



# **BOARD MEETING**

**OCTOBER 24, 2013**

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# **A G E N D A**

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

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

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**ST. LOUIS PUBLIC SCHOOL DISTRICT  
SUPERINTENDENT'S REPORT  
October 24, 2013**

**New Item\***

**1.0 Preliminary**

**1.1 CONSENT AGENDA**

Information Item(s)

- a) Budget Update
- b) Prop S

Business Item(s)

- a) Consent Agenda

**10-24-13-01** To approve the amendment of Board Resolution Number 04-25-13-19, a contract with Virtual School Services to increase the cost by \$50,000. This request is in response to the number of students using the Virtual School Services and the number of vendors being used by those students. If this request is approved, the total cost for this contract will now be \$150,000.

**FUNDING SOURCE: GOB**

**10-24-13-02** To approve the amendment of Board Resolution Number 10-28-10-10, a contract with Kwame Building Group, to increase the cost by \$261,000 and to extend the ending date to January 31, 2014. This increase will provide continued construction management services for Prop S projects. If approved, the total cost of the contract will now be \$6,411,000.

**FUNDING SOURCE: PROP S**

**10-24-13-03** To approve the renewal of the Microsoft Services Premier Agreement to provide problem resolution support that covers technology systems and training and workshops for the period January 1, 2014 through June 30, 2014 at a cost not to exceed \$47,000.

**FUNDING SOURCE: GOB**

**10-24-13-04** To approve the contracts with Office Essentials, Office Max, School Specialty and Universal Business Supply for District-wide school supplies effective October 25, 2013 through June 30, 2014 at a cost not to exceed \$1,200,000.

**FUNDING SOURCE: VARIOUS**

**10-24-13-05** To approve a Memorandum of Understanding with Safe Connections to provide relationship violence prevention education programming to Busch, Carr Lane, Compton Drew, Multiple Pathways, Beaumont, Cleveland and Gateway STEM for the period October 25, 2013 through June 30, 2014.

- 10-24-13-06** To approve a Memorandum of Understanding with the "Let Me Run" organization to provide a running program at Kennard Elementary for 4<sup>th</sup> and 5<sup>th</sup> grade boys for the period October 25, 2013 through June 30, 2014.
- 10-24-13-07** To approve a Memorandum of Understanding with Fro Yo Frozen Yogurt Stores to provide financial support through an in-store promotional event for the period October 25, 2013 through June 30, 2014.
- 10-24-13-08** To approve the purchase of various art supplies and repair services from various vendors (listed in the background information) in a total combined amount not to exceed \$140,603.  
**FUNDING SOURCE:** GOB
- \*10-24-13-09** To approve a reimbursement to the Department of Elementary and Secondary Education/State of Missouri in an amount not to exceed \$145,000 for excess funds received for the Patrick Henry Downtown Academy Elementary School relative to attendance recording and reporting discrepancies for the school years 2008, 2009 and 2010.  
**FUNDING SOURCE:** GOB

#### **NOVEMBER 14, 2013 ITEMS FOR CONSIDERATION**

- 11-14-13-01** To ratify the payment of membership fees to Advance Education (North Central Accreditation) for the secondary schools membership for the period July 1, 2013 through June 30, 2014 in an amount not to exceed \$9,425.  
**FUNDING SOURCE:** GOB
- 11-14-13-02** To approve the amendment of Board Resolution Number 06-06-13-35, a contract with Renaissance Learning to increase the cost by \$33,334.15. This request is to expand the formative test assessments to include grades 5 through 8. If this request is approved, the total cost for this contract will now be \$233,334.15.  
**FUNDING SOURCE:** GOB
- 11-14-13-03** To approve the amendment of Board Resolution Number 06-27-13-21, a contract with World Wide Technology to increase the cost by \$1,620. This request is for CISCO, SMARTNet to cover the wireless lan (WLAN) controllers in preparation of the deployment of dense wireless coverage in all schools. If this request is approved, the total cost for this contract will now be \$11,441.  
**FUNDING SOURCE:** GOB

- 11-14-13-04** To approve the amendment of Board Resolution Number 09-05-13-04, a purchase from Office Max to increase the cost by \$12,500. This request is to provide additional gift cards for the Teachers Matter Initiative. If this request is approved, the total cost for this purchase will now be \$25,000.  
**FUNDING SOURCE:** GOB
- 11-14-13-05** To approve a contract with Tyler for the license fees and services to implement the Tyler MUNIS system for the period November 15, 2013 through November 1, 2015 at a cost not to exceed \$1,300,000. The project cost includes a 30% contingency of \$172,000 on services only.  
**FUNDING SOURCE:** GOB
- 11-14-13-06** To approve a sole source contract with the University of Missouri Columbia AR to provide evaluations for the 21<sup>st</sup> Century school sites, Gateway STEM, Gateway Elementary, Soldan High and Washington Montessori for the period November 30, 2013 through March 30, 2014 at a cost not to exceed \$6,000.  
**FUNDING SOURCE:** NON-GOB
- 11-14-13-07** To approve a sole source contract renewal with the Missouri SAM Innovation Program to develop time management skills and to build instructional leadership behaviors that will increase student achievement for the period November 15, 2013 through June 30, 2014 at a cost not to exceed \$45,000.  
**FUNDING SOURCE:** GOB
- 11-14-13-08** To approve a Memorandum of Understanding with the Special School District to maximize the use of available local resources in providing special education and related special education services to young children and families for the period November 15, 2013 through June 30, 2014.
- 11-14-13-09** To approve the renewal of a Memorandum of Understanding with Homeworks! The Teach Home Visit Program to provide academic support for those students who attend Mallincrodt, Dewey, Woerner, Clay, Humboldt, Wilkinson, Stix and Buder for the period November 15, 2013 through June 30, 2014.
- 11-14-13-10** To approve a Memorandum of Understanding with Cliff Becton Professional Services who will provide basic haircuts to the Clay Elementary Community Education Full Service School students and community residents for the period November 15, 2013 through June 30, 2014. The cost of the haircuts will be paid by the students and community residents at \$1.00 per haircut.

- 11-14-13-11** To approve a Memorandum of Understanding with the Center of Creative Arts to provide multidisciplinary arts learning arts, integrated residencies including off-site performance and gallery experiences for Jefferson Elementary School's students for the period November 15, 2013 through June 30, 2014.
- 11-14-13-12** To approve the renewal of a Memorandum of Understanding with StoryCorps U to conduct the StoryCorps U College Readiness curriculum at Gateway STEM Academy for the period November 15, 2013 through June 30, 2014.
- 11-14-13-13** To approve a Grant Administration Agreement with Metro St. Louis who will serve as the fiscal agent for the Innovation High School initiative for the period November 15, 2013 through November 15, 2016 at no cost to the District.
- 11-14-13-14** To approve and adopt the Withdrawal Policy and Procedures for the Early Childhood Education Pre-K Program.
- 11-14-13-15** To approve the funding for the Reading is Fundamental program in the amount of \$15,000 for the the 2013-2014 school year beginning November 15, 2013.  
**FUNDING SOURCE: GOB**
- 11-14-13-16** To approve the September 2013 Monthly Board Transaction Report.
- 11-14-13-17** To approve the purchase of library materials from various vendors by individual school buildings to meet their respective needs at a total collective cost not to exceed \$342,893.15  
**FUNDING SOURCE: GOB**









# BOARD RESOLUTION

Date: September 24, 2013  
 To: Dr. Kelvin R. Adams, Superintendent  
 From: Cheryl VanNoy, Exec. Dir., Technology Services

Agenda Item : 10-24-13-01  
 Action:

Action to be Approved:  
 Contract Increase/Decrease  
 Previous Board Resolution # 04-25-13-19  
 Current Year Approved Cost \$100,000.00

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

**SUBJECT:** To approve the amendment of Board Resolution 04-25-13-19, a contract for Virtual School services, to increase the cost by \$50,000.00. This increase is in response to the increase in the number of students using the Virtual School services and the number of vendors being used by those students. If approved, the revised total cost of the contract will be \$150,000.00.

**BACKGROUND:** MO Revised Statute 167.121 requires any unaccredited school district in Missouri to allow the option for parents to "enroll the parents' or guardian's child in the Missouri Virtual school created in section 161.670, RSMo." The virtual school curriculum providers listed have been selected and approved by DESE. In the past, only five vendors have been utilized by the students participating in the Virtual School program. This year nine vendors are being utilized.

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: 981-QZ-110-2223-6319	GOB	Requisition #:
Amount: \$50,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$50,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: Various

Department: Technology Services

Requestor:

Cheryl VanNoy, Exec. Dir., Technology Services

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent





# BOARD RESOLUTION

Date: October 1, 2013

Agenda Item: 10-24-13-02

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Roger L. CayCe, Asst. Superintendent/Bldg. Comm.

Action to be Approved:  
Contract Extension/Continuation

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

Previous Board Resolution #10-28-10-10

Prior Year Cost: \$6,150,000.00

Previous Year Period: 10/29/10 thru 10/29/13

**SUBJECT:** To approve the amendment of Board Resolution #10-28-10-10, a contract with Kwame Building Group, to increase the cost by \$261,000.00 and extend the contract by three months through January 31, 2014. This increase will provide for ongoing construction management services for Proposition S construction projects. If approved, the revised total cost of the contract will be \$6,411,000.00. This increase will be funded through the Proposition S Bond Program.

**BACKGROUND:** The amount remaining in the initial contract for construction management is not sufficient enough to complete the Proposition S contracts and/or projects currently under construction. With the compressed construction schedules, the increase and extension of this contract will allow construction management services to continue without interruption. This increase will be funded through the Proposition S Bond Program under Construction Management Services.

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

Objective/Strategy: III.C.1

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

Fund Source: 905-00-914-2629-6319	Prop S	Requisition #: TBD
Amount: \$261,000.00		
Fund Source:		Requisition
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed \$261,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600013340

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

Roger L. CayCe, Asst. Superintendent /Bldg. Comm.

