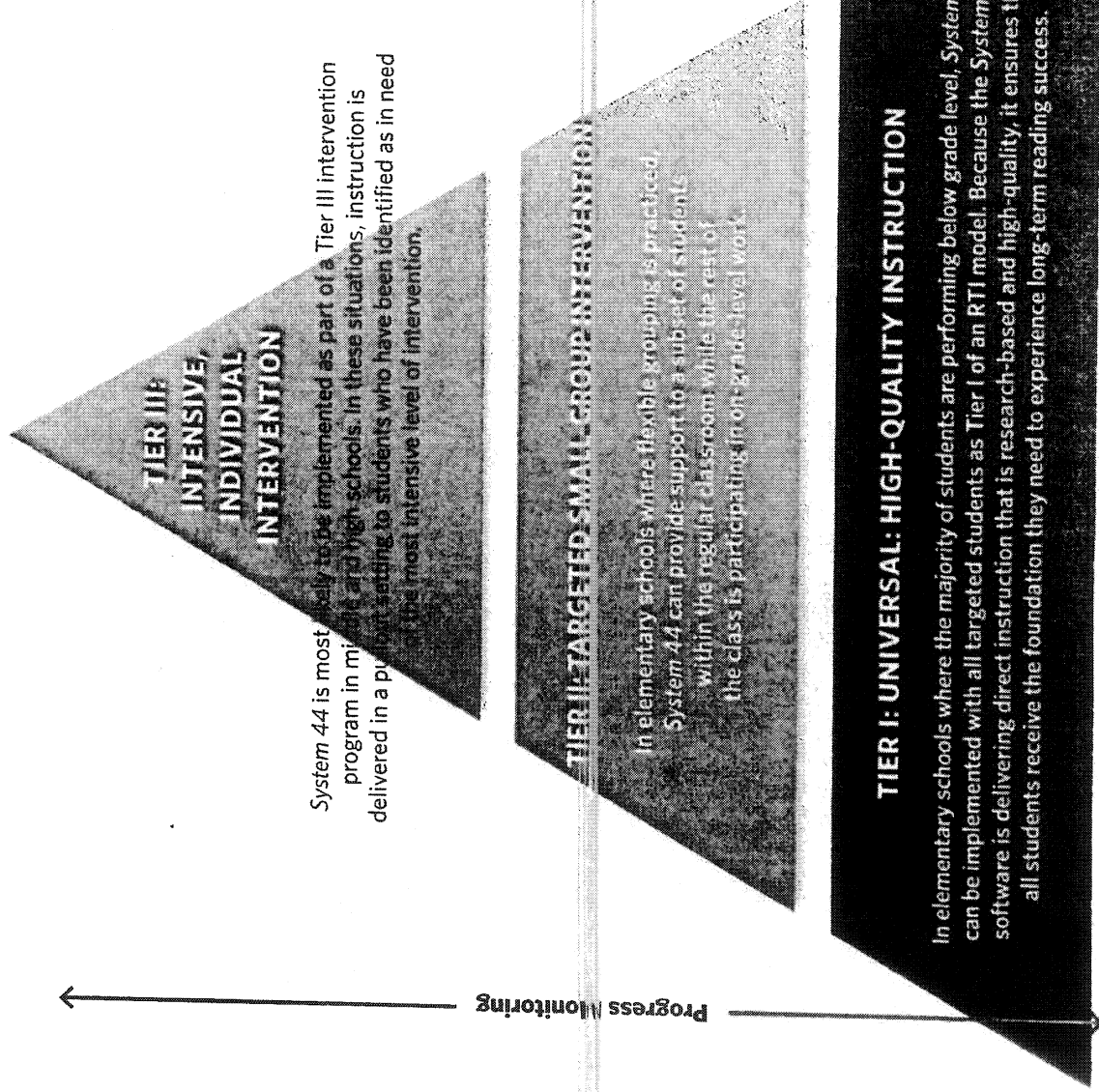


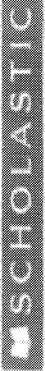
For more information, visit [www.scholastic.com/system44](http://www.scholastic.com/system44)