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent





# Board Resolution

Date: September 20, 2013

Agenda Item: 10-84-13-03

To: Dr. Kelvin R. Adams, Superintendent

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

Action:     X    

Action to be Approved:

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

**X** Contract Renewal  
Previous Bd. Res. #01-17-13-09  
Previous Amount: \$93,000

**SUBJECT:**

To approve the renewal of the Microsoft Services Premier Agreement to provide problem resolution support that covers technology systems 24/7, training and workshops that keep the Technology staff up to date on the latest technologies. The support will be for the period January 1, 2014 through June 30, 2014 at a cost not to exceed \$47,000. Beginning in 2014-15, we will begin the contract in July and expire the following June. This will put us on a school calendar contract renewal rather than a fiscal year renewal.

**BACKGROUND:**

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

Accountability Plan Goal: Goal III: Facilities, Resources Support

Objective/Strategy:

6.4.3

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

Fund Source: 981 - 75 - 110 - 2828 - 6319	GOB	Requisition #:
Amount: \$ 47,000.00		
Fund Source: - - - -		Requisition #:
Amount:		
Fund Source: - - - -		Requisition #:
Amount:		
Cost Not to Exceed \$ 47,000.00	<input checked="" type="checkbox"/>	Pending Funding Availability Vendor #: 600007990

Department: Technology Services

Cheryl VanNoy, Exec. Dir., Technology Services

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 11/19/2012
Dept / School: Technology		Reported By: Cheryl VanNoy
Vendor: Microsoft		Vendor #: 600007990
Contract # / P.O / #: 4500166471		Contract Name: Microsoft Software Support
Contract Amount: \$ 50,784		Award Date: 1-17-13
Purpose of Contract (Brief Description): Microsoft software support		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	X5 4 3 2 1	Solid software and training.
Timeliness of Delivery or Performance	X5 4 3 2 1	Appropriate delivery and always the highest quality of performance.
Business Relations	X5 4 3 2 1	Microsoft and SLPS have a positive and productive relationship.
Customer Satisfaction	X5 4 3 2 1	Microsoft is a customer focused company and provides the resources necessary to solve a situation.
Cost Control	5 X4 3 2 1	The cost of this type of service is appropriate.
Average Score	4.8	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		



## VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

### Performance Ratings Guidelines

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

### Performance Categories Descriptions

Category	Description
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 25, 2013

Agenda Item : 10-24-13-04

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Leon Fisher, CFO/Treasurer

Action to be Approved: RFP/Bid

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

RFP/Bid # 043-1213 School Supplies District Wide

**SUBJECT:** To approve contracts with Office Essentials, Office Max, School Specialty and Universal Business Supply for District-Wide school supplies effective October 25th, 2013 to June 30th, 2014 with options to renew annually for a period not to exceed three (3) additional one-year terms. The cost for the 2013-14 school year will not exceed \$1,200,000.00.

**BACKGROUND:** The RFP solicited pricing on most commonly ordered school supplies. The selection of these four(4) vendors results in an overall average of a 10% price reduction. The estimated savings is \$100,000.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.A.

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

Fund Source:		Requisition #:
Amount: \$1,200,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$1,200,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: Various

Department: Purchasing

Requestor: Rick Schaeffer

Angela Banks, Budget Director

Mary M. Houlihan, Dep. Supt., Operations

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



September 20, 2013

## MEMORANDUM

**TO: Leon Fisher: Finance Division**

**FROM: Rick Schaeffer: Purchasing**

**RE: Bid Evaluation Record for RFP# 043-1213 School Supplies District-Wide**

The evaluation was completed on Wednesday, September 11, 2013 at 11:00 a.m. The evaluation committee consisted of the following:

Constance Byrd SLPS-Purchasing  
Rick Schaeffer SLPS-Purchasing  
Dr. Sally Bloom SLPS-Principal  
Dr. Nicole Conaway SLPS-Principal  
Diane Carey SLPS-Principal Assistant

Bids from the following companies were evaluated and the recommendation is as follows:

Company Name	Average Score (Max 100 pts)	Award (Y/N)
Office Max	82	Y
Discount School Supply	Incomplete Bid	N
School Specialty	93.6	Y
Office Source	61	N
Universal Business Supply	94.5	Y
Office Depot	Incomplete Bid	N
Office Essentials	93.8	Y
Indoff	62	N
Lakeshore Learning	Incomplete Bid	N
Atlas Tape	Incomplete bid	N
Shelby Distributors	50	N
Quill	Decline to Bid	N

Rick Schaeffer  
Purchasing Department





# BOARD RESOLUTION

Date: September 24, 2013

Agenda Item : 10-24-13-05

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Stacy Clay, Dep. Supt., Institutional Advancement

Action to be Approved:  
Memorandum of Understanding

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

**SUBJECT:** To approve the Memorandum of Understanding (MOU) with Safe Connections to provide relationship violence prevention education programming to Busch Middle School, Carr Lane Middle School, Compton Drew Middle School, Multiple Pathways, Beaumont High School, Cleveland High School, and Gateway STEM High School. The MOU will be for the period of October 25, 2013 to June 30, 2014.

**BACKGROUND:** Under this MOU, the students will receive professional facilitation of the subject of relationship violence prevention in separate gender specific groups. After completion of the program, students will be able to demonstrate a change in both knowledge and behavior regarding abusive behavior and dating violence, sexual violence, sexual harassment and sexual health. This resolution covers services for the list of schools attached. If any additional schools are added the SAB will be updated through the annual MOU evaluation process.

Accountability Plan Goals: Goal IV: Parent Community Involvement

Objective/Strategy: IV.A.

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

Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Student Support Services

Requestor: Principal Dr. Elizabeth Bender

Angela Banks, Budget Director

Leon Fisher, Chief Financial Officer

Stacy Clay, 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 Safe Connections ("Agency") on this 25th day of October, 2013.

**The purpose of this Memorandum of Understanding is to establish a partnership between Safe Connections and the St. Louis Public Schools in order to provide relationship violence prevention education programming to St. Louis Public School students.**

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**1. Fundraising:** It is understood by The Agency that the SLPS does not endorse any fundraising efforts by the Agency, whether or not associated with the activities and duties contemplated by this MOU. To the extent that the Agency believes in the future that its activities require fundraising, the parties agree that all documents and activities associated with any such fundraising effort will be cooperatively prepared and separately agreed to, and **must be approved by the Special Administrative Board of the Transitional School District of the City of St. Louis prior to implementation.**

**2. Limitation of Liability:** Each party to this MOU shall be solely responsible for any and all actions, suits, damages, liability, or other proceedings brought against it as a result of the alleged negligence, misconduct, error, or omission of any of its officers, agents or employees. Neither party is obligated to indemnify the other party or to hold the other party harmless from costs or expenses incurred as a result of such claims, and the SLPS shall continue to enjoy all rights, claims, and defenses available to it under law, to specifically include Mo.Rev.Stat. §537.600, et seq. Nothing in the MOU shall be construed as an indemnification by one party or the other for liabilities of a party or third persons for property or any other loss, damage, death, or personal injury arising out of the performance of this MOU. Any liabilities or claims for property or other loss, damage, death, or personal injury by a party or its agents, employees, contractors, or assigns or by third persons arising out of and during this MOU shall be determined according to applicable law. SLPS does not relinquish or waive any of its rights under applicable state governmental immunities law.

**3. Background Checks:** All Personnel providing services under this MOU that may in any way come into contact with students must undergo background checks consistent with those used by the SLPS and state-licensed facilities; all such checks must be performed and passed prior to any Personnel providing any services hereunder. At a minimum, checks hereunder shall include a Department of Family Services background check, a criminal background check, and fingerprinting. The cost of all such background checks shall be borne by the Agency, and the SLPS shall not be liable for such cost under any circumstance. The Agency will provide written confirmation to SLPS that the background checks on all Personnel hereunder reflected no

negative findings, that said Personnel passed the background checks and are, therefore, eligible to provide services under this MOU.

**4. Student Information:** The Agency acknowledges that it shall now, and in the future may, have access to and contact with confidential information of students, including but not limited to the education and/or medical records of students. Both during the term of this MOU and thereafter, the Agency covenants and agrees to hold such information in trust and confidence and to exercise diligence in protecting and safeguarding such information, as well as any other information protected from public disclosure by federal or state law or by the policies or procedures of the SLPS. The Agency will not disclose any confidential information to any third party except as may be required in the course of performing services for the SLPS hereunder or by law, and any disclosure will be in compliance with the Family Education Rights and Privacy Act ("FERPA") and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").

**5. Obligations of SLPS:**

**(a) SLPS will provide the use of a confidential space for groups to be held.** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(b) SLPS will provide the students who will participate in the program.** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(c) SLPS will provide logistical support, including students consents and communication with students.** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Obligations of Agency:**

**(a) Safe Connections will provide professional facilitation of the curriculum.** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(b) Safe Connections will provide educational materials and supplies, as needed, for the implementation of the programming.** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(c)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**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) After completing the program, students will be able to demonstrate a change in both knowledge and behavior regarding abusive behavior and dating violence, sexual violence and sexual harassment, and sexual assault. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) At the conclusion of the program, students will demonstrate both a willingness and ability to share their knowledge with others in their peer group and/or community. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(c) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8. Term and Termination:** The term of the MOU will be from October 25, 2013 (the Effective Date) through June 30, 2014, unless earlier terminated by either party by providing thirty (30) days' written notice to the person who has signed as a representative of each party below.

Saint Louis Public Schools

Safe Connections

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

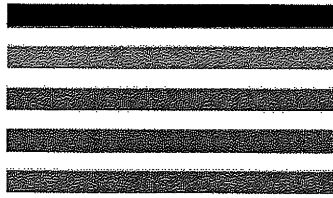
By: \_\_\_\_\_

Name: \_\_\_\_\_

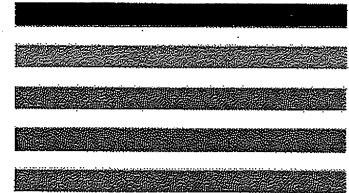
Name: \_\_\_\_\_

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

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



safe connections  
project H.A.R.T.  
healthy alternatives to  
relationships among teens



## Project HART Girls Group Topic Overview

### Introductory Session

Complete the necessary paperwork in order to participate in the group and collect baseline data. Become acquainted with Safe Connections, Project H.A.R.T., the facilitator and one another.