## RESPONSE TO INTERVENTION (RTI) >

# System 44 supports school and district-wide Response to Intervention (RTI) initiatives

Response to Intervention (RTI) is a protocol that calls for increasingly intensive levels of intervention accompanied by tools to monitor student progress. System 44 is most likely to be implemented as a Tier II or Tier III intervention. However, depending on the number of students in need of foundational skills support and the setting in which it is delivered, System 44 could serve as a Tier I solution in some elementary schools. Every district structures its RTI program slightly differently. The guidelines below are meant to serve as a framework for discussion with your Scholastic Account Executive and Implementation Team.





## PRICE QUOTATION

Scholastic Inc., P.O. Box 7502, Jefferson City, MO 65102-9968 Phone: (800) 724-6527 Fax: (800) 560-6815

<b>Prepared for:</b> Lance Jones, St. Louis City Public School 801 N 11th Street St. Louis, MO 63015	<b>Prepared by:</b> Carol Reed Account Executive (636) 222-7130 creed@scholastic.com
<b>Date:</b> 9/26/2012	

Description or Title	ISBN #	Unit Price	QTY	Subtotal	Discount	Total
System 44 Upper Elementary Program including Comprehensive Teaching System, Installation Software, 20 SRC licenses, 20 SRC licenses, 60 SPI licenses, Paperback and AudioBook Library, Decodable Digest (20 copies), 44Books (20 copies), Flip Chart and 4 Word Building Kits	511233	\$17,500.00	1	\$17,500.00	\$0.00	\$17,500.00
				<b>Subtotal</b>	\$0.00	\$17,500.00
				<b>Shipping &amp; Handling</b>	\$365.00	\$365.00
				<b>Sales Tax</b>	\$0.00	\$0.00
				<b>TOTAL</b>		\$17,865.00

Prices are valid for 90 days.

Terms and Conditions: Prices for state-adopted materials include shipping and are valid for the life of the contract. Prices for other materials expire on the date noted. Applicable shipping charges are included for non-state-adopted programs. Scholastic's terms are FOB shipping point unless otherwise noted on the purchase order. Unless otherwise noted, all services must be delivered within 24 months of purchase.





# BOARD RESOLUTION

Date: October 4, 2012

Agenda Item : 11-15-12-29

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)

RFP/Bid # Bid Dated 9/25/12

**SUBJECT:** To approve the purchase of fitness supplies for the Aim to Fitness Grant from the selected vendors as determined by the responses to the Referenced Bid. The cost of the combined purchase will not exceed \$205,000.00.

**BACKGROUND:** The fitness supplies included in the Bid include fitness equipment, fitness measuring and monitoring equipment and software to track the fitness information. The selected low cost vendors are: Johnny Mac Sporting Goods, Curt Smith Sporting Goods, Gopher, Polar and BSN Sports.

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 #:
Amount: \$205,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$205,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: Various

Department: Athletics

*Leanne White*

*Angela Banks*

Requestor: Leanne White

Angela Banks, Budget Director

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

*Leon Fisher*  
Leon Fisher, CFO/Treasurer

*Dr. Nicole Williams*  
Dr. Nicole Williams, Dep. Supt., Academics

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

*AM*

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

## **AIM For Fitness Grant Program**

### **Bid Opportunity – September 28, 2012 (12:00 P.M.)**

#### **Background**

The AIM For Fitness Grant Program provides children in participating schools with a variety of fitness and nutrition activities designed to improve the overall health of the children and develop an awareness of the importance of fitness and nutrition.

#### **Scope of the Program**

St. Louis Public Schools has 16 schools that have been selected to participate in the AIM For Fitness Grant Program.

#### **Cost of the Program**

Based on the funds provided for supplies in the AIM For Fitness Grant Award, the quantity of items on each line that will be purchased may vary based on the pricing received.