### Gender Role Stereotypes

Teens will examine messages about gender stereotypes and identify the harmful consequences of these stereotypes. Teens will also explore how gender stereotypes contribute to unhealthy and abusive relationships.

### Healthy Relationships

Teens will identify and examine important qualities that make relationships healthy such as respect, equality, fair fighting and using effective communication. Teens will also examine how they personally expect to be treated in dating relationships.

### Unhealthy Relationships & Teen Dating Violence

This lesson defines unhealthy relationships and teen dating violence. Teens will examine ways they can help prevent or reduce the risk of teen dating violence. Warning signs of someone who is potentially abusive are also identified. Lastly, students will learn ways of safely breaking up with someone who is abusive or in a violence relationship. A teen dating safety plan and community resources are also discussed.

### Dating & Technology

This lesson explores the ways in which technology, the internet, and text messaging play into healthy and unhealthy dating relationships. The teens discuss internet safety, warning signs of dangerous people online, and protecting their digital reputation.

### Family Violence

Teens will discuss the different relationship dynamics of a healthy and unhealthy family. Teens will talk about different types of abuse and how violence affects the entire family, specifically the children. This lesson will help teens explore ways to stay safe if they or someone they know is living in a family with violence.

### Sexual Violence

Teens will explore sexual violence as a whole and work to identify behaviors that fall under this umbrella heading. Teens will assess behaviors to determine where they fall on a continuum of sexual violence. This lesson will help teens identify these harmful behaviors and know how to respond should such incidences arise.

### Challenging and Responding to Sexual Harassment

In this lesson, teens explore this bullying behavior and how it differs from flirting. Strategies on the best way to handle sexual harassment are also examined through examples and discussion.

### Rape & Sexual Assault Awareness

This lesson covers how sexual violence affects both males and females, the myths of rape, and how to help survivors of rape. Participants will discuss ways they can work to prevent and reduce their own risk of becoming victims of sexual violence.

### Bystander Intervention & Survivor Support

This workshop brings all of the lessons together and helps teens explore different situations they may encounter in the future and how to effectively intervene and provide support to others.

### Media Literacy

Teens will take an in depth look at the media they consume and analyze how the issues discussed through the course of group are at play. Teens will look at both positive and negative representations in the media and discuss how this potentially effects the decisions they make. Teens will be able to constructively consume media after this session.

### Wrap-Up

Teens will bring together the information they have learned and answer any lingering questions they may have. Resources will be given and follow-up (if needed) will be discussed. Group evaluations will be completed and community awareness ideas will be discussed.



## Guys Group Topic Overview

Guys Group is a group that uses guided discussions and various activities to help young men think critically about and grow in their understanding of what it means to be a man and also have respect for girls and women.

### Introductory Session

Complete the necessary paperwork in order to participate in Guys Group.

Get the group members acquainted with the Safe Connections, Guys' Group, the facilitator and one another.

### Gender Role Stereotypes

Understand gender roles and the consequences of not depicting them.

Begin to understand the effect that gender role stereotypes can have on relationships.

### Male Role Models

Identify the lessons, values, and beliefs that their male role models have taught them.

Identify how their male role models have taught them to express emotions.

Identify ways in which they are similar to their male role models.

Understand the ways that lessons, values, and beliefs are taught.

### Gender Role Stereotypes & The Media

Identify the role that the media plays in our socialization.

Identify what gender role stereotypes are portrayed in various forms of the media.

Gain an understanding of the effects of a female's point of view not being broadcasted.

### Healthy Relationships

Gain a better understanding of themselves and what they expect in their relationships.

Identify the qualities that are present in healthy relationships.

Understand how to have a healthy break-up.

### Unhealthy Relationships & Teen Dating Violence

Identify the qualities are present in unhealthy and abusive relationships.

Understand the role that gender role stereotypes may play in unhealthy and abusive relationships.

Identify the warning signs of an unhealthy and/or abusive relationship.

Challenge beliefs regarding unhealthy and/or abusive relationships.

Understand how to help a friend who is involved in an unhealthy and/or abusive relationship.

### Challenging Sexual Harassment

Understand the differences between flirting and sexual harassment.  
Explore how to show attraction in a respectful way.  
Challenge beliefs regarding sexual harassment.  
Understand how to handle being sexually harassed.

### Challenging Sexual Harassment

Explore examples of sexual harassment that are most common among male peer groups.  
Challenge the use of sexual harassment examples that are most common among male peer groups.

### Bullying

Understand how the reinforcement of unhealthy masculinity can lead to bullying.  
Identify how to exhibit the qualities of healthy masculinity.

### Sexual Assault Awareness (optional)

Understand the role that male gender role stereotypes can play in instances of sexual assault.

### Bystander Intervention & Survivor Support

Gain an understanding of the term bystander intervention.  
Identify safe and effective ways to intervene in situations where others will be or are being disrespected or harmed.  
Practice the use of safe and effective ways to intervene in disrespectful or violent situations.

### Wrap-up Session

Review the program curriculum.  
Identify and pledge to do actions to become better young men and show more respect to girls and women.  
Complete the necessary paperwork to end the group.

**PURPLE TIE PROJECT--** Help peers gain an understanding of Guys Group and respect for girls and women.





# BOARD RESOLUTION

Date: September 24, 2013

Agenda Item: 10-24-13-06

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Rachel Seward, Dep. Supt., Institutional Advancement

Action to be Approved:  
Memorandum of Understanding

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

**SUBJECT:** To approve the Memorandum of Understanding (MOU) with the "Let Me Run" organization to provide a running program at Kennard Elementary to inspire 4th and 5th grade boys through the power of running to be courageous enough to be themselves, to build healthy relationships, and to live an active lifestyle. The MOU will be for the period October 25, 2013 to June 30, 2014.

**BACKGROUND:** The "Let Me Run" organization will provide two coaches for each team of 14 boys. The coaches will run two 90 minute training sessions per week for seven weeks. The culminating event will be a 5-K run.

Accountability Plan Goals: Goal IV: Parent Community Involvement

Objective/Strategy: IV.A.

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

Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Institutional Advancement

Requestor: Dr. LeFlore

Angela Banks, Budget Director

Leon Fisher, Chief Financial Officer

Dr. Kelvin R. Adams, Superintendent

Rachel Seward, Dep. Supt., Institutional Advancement

**MEMORANDUM OF UNDERSTANDING**  
**(NON-FUNDRAISING)**

This Memorandum of Understanding ("MOU") is entered into by and between the Saint Louis Public Schools ("SLPS") and the \_\_\_\_\_ "Let Me Run" organization ("Agency") on this 25<sup>th</sup> day of \_\_\_\_\_ October \_\_\_\_\_, 2013.

**The purpose of this Memorandum of Understanding is to establish a partnership between The Agency and the St. Louis Public Schools in order to conduct a seven-week Program for 4<sup>th</sup> and 5<sup>th</sup> grade boys at Kennard Classical Junior Academy. The program is designed to inspire boys through the power of running to be courageous enough to be themselves, to build healthy relationships, and to live an active lifestyle. Practices are on-site, twice a week, 90 minute sessions that consist of character development lessons, team-building games, and distance running. The season culminates in the team(s) running an off-site 5k race.**

**1. Fundraising:** It is understood by The Agency that the SLPS does not endorse any fundraising efforts by the Agency, whether or not associated with the activities and duties contemplated by this MOU. To the extent that the Agency believes in the future that its activities require fundraising, the parties agree that all documents and activities associated with any such fundraising effort will be cooperatively prepared and separately agreed to, and **must be approved by the Special Administrative Board of the Transitional School District of the City of St. Louis prior to implementation.**

**2. Limitation of Liability:** Each party to this MOU shall be solely responsible for any and all actions, suits, damages, liability, or other proceedings brought against it as a result of the alleged negligence, misconduct, error, or omission of any of its officers, agents or employees. Neither party is obligated to indemnify the other party or to hold the other party harmless from costs or expenses incurred as a result of such claims, and the SLPS shall continue to enjoy all rights, claims, and defenses available to it under law, to specifically include Mo.Rev.Stat. §537.600, et seq. Nothing in the MOU shall be construed as an indemnification by one party or the other for liabilities of a party or third persons for property or any other loss, damage, death, or personal injury arising out of the performance of this MOU. Any liabilities or claims for property or other loss, damage, death, or personal injury by a party or its agents, employees, contractors, or assigns or by third persons arising out of and during this MOU shall be determined according to applicable law. SLPS does not relinquish or waive any of its rights under applicable state governmental immunities law.

**3. Background Checks:** All Personnel providing services under this MOU that may in any way come into contact with students must undergo background checks consistent with those used by the SLPS and state-licensed facilities; all such checks must be performed and passed prior to any Personnel providing any services hereunder. At a minimum, checks hereunder shall include a Department of Family Services background check, a criminal background check, and fingerprinting. The cost of all such background checks shall be borne by the Agency, and the SLPS shall not be liable for such cost under any circumstance. The Agency will provide written confirmation to SLPS that the background checks on all Personnel hereunder reflected no



negative findings, that said Personnel passed the background checks and are, therefore, eligible to provide services under this MOU.

**4. Student Information:** The Agency acknowledges that it shall now, and in the future may, have access to and contact with confidential information of students, including but not limited to the education and/or medical records of students. Both during the term of this MOU and thereafter, the Agency covenants and agrees to hold such information in trust and confidence and to exercise diligence in protecting and safeguarding such information, as well as any other information protected from public disclosure by federal or state law or by the policies or procedures of the SLPS. The Agency will not disclose any confidential information to any third party except as may be required in the course of performing services for the SLPS hereunder or by law, and any disclosure will be in compliance with the Family Education Rights and Privacy Act ("FERPA") and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").

**5. Obligations of SLPS:**

(a) Provide outdoor space for the team to practice (twice per week for seven weeks) \_\_\_\_\_  
\_\_\_\_\_

(b) Let Me Run is a "rain or shine" program, and practice will never be cancelled due to rainy weather. An indoor space should be provided for rainy weather situations \_\_\_\_\_  
\_\_\_\_\_

(c) \_\_\_\_\_  
\_\_\_\_\_

**6. Obligations of Agency:**

(a) Provide two coaches per team of 14 boys \_\_\_\_\_  
\_\_\_\_\_

(b) Provide adult supervision for each of the seven practices \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(c) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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) Maximum of 14 boys per team \_\_\_\_\_  
\_\_\_\_\_

(b) 5k completed by each member of the team \_\_\_\_\_  
\_\_\_\_\_

(c) \_\_\_\_\_  
\_\_\_\_\_

**8. Term and Termination:** The term of the MOU will be from October 25, 2013 (the Effective Date) through December 31, 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

Let Me Run

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

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

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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





# BOARD RESOLUTION

Date: September 30, 2013

Agenda Item : 10-24-13-07

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Rachel Seward, 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 Fro Yo Frozen Yogurt Stores to provide financial support through an in-store promotional event and to promote a healthy lifestyle for the students at the Collegiate School of Medicine and Bioscience (CSMB). The MOU will be for the period October 25, 2013 to June 30, 2014.

**BACKGROUND:** Fro Yo supports their customers in living healthy and active lifestyles and partners with neighborhood schools, sports programs, fitness centers, and other places that embrace a healthy and active lifestyle. Fro Yo will provide financial support through an in-store promotional event at all 6 Fro Yo locations in St. Louis City and County and will promote the importance of healthy lifestyles to the students, staff and families of the Collegiate School of Medicine and Bioscience (CSMB) through guest speakers. Success will be measured through the amount of funds donated to support the school and by the impact of the guest speakers/healthy living events on the students, staff and families of CSMB.

Accountability Plan Goals: Goal IV: Parent Community Involvement

Objective/Strategy:

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

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

Department: Institutional Advancement

Requestor: Kate Stewart

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Rachel Seward, Dep. Supt., Institutional Advancement

Dr. Kelvin R. Adams, Superintendent

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into by and between the Saint Louis Public Schools ("SLPS") and the Fro Yo ("Agency") on this 25th day of October, 2013.

**The purpose of this Memorandum of Understanding is to establish a partnership between Fro YO and the St. Louis Public Schools in order to provide financial support through in-store fundraising events and promotion/education of healthy lifestyles to the students, staff, and families of the Collegiate School of Medicine and Bioscience (CSMB), a St. Louis Public Schools Magnet School.**

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- 1. Fundraising:** This Memorandum of Understanding authorizes Agency to solicit funds from a third party for the expressed purpose of implementing the programming described in this Memorandum of Understanding.

Agency will hold a promotional event in its 6 St. Louis area locations for a 2 week period. CSMB signage will be present at the point of sale and patrons will be advised that 25% of all proceeds during the 2 week period will go to CSMB. Agency will also have magnet school applications present at the point of sale. The resulting donation will be presented to CSMB no later than 60 days following the promotional period.

- 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) Collaborate with the agency on the development of fundraising activities and healthy living events. Review and approve all activities conducted and organized by Fro Yo. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(b) Provide information necessary and in accordance with SLPS policies for student record confidentiality. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(c) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Obligations of Agency:**

(a) Develop in-store fundraising ideas. Identify store locations for events. Develop timeline for fundraising events. Submit information to SLPS for review and approval. \_\_\_\_\_

\_\_\_\_\_

(b) Develop "healthy living" events and timeline for CSMB students, staff, and families. Submit to SLPS for review and approval. \_\_\_\_\_

\_\_\_\_\_

(c) Assist CSMB with student recruitment efforts through in-store advertising and social media outlets.

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**7. Success of this program will be measured using the following Performance Standards:**

**Performance Standards:** Agency performance at the end of the term of this Memorandum of Understanding will be measured by the Agency's compliance with the following performance standards:

(a) 70 CSMB students from 34 different zip codes representing St. Louis City and St. Louis County will be served. CSMB staff will be served. Families of CSMB students from 34 different zip codes representing St. Louis City and St. Louis County will be served.

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(b) A record of the funds generated through in-store fundraising events and how the funds were utilized will be made available to the District.

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(c) \_\_\_\_\_

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**8. Term and Termination:** The term of the MOU will be from October 25, 2013 (the Effective Date) through June 30, 2014, unless earlier terminated by either party by providing thirty (30) days' written notice to the person who has signed as a representative of each party below.

Saint Louis Public Schools

Fro Yo

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

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

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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







# BOARD RESOLUTION

Date: September 20, 2013

Agenda Item : 10-24-13-DB

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Purchase of Good (s) and Services

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

**SUBJECT:** To approve the purchase of art supplies and repair services from various vendors (as listed in the Background of the Resolution) for the art programs in all of the District's schools on an as needed basis for the 2013-14 school year. The total combined cost of the art supplies and repair services will not exceed \$140,603.00.

**BACKGROUND:** A number of vendors provide art supplies and repair services throughout the year on an as needed basis per school. The vendors to be included in this approval include: Blick Art Materials, Classroom Direct, Dick Blick Art Supply, Krueger Pottery, Nasco, Sax Arts and Crafts, School Specialty and Schiller's Photography.

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-V1-110-2216-6411	GOB	Requisition #:
Amount: \$140,603.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$140,603.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: Various

Department: Curriculum & Instruction

Requestor: Linda Kraiberg

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

Dr. Cleopatra Figgures, Dep. Supt., Accountability/  
Acting Chief Academic Officer

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent





# BOARD RESOLUTION

Date: October 16, 2013

To: Dr. Kelvin R. Adams, Superintendent

From: Leon Fisher, CFO/Treasurer

Agenda Item : 10-24-13-09

Action:

**NEW ITEM**

Action to be Approved: Reimbursement

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

**SUBJECT:** To approve the reimbursement to the Department of Elementary and Secondary Education (DESE) /State of Missouri for funds associated with the Patrick Henry Elementary School's (School Years, 2008, 2009 and 2010) attendance recording and reporting discrepancies in an amount not to exceed \$145,000 for excess funds received in the respective years noted.

**BACKGROUND:** In response to the Missouri State Auditor's Report, 2011-66 and 2013-085 regarding Patrick Henry Downtown Academy Elementary School, attendance recording and reporting discrepancies.

Accountability Plan Goals: Goal V: Governance


Objective/Strategy: III

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


Fund Source: TBD	GOB	Requisition #:
Amount: \$145,000		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount: \$		
\$ \$145,000	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Finance

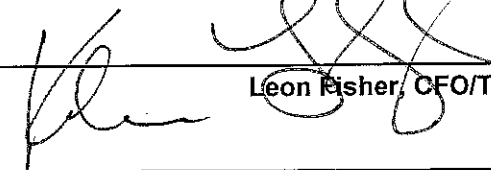
Requestor:



Mary M. Houlihan, Dep. Supt., Operations



Angela Banks, Budget Director



Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent







# BOARD RESOLUTION

Date: October 14, 2013

Agenda Item : 11-14-13-01

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Membership

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

Previous Board Resolution # 08-23-12-13

Prior Year Cost \$9,425.00

**SUBJECT:** To ratify the payment of membership fees for Advance Education (North Central Accreditation) for the secondary schools for the period of July 1, 2013 through June 30, 2014 in an amount not to exceed \$9,425.00.

**BACKGROUND:** North Central Accreditation (membership fees) provides SLPS with local support for accreditation through state/regional offices, as well as international leadership. Specifically, fees help pay the costs associated with on-site external review visits, customized technical assistance, professional development and access to higher education programs and scholarships for students. The cost of membership fees are \$725.00 per school (Beaumont, Central, Cleveland, Roosevelt, Sumner, Vashon, Northwest, Carnahan, Clyde C. Miller, Gateway STEM, McKinley, Soldan, and Metro.)

Accountability Plan Goals: Goal I: Student Performance

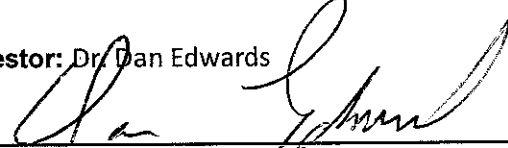
Objective/Strategy: 1.A

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

Fund Source: 816-00-110-2331-6381	GOB	Requisition #: 10136507
Amount: \$9,425.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$9,425.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600012698

Department: Secondary Education

Requestor: Dr. Dan Edwards

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

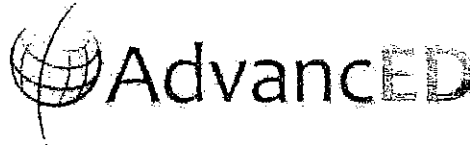
  
Dr. Cleopatra Figgures, Dep. Supt., Accountability /  
Acting Chief Academic Officer

  
Angela Banks, Budget Director

  
Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

Advance Education, Inc.  
9115 Westside Parkway  
Alpharetta, GA 30009



# INVOICE

Tax ID: 86-1012205  
Phone: 678-392-2285, 5617  
888-413-3669

Customer Number 69117  
Master Invoice Number 69117-041613  
Invoice Date 04/16/13  
Due Date 07/31/13

0000008-0000840 0106 001 359178 00508



Saint Louis Public Schools  
Dr. Dan Edwards  
801 N. 11th Street  
Saint Louis, MO 63101-1015

Invoice Total \$ 9,425.00

## SECOND NOTICE

Invoice No.	Description	Total Price
IS-180365	ACCREDITATION FEES 13-14 15504 Beaumont High School	725.00
IS-180367	ACCREDITATION FEES 13-14 15506 Central Visual & Performing Arts	725.00
IS-180369	ACCREDITATION FEES 13-14 15511 Cleveland Jr. Naval Academy	725.00
IS-180374	ACCREDITATION FEES 13-14 15531 Roosevelt High School	725.00
IS-180380	ACCREDITATION FEES 13-14 15542 Sumner High School	725.00
IS-180382	ACCREDITATION FEES 13-14 15544 Vashon High School	725.00
IS-180413	ACCREDITATION FEES 13-14 216982 Northwest Academy	725.00
IS-180414	ACCREDITATION FEES 13-14 216993 Carnahan High School of the Future	725.00
IS-180415	ACCREDITATION FEES 13-14 216994 Clyde C. Miller Academy	725.00
IS-180416	ACCREDITATION FEES 13-14 216995 Gateway STEM High School	725.00
IS-180425	ACCREDITATION FEES 13-14 224564 McKinley Classical Leadership Academy	725.00
IS-180443	ACCREDITATION FEES 13-14 45188 Soldan International Studies High Sch	725.00
IS-180444	ACCREDITATION FEES 13-14 45193 Metro High School	725.00

Invoice Total 9,425.00

This invoice is for your SACS CASI/NCA CASI/NWAC/Advanced 2013-14 accreditation fees. These fees are non-refundable. Failure to pay will result in the loss of accreditation. SACS CASI, NCA CASI and NWAC are divisions of Advanced.