#### **Bid Evaluation**

Each bid will be evaluated on the response to the items included on the list of fitness supplies. The pricing on each item will be evaluated individually. It is highly likely that multiple vendors will be selected to provide the fitness supplies.

**Bid Due Date**

The bids are due to the St. Louis Public Schools no later than September 28, 2012 at 12:00 P.M. The bids may be faxed to (314) 231-9514 or emailed to [kevin.coyne@slps.org](mailto:kevin.coyne@slps.org).

**Questions:**

For all questions, please correspond by email with:

Kevin Coyne  
Senior Risk Management and Compliance Analyst  
[Kevin.coyne@slps.org](mailto:Kevin.coyne@slps.org)

## AIM for Fitness (16 schools in Years 1-2, 15 schools in Year 3)

Fitness Supplies:	# of Units	Cost Per Unit	Year 1 Total Cost
1. Pedometers and Safety Strap 150/school x 16 schools	2,400	\$	-
2. Polar Heart Rate Monitors Monitor watch, strap, transmitter, software 20/school x 16 schools	320	\$	-
* PC Interface 1/school x 16 schools	16	\$	-
* Straps 50/school x 16 schools	800	\$	-
3. Instapulse Monitor 2/school x 16 schools	32	\$	-
4. Instapulse Monitor Stand 2/school x 16 schools	32	\$	-
5. Seca213 Portable Stadiometer 1/school x 16 schools	16	\$	-
6. Measuring Wheel (English Measurements) 1/school x 16 schools Project Director (1)	16 1	\$ \$	- -
7. Cone Sets: Low Profile Cones 12 cone sets/school x 16 schools 1 carrier/school x 16 schools	192 16	\$ \$	- -
8. Accusplit AX740 Stop Watches 2/school / school x 16 schools	32	\$	-



## AIM for Fitness (16 schools in Years 1-2, 15 schools in Year 3)

<u>Fitness Supplies:</u>	<u># of Units</u>	<u>Cost Per Unit</u>	<u>Year 1 Total Cost</u>
9. NIKE XLR8 Spark Digital Timing System	32	\$	-
2 per school / school x 16 schools			
10. Pacer Equipment/CD	16	\$	-
1/school x 16 schools			
11. Physical Education Equipment:			
Soccer Balls, Basketballs, Footballs, Kick Balls, Jump Ropes, Dumbbells, Stability Balls, Medicine Balls			
10 Junior Footballs (Junior size rubber)/school x 16 schools	160	\$	-
10 Soccer Balls (Sizes 4 & 5 - rubber)/school x 16 schools	160	\$	-
10 Basketballs (3/4 intermediate size, 1/4 regulation sizes)/school x 16 schools	160	\$	-
5 Kickballs (playground quality)/school x 16 schools	80	\$	-
20 Jump Ropes/speed ropes (elementary 6-8 feet)/school x 16 schools	320	\$	-
2 Double Dutch Ropes (Elementary)/school x 16 schools	32	\$	-
2 Cow Bells - dumb bells (2 lbs)/school x 16 schools	32	\$	-
10 Stability Balls/school x 16 schools	160	\$	-
2 Medicine Balls (5 - 7 lbs)/school x 16 schools	32	\$	-





# BOARD RESOLUTION

Date: October 2, 2012

Agenda Item : 11-15-12-30

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: Sole Source  
(i.e.: Sole Source, Ratification)

**SUBJECT:** To approve the sole source purchase of three full HOPSports Training Systems for the Aim to Fitness Grant from HOPSports, Inc. The cost of the purchase will not exceed \$62,096.00.