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

Saint Louis Public Schools  
Dr. Dan Edwards  
801 N. 11th Street  
Saint Louis, MO 63101-1015

# INVOICE

Send Remittance to:

NCA  
P.O. Box 933823  
Atlanta, GA 31193-3823

Customer Number 69117  
Master Invoice Number 69117-041613  
Invoice Date 04/16/13  
Due Date 07/31/13

Invoice Total \$ 9,425.00

9338230691170416134009425001







# BOARD RESOLUTION

Date: October 14, 2013

Agenda Item : 11-14-13-02

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Cleopatra Figgures, Dep. Supt., Accountability / Acting Chief Academic Officer

Action to be Approved:  
Contract Increase/Decrease

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

Previous Board Resolution # 06-06-13-35

Current Year Approved Cost \$200,000.00

**SUBJECT:** To approve the amendment of Board Resolution 06-06-13-35, a contract with Renaissance Learning, to increase the cost by \$33,334.15. This increase is to expand the formative test assessments to include grades 5-8. If approved, the revised total cost of the contract will be \$233,334.15.

**BACKGROUND:** This Reading Assessment and progress monitoring software system will provide formative assessments for Grades 5 through 8. This assessment will also allow the District to comply with SB319.

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: 984-00-110-2822-6312	GOB	Requisition #: 10135739
Amount: \$33,334.15		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$33,334.15	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600004924

Department: Accountability

Requestor: Bertha Doar

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Cleopatra Figgures, Dep. Supt., Accountability /  
Acting Chief Academic Officer

Dr. Kelvin R. Adams, Superintendent





# BOARD RESOLUTION

Date: October 14, 2013

Agenda Item : 11-14-13-03

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved:  
Contract Increase/Decrease

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

Previous Board Resolution # 06-27-13-21

Approved Cost \$9,821.00

**SUBJECT:** To approve the amendment of Board Resolution #06-27-13-21, a contract with World Wide Technology, to increase the cost by \$1,620 for CISCO SMARTNet to cover the wireless lan (WLAN) controllers in preparation of the deployment of dense wireless coverage in all schools. The current controllers will be repurposed and this contract is to add the SMARTNet maintenance coverage to the devices. If approved the revised total cost of the contract will be \$11,441.

**BACKGROUND:** E-Rate approved an upgrade to our existing infrastructure. Part of the design of this project is to add dense wireless coverage to all classrooms in the District. The existing 5508 WLAN Controllers currently deployed out at schools will be moved back to the 801 location and it is necessary to upgrade their application software to the latest version. SMARTNet will give us the ability to upgrade the software to the current version.

**Accountability Plan Goals:** Goal III: Facilities, Resources Support **Objective/Strategy:** III.D.3

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

Fund Source: 981-75-110-2828-6319	GOB	Requisition #: 10135253
Amount: \$1,620.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$1,620.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600005444

Department: Information Technology

Requestor: Cheryl L 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 16, 2013

To: Dr. Kelvin R. Adams, Superintendent

From: Leon Fisher, CFO/Treasurer

Agenda Item : 11-14-13-04

Action:

Action to be Approved: Purchase of Good (s)

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

Previous Board Resolution # 09-05-13-04

Approved Cost \$12,500.00

**SUBJECT:** To approve the amendment of Board Resolution #09-05-13-04, a purchase from Office Max, to increase the cost by \$12,500. This increase will provide for additional gift cards for the Teachers Matter Initiative. Each card purchased is in the amount of \$50. If approved, the revised total cost of the purchase will be \$25,000.00.

**BACKGROUND:** The Teachers Matter Initiative is designed to welcome new teachers and help them get acclimated to their new school. This approach has been used in other districts and the survey feedback has been positive.

Accountability Plan Goals: Goal II: Highly Qualified Staff

Objective/Strategy: II.A.

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

Fund Source: 810-00-110-2321-6411	GOB	Requisition #:
Amount: \$12,500.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$12,500.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600001136

Department: Finance

Requestor: Leon Fisher

Angela Banks, Budget Director

\_\_\_\_\_

Mary M. Houlihan, Dep. Supt., Operations

Leon Fisher, CFO/Treasurer

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Dr. Kelvin R. Adams, Superintendent





# BOARD RESOLUTION

Date: October 16, 2013

Agenda Item : 11-14-13-05

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract

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

RFP/Bid # RFP 037-1213

**SUBJECT:** To approve a contract with Tyler for the license fees and services to implement the Tyler MUNIS system with licenses and services to be provided November 15, 2013 through November 1, 2015 at a cost not to exceed \$1,300,000. The project cost includes a 30% contingency of \$172,000 on services only.

**BACKGROUND:** The District is currently using SAP for its Finance, HR and Payroll functions. SAP was implemented in 1999 and a technical upgrade was provided in 2008. Since then there has been virtually no investment in the system. The majority of the superusers from the original implementation and upgrade are no longer with the district and many current employees have limited knowledge of SAP features and functions. An assessment was contracted for earlier this year with CIBER who issued a report outlining the primary needs for the district. Two RFP's were posted: 1)For SAP consulting services for the enhancements and 2)For a brand new system. The recommendation is to purchase the Tyler MUNIS system due to it's specialized focus on K-12/public sector, enhanced reporting and ease of use, new functionality, enhanced customer service, lower annual maintenance cost, and anticipated lower cost for future investment and support. The vendor evaluation is attached. The annual maintenance fee will be \$152,785 adjusted for inflation each year.

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

**Objective/Strategy:** Financial

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

<b>Fund Source:</b> 981-00-110-2828-6319	GOB	<b>Requisition #:</b>
<b>Amount:</b> \$1,300,000.00		
<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> \$1,300,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	<b>Vendor #:</b> 600013770

Department: Technology Services

Requestor:

Cheryl VanNoy, Exec. Dir., Technology Services

Mary M. Houlihan, Dep. Supt., Operations

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



October 16, 2013

## MEMORANDUM

**TO:** Mary Houlihan

**FROM:** Kevin Coyne

**RE:** Bid Evaluation Record for RFP# 037-1213

The final evaluation was held on Monday, October 7<sup>th</sup>, 2013 at 12:00 pm. The evaluation committee consisted of the following:

Mary Houlihan	SLPS
Cheryl VanNoy	SLPS
Leon Fisher	SLPS
Dr. James Henderson	SLPS

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

Company Name	Bid Amount	Overall Score	Award (Y/N)
Tyler Technologies	\$1,119,005	347	Y
Weidenhammer	\$1,185,457	323	N







# BOARD RESOLUTION

Date: October 14, 2013

Agenda Item : 11-14-13-06

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Stacy Clay, Dep. Supt., Institutional Advancement

Action to be Approved: Contract

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

**SUBJECT:** To approve a sole source contract with the University of Missouri Columbia AR to provide evaluations for the 21st Century sites (Gateway STEM, Gateway Elementary, Soldan High School and Washington Montessori) using the Program Quality Assurance (PQA) assessment tool. The assessment is to be administered between November 30, 2013 through March 30, 2014 at a cost not to exceed \$6,000.00.

**BACKGROUND:** This evaluation is part of the required assessments for the 21st Century grants at Gateway STEM, Gateway Elementary, Soldan High and Washington Montessori. The School Age Program Quality Assessment tool (PQA) will be used for this evaluation.

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-V4-294-1663-6319	Non-GOB	Requisition #: 10136457
Amount: \$3,000.00		
Fund Source: 827-W5-294-1663-6319	Non-GOB	Requisition #: 10136458
Amount: \$3,000.00		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$6,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600001018

Department: Student Support Services

Requestor: Judith King

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Stacy Clay, Dep. Supt., Institutional Advancement

Dr. Kelvin R. Adams, Superintendent



# REQUEST FOR SOLE SOURCE PURCHASE

<b>Requestor:</b> Judith King	<b>Date:</b> October 3, 2013
<b>Department / School:</b> Student Support Services	<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 participating in the 21st Century After School Programs at Gateway Elementary, Gateway STEM High, Soldan High and Washington Montessori will participate in a program evaluation by the University of Missouri-Columbia AR as required by grantee.	
<b>Vendor Name:</b> University of Missouri Columbia	<b>Email:</b> reederaj@umsystem.edu
<b>Vendor Contact:</b> Anne Janel Reeder	<b>Phone Number</b> 573-882-4332
<b>Justification Information</b>	
<b>1. Why the uniquely specified goods are required?</b>	
Program Quality Assessment is required by DESE and the provider of the service is the University of Missouri Columbia AR.	
<b>2. Why good or services available from other vendors /competitors are not acceptable?</b>	
Vendor is assigned to assess the St. Louis Public Schools 21st Century Programs.	
<b>3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)</b>	
Services provided by the University of Missouri Columbia required by the 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.



 **BOARD RESOLUTION**

Date: October 14, 2013

Agenda Item : 11-14-13-07

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Cleopatra Figgures, Dep. Supt., Accountability / Acting Chief Academic Officer

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 10-18-12-11

Prior Year Cost \$101,200.00

**SUBJECT:** To approve a sole source contract renewal 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 November 15, 2013 through June 30, 2014 at a cost not to exceed \$45,000.00.

**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. The National SAM Innovation Project uses a unique set of tools to track the principal's use of time and distributed management and reflective practice systems to provide a means by which principals can redirect their time and focus on collaborative work with teachers and parents to improve student learning. In 2012-2013 the SAM Project was implemented in all 11 SIG Schools; however, for the 2013-2014 school year, it is recommended for 5 of the schools which include: Ashland, Hamilton, Jefferson, Langston, and Walbridge.

Accountability Plan Goals: Goal I: Student Performance

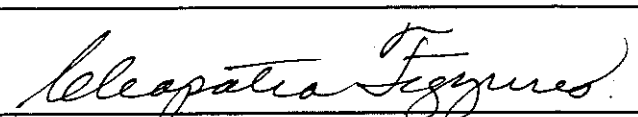
Objective/Strategy: 1.1A

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


Fund Source: 802-00-110-2325-6319	GOB	Requisition #:
Amount: \$45,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$45,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600015124

Department: Academics

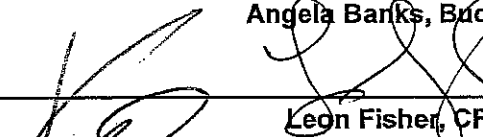
Requestor: Dr. Cleopatra Figgures



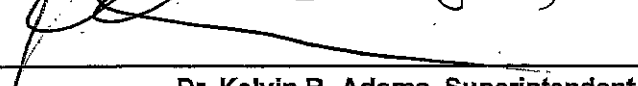
Dr. Cleopatra Figgures, Dep. Supt., Accountability / Acting Chief Academic Officer



Angela Barks, Budget Director



Leon Fisher, CFO/Treasurer



Dr. Kelvin R. Adams, Superintendent



# REQUEST FOR SOLE SOURCE PURCHASE

<b>Requestor:</b> Dr. Cleopatra Figgures	<b>Date:</b> October 9, 2013
<b>Department / School:</b> Academics	<b>Phone Number:</b> 314.345.2488
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
<b>Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)</b>	
<p>The 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. Additionally, the percentage gain in student achievement significantly outpaced control schools. Studies show that the average gain in instructional 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.</p>	
<b>Vendor Name:</b> SAM Innovative Project	<b>Email:</b> mark@samsconnect.com
<b>Vendor Contact:</b> Mark Shelling	<b>Phone Number :</b> 502 777-7760
<b>Justification Information</b>	
<b>1. Why the uniquely specified goods are required?</b>	
<p>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 trademarked and copyright protected to endure the fidelity of use.</p>	
<b>2. Why good or services available from other vendors /competitors are not acceptable?</b>	
<p>SAM is the only vendor that provides these services.</p>	
<b>3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)</b>	
<p>The Wallace Foundation supported replication and development of the SAM professional development process until July 1, 2012. 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 school, districts and states through a fee-for-service structure.</p>	
<b>4. List the Names of other Vendors contacted &amp; Price Quotes:</b>	
N/A	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
<b>Your sole source request will not be approved without the required signatures below:</b>	
Department Head	Date
CFO	Date
Superintendent	Date

## Sole Source Checklist

### 1. Check one of the following:

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

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

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

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

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

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

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

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

- Document a search for additional suppliers.

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

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

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

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

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

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

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

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

- Sole supplier (i.e. Regional Distributor).

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

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

- Complete Emergency Purchase Form.

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





## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>	Report Date: October 9, 2013
Dept / School: Academic Office	Reported By: Dr. Cleopatra Figgures
Vendor: SAM Innovation Program	Vendor #: 600015121
Contract # / P.O. #: 4500164654	Contract Name: Mark Shellinger
Contract Amount: \$ 101,200.00	Award Date: October 19, 2012

**Purpose of Contract (Brief Description):**  
 Readiness activities and ongoing support for SLPS selected sites; data collection and analysis to ascertain amount of time spent in instructional leadership, management, and personal time, technical support for the time Track tool, training for SAM/principal school teams; specialist to provide onsite during initial implementation, monthly coaching sessions with the SAMs principals on site; registration for a national SAM conference annually.

**Performance Ratings:** Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (*please attach additional sheets if necessary*). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory

Category	Rating	Comments (Brief)
<b>Quality of Goods / Services</b>	5	
	4	
	3	
	2	
	1	
<b>Timeliness of Delivery or Performance</b>	5	
	4	
	3	
	2	
	1	
<b>Business Relations</b>	5	
	4	
	3	
	2	
	1	
<b>Customer Satisfaction</b>	5	
	4	
	3	
	2	
	1	
<b>Cost Control</b>	5	
	4	
	3	
	2	
	1	
<b>Average Score</b>		Add above ratings: divide the total by the number of areas being rated.

Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.

Please Check    Yes     No

## VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

### Performance Ratings Guidelines

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

### Performance Categories Descriptions

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





# BOARD RESOLUTION

Date: October 14, 2013

Agenda Item : 11-14-13-08

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Paula Knight, Assoc. Supt., Elementary Schools

Action to be Approved:  
Memorandum of Understanding

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

**SUBJECT:** To approve the Memorandum of Understanding with the Special School District of St. Louis County (SSD) to provide the framework for the cooperative efforts between SSD and SLPS. The program will be for the period of the 2013-2014 school year starting on November 15, 2013 and ending on June 30, 2014. There will be no cost to the District.

**BACKGROUND:** The Special School District will maximize the use of available local resources in providing special education and related special education services to young children and families under federal IDEA guidelines. The services could include Speech/Language, Occupational Therapy, Physical Therapy, and Early Childhood Special Education minutes.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.1.D.

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

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

Department: Early Childhood

Requestor: Crystal Hunter

Paula Knight, Assoc. Supt., Elementary Schools

Stacy Clay, Dep. Supt., Institutional Advancement

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

## Special School District of St. Louis County

### Agreement to Provide ECSE Services During the 2013-2014 School Year

This Agreement is made and entered into between the Special School District of St. Louis County (hereinafter referred to as "SSD") and the St. Louis Public School District (hereinafter referred to as "Partner District").

The Partner District has elected to provide Early Childhood Special Education (ECSE) directly to students eligible for ECSE services. However, for students residing in Partner District SSD hereby agrees to serve such students, if appropriate, in its ECSE program per the IEP, as specified below:

- ECSE Itinerant services for St. Louis city resident students who are enrolled in early education/child care settings within St. Louis County but outside the district of residence for those districts which offer reciprocity

All services will be made available on a staff-available and space-available basis.

The SSD and Partner District will enter into an individual agreement for each student who is to be placed in an SSD program or who is to receive services under this Agreement.

The SSD Board of Education hereby authorizes the Early Childhood Special Education Director to execute the individual agreements in its behalf, provided such individual agreements are not inconsistent with the Agreement.

Services/Programming will be provided consistent with each student's IEP.

The Partner District shall be responsible for developing the IEP for each student who participates in an SSD program or who receives services from the SSD. In addition, the Partner District shall be responsible for providing all appropriate notices and procedural safeguards (including due process) required by the IDEA and Missouri law to the parent(s)/guardian of each student who participates in an SSD program or who receives services from the SSD.

To the extent practicable, the Partner District shall invite a representative from the SSD to participate in the IEP of each student who the Partner District anticipates will receive services from the SSD. In no case shall a student be entitled to receive services through the SSD without the SSD having either (1) participated in the student's IEP, or (2) reviewed the student's IEP, **and** approved either (a) the assignment of the student in the SSD program or (b) the services to be provided by the SSD to the student.

The SSD shall not be responsible for providing transportation services, if any are required by such student's IEP. All transportation shall be the responsibility of the Partner District.

The Partner District shall also be responsible for conducting the initial evaluation of each student and all subsequent ECSE re-evaluations of each Partner District student who receives services from the SSD.

The SSD shall list each student who receives services from the SSD on its caseload for purposes of filing reports with the State for reimbursement for ECSE services.

Students receiving ECSE services under this Agreement in an SSD building or SSD staff providing itinerant services shall follow the SSD calendar.

**THE SPECIAL SCHOOL DISTRICT OF  
ST. LOUIS COUNTY**

James Westbury      8/13/13  
Board President      Date

Zella Williams      8/27/13  
Board Secretary      Date

**PARTNER DISTRICT**

\_\_\_\_\_  
Board President      Date

\_\_\_\_\_  
Board Secretary      Date





# BOARD RESOLUTION

Date: October 11, 2013

Agenda Item : 11-14-13-09

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Stacy Clay, Dep. Supt., Institutional Advancement

Action to be Approved:  
Memorandum of Understanding Renewal

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

Previous Board Resolution # 12-13-12-01

Prior Year Cost \$66,000.00

**SUBJECT:** To approve the renewal of the Memorandum of Understanding (MOU) with Homeworks! The Teacher Home Visit Program. The MOU is effective from November 15, 2013 to June 30, 2014. A cost associated with this program is the extra service pay to participating teachers (\$25.52 per visit) which will not exceed a total cost of \$66,000.00.

**BACKGROUND:** The program is an effort to support academic achievement and success for those students who are eligible for free and/or reduced lunch and those who are below grade level as measured by the State's assessment. Home visits can begin the process of breaking down barriers that often exist between schools, family and community. The goals are to improve student achievement, standardized test scores, attendance, classroom behavior and self-discipline, attitudes toward school, and parent and family involvement in education. The schools participating in the program this year are: Mallinckrodt, Dewey, Woerner, Clay, Humboldt, Wilkinson, Stix and Buder.

Accountability Plan Goals: Goal IV: Parent Community Involvement


Objective/Strategy: IV.A.