**BACKGROUND:** The HOPSports Training System is recommended by and used by the St. Louis Rams (one of our partners in the Aim to Fitness Grant) and was specifically written into the grant as a portion of the equipment to be used to accomplish the goals of the grant. One of these systems was donated by the Rams to Busch Middle School and is currently in use as part of a pilot 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- 6541	Non-GOB	Requisition #: 10131539
Amount: \$62,096.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$62,096.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600015156

Department: Athletics

Requestor: Leanne White

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

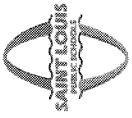
Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Nicole Williams, Dep. Supt., Academics

Dr. Kelvin R. Adams, Superintendent





# REQUEST FOR SOLE SOURCE PURCHASE

<b>Requestor:</b> Margaret L. White <b>Department / School:</b> Curriculum & Instruction	<b>Date:</b> October 2, 2012 <b>Phone Number:</b> 345-4403
<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> HOPSports has been pilot tested with tremendous success in one cluster of middle schools in the District (Busch School of Character and Athletics). HOPSports delivers 21 <sup>st</sup> century physical education to students through the merger of media with technology. This system is an innovative, cost-effective fitness programming solution for schools and youth community organizations that train, evaluate, educate and entertain all ages in a multi-screen, dynamic presentation that captures their attention and speaks their language. Housed on a simple, easily transported audiovisual cart, the HOPSports system features more than 100 lesson plans.	
<b>Vendor Name:</b> HOPSports	<b>Email:</b> colleen@hopsports.com
<b>Vendor Contact:</b> Colleen Connors	<b>Phone Number:</b> 661-702-8946
<b>Justification Information</b>	
<b>1. Why the uniquely specified goods are required?</b> All HOPSports lessons are NASPE standards-compliant, with the content reviewed by NASPE to determine age appropriateness. These lesson plans are delivered by a variety of professional hosts to keep the students entertained while training through topics such as: Aerobic, Baseball, Basketball, Boot Camp, Cardio-kickboxing, Circuit Training, Dance, Jazz, Ballet, Hip-Hop, Football, Gold, Hockey, Martial Arts, Pilates, Rhythm, Soccer, Swimming, Fencing, Tennis, Volleyball, Yoga and more. HOPSports designed the HOPSports Training System as an educational model that delivers effective, comprehensive and standards-compliant physical education with a modern approach that excites students and encourages them to make healthy choices and sustain a physically active lifestyle.	
<b>2. Why good or services available from other vendors /competitors are not acceptable?</b> HOP Sports is the only vendor that offers this product.	
<b>3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)</b> With assistance and support from the St. Louis Rams, project teachers and students will implement selected components of NFL Play 60, a national youth health and fitness campaign focused on increasing the wellness of young fans by encouraging them to be active for at least 60 minutes each day through a range of in-school and out-of-school programs. The Rams will provide branded recognition and incentive items to students and teachers participating in NFL Play 60 programs.	
<b>4. List the Names of other Vendors contacted &amp; Price Quotes:</b> No other vendors provide this product.	

*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

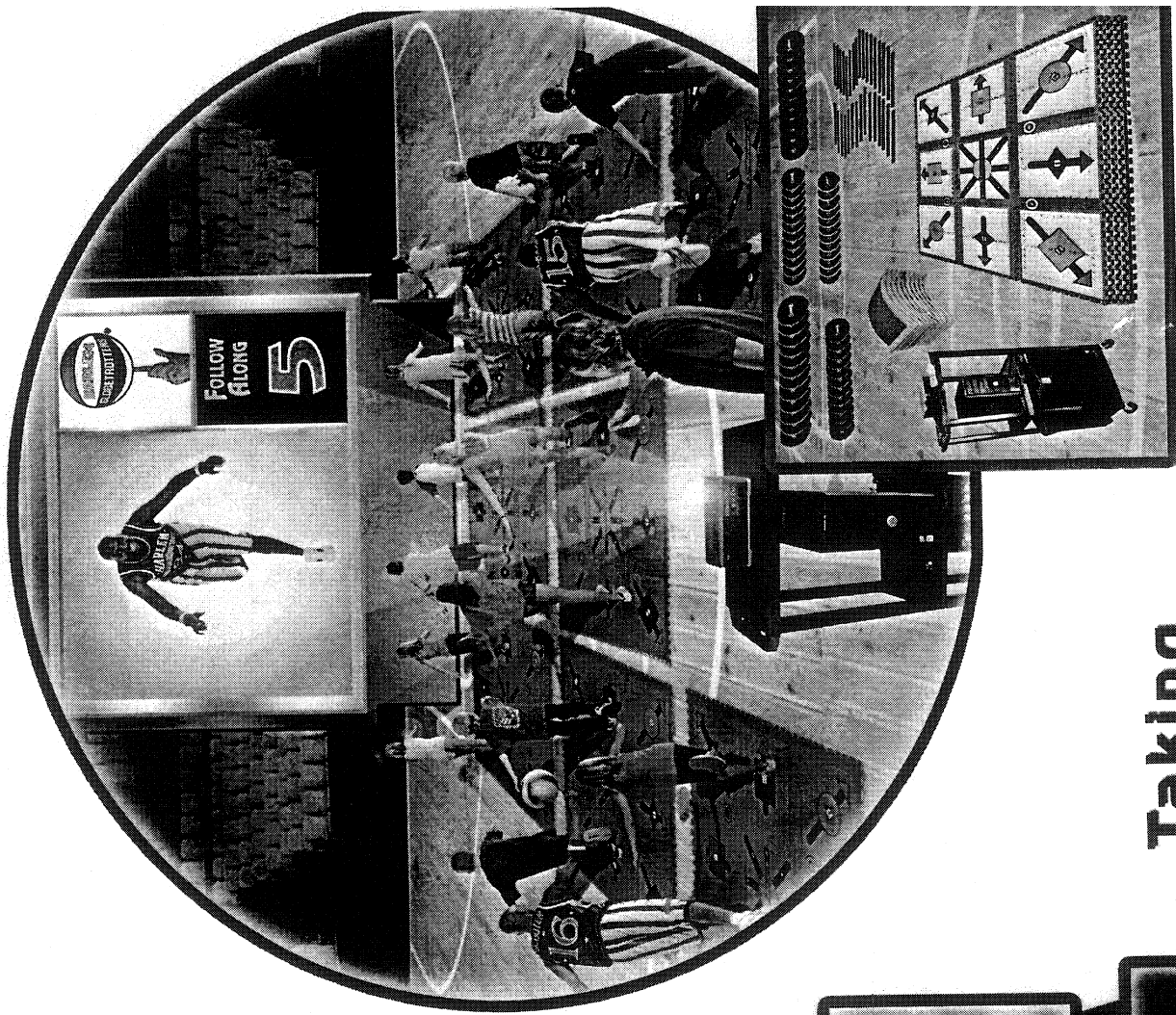
## Sole Source Checklist

1. Check one of the following:
  - X 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.

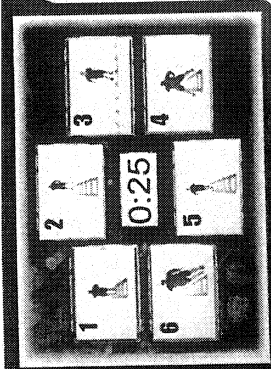
# HOPSPORTS™

TRAINING SYSTEMS

[www.hopsports.com](http://www.hopsports.com)  
866-762-4677



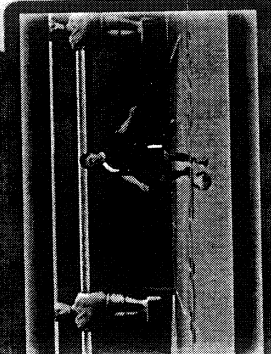
**Taking  
Physical Activity  
to the NEXT LEVEL**