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

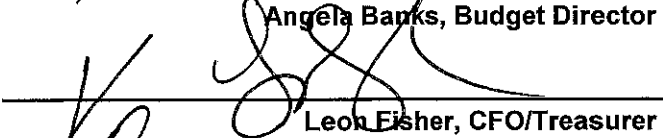
Fund Source: Various	GOB	Requisition #:
Amount: \$66,000.00		
Fund Source:		Requisition #:
Amount:		
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Amount:		
Cost Not to Exceed: \$66,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: Various

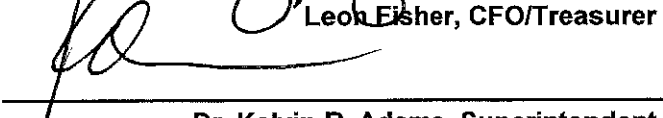
Department: Student Support Services

Requestor:

  
Stacy Clay, Dep. Supt., Institutional Advancement

  
Angela Banks, Budget Director

  
Leon Fisher, CFO/Treasurer

  
Dr. Kelvin R. Adams, Superintendent



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# HOME WORKS!

THE TEACHER HOME VISIT PROGRAM

Memorandum of Understanding  
between  
**HOME WORKS! - THVP**  
and the  
**ST. LOUIS PUBLIC SCHOOLS**  
for the period July 1, 2013 through June 30, 2014

## Purpose

The purpose of this Memorandum of Understanding (MOU) is to describe the agreed upon responsibilities and expectations between HOME WORKS! – THVP and the St. Louis Public Schools (SLPS) for the use of funds to support the implementation of a HOME WORKS! Teacher Home Visit Program (THVP).

In an effort to support academic achievement and success, HOME WORKS! is committed to forging a meaningful and constructive relationship between home and school, which is recognized as a critical element in student achievement and success.

This MOU represents mutual commitment between HOME WORKS! and the SLPS to work together on behalf of students and their parents/families/guardians for their academic success.

## Background and Goals

In low-income under performing schools, it is often difficult to engage parents/families/guardians in their child's education. Home visits can begin the process of reducing communication barriers that often exist between schools, parents and teachers to get parents engaged in their child's education. The goal of HOME WORKS!-THVP is to build and/or strengthen the relationship that exists between the parent/families/guardian and school, and give parents the tools and strategies that can lead to improved student academic achievement, attendance, classroom behavior and overall attitude toward school. The THVP has a multi-pronged approach that includes professional development, teacher home visits, family dinners and extensive evaluative measures. The HOME WORKS! Team uses evaluation results annually to make necessary changes to improve the effectiveness of THVP.

## Responsibilities and Expectations

For this program, the SLPS is responsible for and agrees to:

1. Confirm that the THVP will take place in eight schools: Buder Elementary, Clay Elementary, Dewey International School, Humboldt Academy, Mallinckrodt Academy of Gifted Instruction, Stix Early Childhood Center, Wilkinson Early Childhood Center, and Woerner Elementary in the 2013-2014 school year.
2. Gain support and acceptance of the THVP from school principals.
3. Have principals designate two (2) site coordinators in each building in accordance with the job description. (Attached)
4. Identify those teachers and support staff who will make home visits. HW! requires a minimum of 50% of teaching staff making home visits to at least 50% of the student body (with a goal of 100%). Site coordinators will provide a list of participating staff to Program Directors.
5. Staff will make 50% of the estimated number of home visits in the first month after first visit training or after receipt of their class roster (whichever comes first); 75% after the second month, and 100% at the end of three months.

6. ~~SLPS is responsible for determining a date for the three-hour first visit training for new staff to the district and any other staff who have not yet been trained and would like to participate in THVP.~~
7. The first home visit will be at least 30 minutes long for each student. The second home visit will be at least 45 minutes long and include an academic conversation.
8. Staff, principals and site coordinators must participate in training during regular school hours:
  - o One first visit training (three hours)
  - o One second visit training (three hours)
  - o One refresher training (one hour) each year after attending initial first and second visit trainings. (Refresher training will not occur at the first or last faculty meeting.)

Staff are not paid by HOME WORKS! if they attend trainings outside of contractual time.

Principals must attend at least one first visit training and one second visit training. They do not have to attend makeup trainings.

9. Principals will devote time during each faculty meeting to sharing information regarding the THVP.
10. Compensate SLPS personnel working in the THVP for two (2) home visits at a rate of one hour of "extra service pay" per visit (two/fifths for the first visit; three/fifths for the second visit) and half of that rate for 'no shows' per eligible student using Title 1 funds and/or funds from ADA (Average Daily Attendance) and/or other monies. HOME WORKS! suggests that teachers are paid at least twice a year -- before Christmas and in June -- or whatever works for the school/district.
11. Hold two (2) family dinners, one after all first visits have occurred, and one after all the second visits have occurred, for all parents/families/guardians who are in classrooms where teachers are making home visits. Family dinners will be in compliance with THVP guidelines.
12. Advise HOME WORKS! of any problems that could compromise program implementation.
13. For expense reimbursement, give invoices, copies of receipts, purchase orders and/or approved forms to designated person in finance department. The designated staff member will submit a request for reimbursement to HOME WORKS! in an agreed on format (see Disbursement of Funds below). **Final reimbursement will be sent when data collection is complete.**
14. **Evaluation Requirements:**
  - A. SLPS agrees to meet with outside evaluators, participate in the evaluation process, and provide the evaluators direct access to district data personnel.
  - B. In cooperation with the HOME WORKS! evaluators, SLPS agrees to administer surveys provided by HW! -- for staff, for parents/guardians, for site coordinators, for administrators and for students third grade and above. Surveys will be conducted on-line where possible with links to on-line surveys provided by the evaluators. Where possible, surveys may be combined with existing school surveys (e.g. MSIP AQ). PDF files of completed surveys will be provided to the site coordinators if completion on-line is not possible. The surveys will be scheduled according to the HW! timelines. Site coordinators are responsible for implementing the surveys. Program directors will communicate regularly with site coordinators during the survey administration period to achieve the expected goal of at least a 50% response rate. (Teacher survey response rates are higher when surveys are completed during faculty meetings.)
  - C. Site coordinators will complete an Excel log provided by HW! The log will document each visit and other information pertinent to the evaluation. Completed Excel logs documenting first home visits are to be submitted to HW! two weeks after completion of the visits or no later than January 13, 2014, and the complete logs documenting ALL first and second home visits two weeks after completion of the visits or no later than May 15, 2014.
  - D. SLPS must provide a data set to the HOME WORKS! evaluators no later than September 30, 2013 for **all** students in the schools indicating which students are participating in HOME WORKS! and which are not. If only selected grade levels from a school are participating, then data for all students *in those grades* must be provided. If students have transferred to a participating school from a non-participating school in the same district, their data for the prior year must also be included in the data set.

- E. ~~Data are to be provided for each individual student and each student will be identified only by the student identification number used by the district for school level data. The data must be completed using an Excel spreadsheet.~~ The evaluators will provide an Excel spreadsheet template and technical assistance upon request. Evaluators will not accept documentation in any other format (Word, pdf, etc.). The completed Excel file must be accompanied with supporting documentation to interpret all data provided.
- F. Evaluators must be guaranteed access to school/district personnel responsible for compiling and reporting student data. Individual student records are needed and aggregate data (i.e. reports generated for DESE) are not acceptable. The complete evaluation requirements, as specified in this MOU, must be given to personnel responsible for reporting student data to evaluators.

Data for each student will include the following unless modifications are agreed upon between evaluators and district:

**1) Grades**

- i. 2012-2013 academic year: Final Communication Arts and Math grades for each student.
- ii. 2013-2014 academic year: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarter and final Communication Arts and Math grades for each student.

**2) Attendance**

- i. 2012-2013 academic year: Percentage of attendance based on the number of days attended and total number of days possible (year-end only) for each student.
- ii. 2013-2014 academic year: Percentage of attendance based on the number of days attended and total number of days possible for each student: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> quarters and year-end.

**3) Disciplinary actions**

- i. 2012-2013 academic year: Total number of major disciplinary incidents for each student.
- ii. 2013-2014 academic year: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> quarter and total number of major disciplinary incidents for each student.

**4) MAP test scores and/or other standardized test scores as determined jointly with the district and evaluators.**

2012-2013 and 2013-2014 MAP test scores for Communication Arts and Mathematics. In the event that individual MAP test scores are not available to the district before September 30, 2014, the district agrees to complete a second data set by October 31 that includes student identification numbers and MAP test scores for all students in participating schools (Excel spreadsheet template to be provided by evaluators). If only selected grade levels from a school are participating, then MAP data for *all* students *in those grades* must be provided.

**5) Demographics.**

Grade, race/ethnicity, gender and free/reduced lunch status for all students in participating schools. If only selected grade levels from a school are participating, then data for all students *in those grades* must be provided. We will need the number of teachers for those students, number of teachers who participated in HOME WORKS!, and the number of teachers who completed training for first and second visits.

**Under this Agreement, HOME WORKS! The Teacher Home Visit Program agrees to:**

1. Provide assistance to school officials seeking and/or receiving the THVP services.
2. Work with district or school to resolve any program or MOU issues.
3. Conduct all training sessions.

4. ~~Reimburse district for reasonable costs related to the two (2) family dinners, including family transportation and food not to exceed \$750 per dinner in schools with enrollment of 250 or less, and \$1,000 per dinner in schools with enrollment of more than 250 students.~~
5. Create, produce and distribute HOME WORKS! handbooks to each person attending in the training sessions for use as a reference.
6. Assume the cost of the HOME WORKS! supplied Learning Bags and educational supplies at \$3/pre K-3<sup>rd</sup> grade student, \$5/4-12<sup>th</sup> grade students, up to one thousand dollars (\$1,000) per school for the second home visit. Supplies must be in line with the list in the handbook.
7. Assume the cost of any trainers/facilitators chosen by HOME WORKS!
8. Reimburse postage costs up to one hundred (\$100) dollars per school for sending introductory letters and/or invitations to the Family Dinners.
9. Compensate two (2) site coordinators at each HOME WORKS! school at \$500 each in schools with enrollment of 200 or less, and \$1,000 each in schools with enrollment of more than 200 students.
10. Pay interpreters for visits where language/hearing is a barrier.
11. Assume the total cost of the HOME WORKS! evaluation.
12. Share the final evaluation report each year with the district/school staff.
13. Advise district/school of any problems that could compromise program implementation.