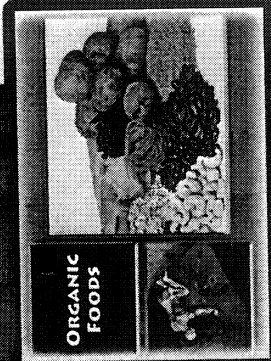
CIRCUITS



DANCE

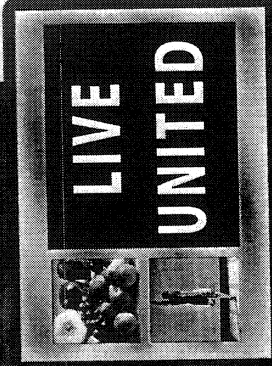


SPORTS



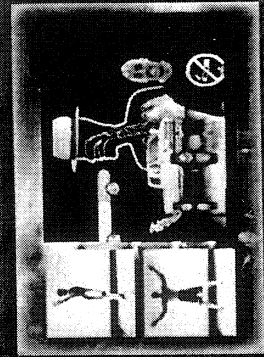
ORGANIC  
FOODS

NUTRITION



LIVE  
UNITED

EDUCATION



ANTI-TOBACCO



## **WELCOME TO HOPSports®**

We are so excited that your school has become a member of the HOPSports Training **System** community! We look forward to a long and successful partnership in bringing active and healthy lifestyles to our youth.

**HOPSports** is a multi-media, technology driven, standards-compliant physical education system. For **HOPSports**, the nation-wide success of its educational model combines the need for effective and comprehensive programs from the administrative perspective, with a system that teachers and students alike respond to positively. Consequently, the entire structure of the educational pyramid is able to achieve success - empowering all participants in the spectrum!

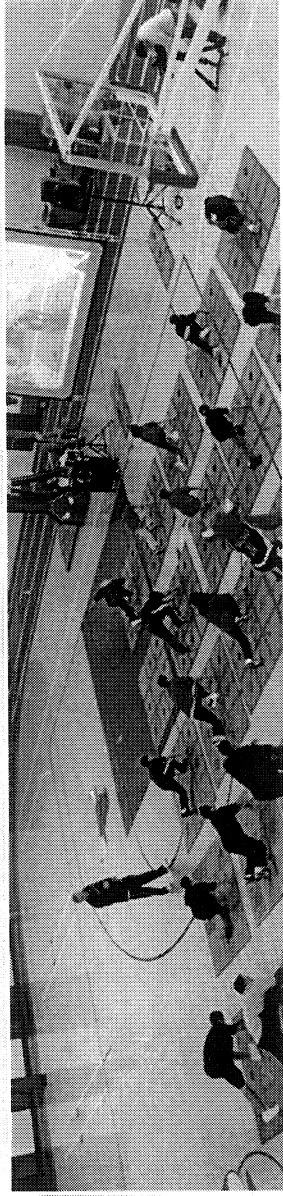
The **HOPSports** commitment is first and foremost to provide students with the foundation for a healthy and active lifestyle. Movement and energy education are the key components for the lessons. **HOPSports** provides a turn-key media cart containing Vista Media Center preloaded with lessons taught by athletes and performers including The Harlem Globetrotters, Chris Draft, Guillermo Gomez, Tezoro Productions, Ringling Brothers Barnum and Bailey, Jenny Blake, Byron Davis, Cheryl Broughton, and Olympians Buddy Lee, Annett Davis and Nicole Giordano.

**For any technology-related questions (CPU & Projector), please contact DELL™ GOLD TECHNICAL SUPPORT 24/7 at (866) 461-3355.**

**For any HOPSports-related questions, please contact HOPSupport at (866) 762-4677 between 9 a.m. & 5 p.m. (PT), Monday through Friday. Or, e-mail your questions to [support@HOPSports.com](mailto:support@HOPSports.com).**



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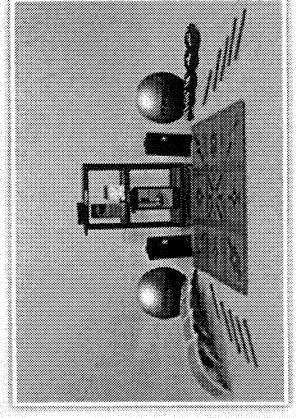
You are here: [Home](#) > [PRODUCTS](#) > [HTS: Basic](#)

HTS: Basic

### HOPSports Training System - Basic

What's Included with the HOPSports Training System - Basic?

- Over 250 Lessons Plus Additional Content Available as Developed
  - 1 0 Mats
  - 3 0 HOPSticks
  - 6 0 SandBells
  - 1 0 T-Bows
  - 5 Ba llast Balls
  - 1 Computer
  - 1 Digital HD Projector
  - 1 Fender Portable Sound System
  - 1 Remote Control
  - 1 AV Portable Cart
- Ph one and Online Support for School Staff



Pre-Loaded Lessons Include:

- |                        |   |
|------------------------|---|
| <b>Arts:</b>           | Dance, Music, Performing Arts, Visual Arts, and More  |
| <b>Fitness Skills:</b> | Circuit Training, Cheerleading, Core Strength, Cool Downs, Flexibility, Functional Training, Martial Arts, Meditation, Yoga, Warm Ups, and More |
| <b>Sport Skills:</b>   | Baseball, Basketball, Football, Golf, Rowing, Soccer, Swimming, Volleyball, and More  |
| <b>Educational:</b>    | Advocacy, Anti-Obesity, Anti-Smoking, Careers, Character Development, Environmental, Health, Nutrition, Volunteerism, and More                  |
| <b>Entertainment:</b>  | Cartoons, Music, Sports Highlights, and More  |

Browse

HOPSports Solution

HOPSports Solution

### The Challenge

The message is incongruent: fighting childhood obesity as a national initiative at the same time that health and physical education budgets are severely cut, in some cases to the point of extinction. It does take a village to raise a child, and HOPSports' steadfast mission is to promote healthy and active communities, one child and family at a time. Currently in 1,000 schools, after-school programs, recreation and treatment facilities, and US military bases world-wide, HOPSports bridges the gap between the home, school and community to encourage lifelong active, healthy lifestyles.

9

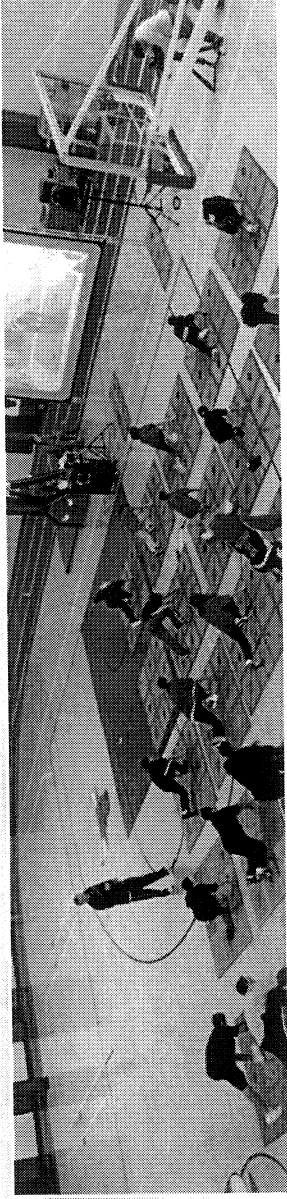
### The Solution

The HOPSports mission is to help move a healthier generation forward by combining fitness and fun, learning and entertainment. HOPSports continues to build upon a legendary 20-year reputation of pioneering innovative training techniques and technologies years ahead of their time. HOPSports invites you to experience a new way of learning through movement: connective, interactive, and limitless as the imagination!

- Research based content combining education and movement
- Recognized leader in content aggregation including lessons presented by world-class athletes, doctors, nutritionists, and recognized celebrities
- First Lady Michelle Obama references HOPSports as a curative solution to childhood obesity in her address before the National Association of Governors meeting, February 20, 2010
- HOPSports' innovative platform combines physical activity, education and entertainment
- A global health and wellness network reaching classrooms, schools, homes, workplaces and community centers



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- PRODUCTION<sup>2)</sup>
- HOPST ORE
- YOUR SYSTEM<sup>2)</sup>
- RESOURCES<sup>2)</sup>
- CONTACT



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Browse

NFL Charities

NFL Charities

NFL Charities is the cornerstone of the National Football League's commitment to community service.

Tools



As part of the NFL's comprehensive youth health and fitness platform, NFL Charities has teamed with HOPSports in many NFL markets to help create a balanced and healthy lifestyle for kids through the HOPSports Training System. Participating teams include: Atlanta Falcons , Carolina Panthers , Houston Texans , Philadelphia Eagles , Seattle Seahawks , St. Louis Rams, Buffalo Bills, Detroit Lions, Washington Redskins, New England Patriots, Tampa Bay Buccaneers, and the Cincinnati Bengals.



[NFL Charities](#)

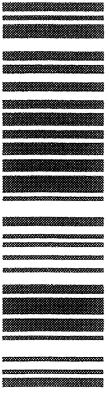
# Quote

09/28/2012

## HOPSports

HOPSports  
 24715 Avenue Rockefeller  
 Valencia, CA 91355  
 UNITED STATES  
 Phone: (866)762-4677  
 FAX: (661) 702-8929  
 Email: rroot@hopsports.com

11637



### Bill To:

St. Louis Public Schools  
 801 N. 11th St.  
 St. Louis, MO 63101  
 UNITED STATES  
 Phone: 314-345-4403  
 Email: margaret.white@slps.org

### Ship To:

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

Contact: St. Louis Public Schools

Customer: St. Louis Public Schools

Seller	admin	Payment Terms	COD	FOB Point	Origin	Shipping Terms	Prepaid & Billed	Carrier	Will Call	Requested Ship Date	09/26/2012
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Item #	Type	Number / Description	Unit Price	Qty Ordered	Total Price
1	Sale	1001 - Sandbell 4lbs	\$ 9.00	36 ea	\$ 324.00
2	Sale	1011 - Sandbell 6lbs	\$ 10.00	36 ea	\$ 360.00
3	Sale	1021 - Sandbell 8lbs	\$ 12.00	36 ea	\$ 432.00
4	Sale	112 - HOPSports Training Mat	\$ 100.00	15 ea	\$ 1,500.00
5	Sale	140 - HOPSports Lesson Plans (loaded on CPU)	\$ 12,500.00	3 ea	\$ 37,500.00
6	Sale	250 - Dell Latitude E6530	\$ 2,000.00	3 ea	\$ 6,000.00
7	Sale	243 - Passport 300 Pro	\$ 850.00	3 ea	\$ 2,550.00
8	Sale	330 - RF Remote control for Windows	\$ 40.00	3 ea	\$ 120.00
9	Sale	812 - 54" AV Cart with Electric	\$ 245.00	3 ea	\$ 735.00
10	Sale	131 - HOPSticks	\$ 8.00	90 ea	\$ 720.00
11	Sale	1101 - T-Bow	\$ 130.00	30 ea	\$ 3,900.00
12	Sale	232 - Dell 1510X Projector	\$ 985.00	3 ea	\$ 2,955.00
13	Sale	190 - Training	\$ 2,500.00	1 d	\$ 2,500.00
14	Shipping	S&H - Full System - Shipping and Handling	\$ 2,500.00	1 ea	\$ 2,500.00

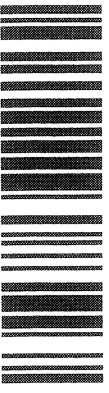
# Quote

09/28/2012

## HOPSports

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UNITED STATES  
Phone: (866)762-4677  
FAX: (661) 702-8929  
Email: root@hopsports.com

11637



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SubTotal:	\$ 62,096.00
Sales Tax:	\$ 0.00
<b>TOTAL:</b>	<b>\$ 62,096.00</b>

This quote shall remain valid for 30 calendar days after the date of issuance unless sooner terminated by written notice. Prices quoted are subject to added charges levied by any government taxing authority, all of which shall be paid by Buyer.