### Conditions

Below are conditions that must be adhered to in the use of any distributions by HOME WORKS! and the SLPS.

### Use of Funds

The funds provided pursuant to this MOU may be spent only in accordance with the provisions of your funding request and budget as submitted to the Fund. Grantee shall not modify its use of this MOU without the prior written approval of the Fund.

No funds provided to you by HOME WORKS! may be used for any political campaign or to support attempts to influence legislation of any governmental body "other than through making available the results of non-partisan analysis, study and research."

### Disbursement of Funds

In order for the SLPS THVP to receive program funds, SLPS must submit electronically an invoice and reports to show costs associated with the program to Karen Kalish, Executive Director of the THVP, at [karenkalish@gmail.com](mailto:karenkalish@gmail.com).

These reports should include

- Expenditures in line with the terms of the agreement for the program,
- Number of completed visits by staff, number of no-shows,
- students/families visited (numbers served)
- cost per dinner, education supplies, postage, site coordinators

For final disbursement, SLPS must provide the data to the evaluators. Such reports shall supply sufficient information as necessary for the Fund to determine whether the distribution is being used for the purposes intended and for the Fund to fulfill its own public reporting responsibilities.

All reimbursement submissions are subject to approval by the THVP. Within thirty (30) days of approval, the Fund will issue a check to the SLPS for the approved amount.

### Effective Dates

This Memorandum of Understanding shall remain in place from July 1, 2013 through June 30, 2014. Renewal is contingent upon annual evaluation.

**Termination**

The SLPS or HOME WORKS! -TVHP may terminate this MOU at will within 60 days at each party's sole discretion by written notice. Notice of termination shall be given in writing to all of the entities, namely the SLPS and HOME WORKS! The Teacher Home Visit Program sent by certified or registered mail with return receipt requested. Failure to honor any of the obligations stated above may also result in termination of this MOU.

**Other MOUs**

There are no superseding MOUs or grant agreements on this topic between stated parties.

**Liability**

The SLPS hereby agrees to defend HOME WORKS! against and to hold it harmless from any and all actions, claims, decrees, demands, judgments, orders, proceedings, fines, taxes, liens, penalties, or damages (including without limitation, any and all damages from personal injury, death or property damage), costs and expenses (including, without limitation, court costs and attorneys fees) arising in connection with the SLPS's use or distribution of the funds it receives.

**Acceptance by Authorized Representatives**

IN WITNESS WHEREOF, the parties hereto have duly executed this Memorandum of Understanding on the date first above written and agree to be bound by the terms and conditions set forth herein:

**On Behalf of the SLPS**

By: \_\_\_\_\_  
Dr. Kelvin Adams, Superintendent (Date)

**On Behalf of HOME WORKS! The TEACHER HOME VISIT PROGRAM**

By: \_\_\_\_\_  
Karen S. Kalish, Founder & Executive Director (Date)

# Memorandum of Understanding

## Performance Standard(s)

### Report

**Agency:** Teacher Home Visit Program

**School:** Buder, Clay, Dewey, Humboldt, Mallinckrodt, Stix, Wilkinson, Woerner

**From:** July 1, 2012     **To:** June 30, 2013

**Performance Standard 1:** Train teachers performing home visits

**Status:** 195 teachers were trained and performed at least one visit

**Performance Standard 2:** Conduct at least 1,000 visits during the 2012-2013 academic year

**Status:** 1,536 home visits were conducted in academic year

**Performance Standard 3:** Share the evaluation report of the program with SLPS

**Status:** It is attached

**Submitted by:** Stacy Clay

**Date:** 10-9-13

**Reviewed by:** Rachel Seward

**Date:**

**Recommendation:**

Continue

Discontinue

## HOME WORKS! Evaluation Report Summary for SLPS 2012-2013

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### Home Visit Logs Per School:

	# First Visits	# Second Visits	Total Visits
Buder	206	54	260
Clay	33	11	44
Dewey	129	55	184
Humboldt	37	0	37
Mallinckrodt	153	76	229
Stix	150	0	150
Woerner	298	153	451
Wilkinson	124	57	181

### Stix Early Childhood Center

#### *Demographics, 2012*

- Stix Early Childhood Center served students in Pre-K to 2nd Grade.
- 340 students enrolled.
- 81.2% African American; 12.6% Caucasian
- Zero disciplinary actions of a suspension of 10 days or more; 0 expulsions.
- 94.6% Attendance rate.
- 83.7% of students qualified for free or reduced lunch.

#### *Home Visit Participation*

- 150 first home visits, 0 second home visits, resulting in approximately 28.7% of students receiving a home visit.

#### *Staff Participation*

- 12 out of 29 total staff (approx. 41%) participated in a first home visit.
- Students receiving visits: 27 Pre-Kindergarteners, 47 Kindergarteners, 45 first graders, 31 second graders received a home visit.

#### *Survey Response Rates*

- 6 out of the 29 staff members (20.7%) staff completed the survey
- 33 parents completed the survey, for a 6.3% response rate based upon enrollment of 522.

### Wilkinson Early Childhood Center

#### *Demographics, 2012*

- Wilkinson Early Childhood Center served students in Pre-K to 2<sup>nd</sup> grade.
- 117 students enrolled
- Zero disciplinary actions of a suspension of 10 days or more as well as 0 expulsions.
- 95% attendance rate.
- 64.9% of students qualified for free or reduced lunch.

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### *Home Visit Participation*

- 181 total home visits: 124, first home visits, 57 second home visits, resulting in approximately 62.6% of students receiving a home visit.

### *Staff Participation*

- 20 out of 41 total staff participated in either a first or a second visit (approximately 48%)
- Students receiving visits: 43 Pre-Kindergarten, 63 Kindergarteners, 0 first graders, and 18 second graders received a home visit.

### *Survey\_Response Rates*

- 14 out of the 41 staff members (34.1%) completed the survey.
- 68 parents completed the survey, for a **34.3%** response rate based upon enrollment of 198.

## **Buder Elementary**

### *Demographics, 2012*

- Buder Elementary served students in Pre K – 5<sup>th</sup> grade.
- 345 students enrolled.
- 94.7% attendance rate, the highest in at least 6 years.
- 0 disciplinary actions of a suspension of 10 days or more, as well as 0 expulsions.
- 83.8% of students that qualified for free or reduced lunch.

### *Home Visit Participation*

- 260 Home Visits; 206, first home visits, and 54 second home visits resulting in approximately 52% of students receiving a home visit.

### *Staff Participation*

- 31 out of 42 total staff (approx. 73%) participated in either a first or a second visit.
- Students receiving home visits: 3 P3 students, 4 P4 students, 34 Kindergarteners, 31 first graders, 42 second graders, 23 third graders, 28 fourth graders, and 41 fifth graders received a home visit.

### *Survey\_Response Rates*

- 28 Out of the 42 staff members (66.7%) completed a survey.
- 109 parents completed the survey (29.5%), response rate based upon enrollment. Out of
- 120 students out of 136 students (88.2%) in third grade or higher completed the survey.

## **Clay Elementary**

### *Demographics, 2012*

- Clay Elementary served students in Pre-Kindergarten to 5<sup>th</sup> grade.
- 125 students enrolled.
- 96.0%, African American students



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- 0 disciplinary actions of a suspension of 10 days or more as well as 0 expulsions.
  - 93.30% attendance rate.
  - 96.6% of students qualified for free or reduced lunch.

#### *Home Visit Participation*

- 44 Home Visits: 33 first home visits, 11 second home visits resulting in approximately 24.3% of students receiving a home visit.

#### *Staff Participation*

- 15 out of 52 total staff (approx. 28%) participated in either a first or second home visit.
- Students receiving home visits: 24 pre-Kindergarten students received a home visit, 3 kindergarteners received a home visit, 1 first grader received a home visit, 0 second graders received a home visit, 1 third grader received a home visit, 3 fourth graders received a home visit, and 7 fifth graders received a home visit.

#### *Survey Response Rates*

- 15 out of 52 staff (approx. 28.8%) completed the survey.
- 17 parents completed the survey, for a 9.4% response rate based upon enrollment.
- 11 out of 61 students (18%) in third grade or higher completed the survey.

### **Dewey International School**

#### *Demographics, 2012*

- Dewey International School served students in Pre-K to 5<sup>th</sup> grade. The enrollment of K-5<sup>th</sup> students in 2012 was
- 411 students enrolled.
- 73% African American, 14% Caucasian, and 11% Hispanic/Latino students.
- 2 disciplinary actions of a suspension of 10 days or more as well as 0 expulsions.
- 95.20% attendance rate.
- 87.1% of students qualified for free or reduced lunch.

#### *Home Visit Participation*

- 184 total home visits: 129, first home visits, and 55 second home visits resulting in approximately 27.4% of students receiving a home visit

#### *Staff Participation*

- 45 total staff (approximately 53%) participated in a first or second home visit.
- Students receiving home visits: 6 cross cat, 28 P4, 10 Pre-K, 10 Kindergarteners, 1 first grader, 26 second graders, 17 third graders, and 11 fourth graders received a home visit.

#### *Survey Response Rates*

- 16 out of 45 staff (35.6%) completed the survey.
- 15 parents completed the survey, for a 3.2% response rate based upon enrollment.

- 
- 3 students completed the survey, for a 1.3% response rate based upon enrollment.

### **Mallinckrodt Academy of Gifted**

#### *Demographics, 2012*

- Mallinckrodt served students in Pre-K to 5<sup>th</sup> grade.
- 193 students enrolled.
- 46% African American, 40% Caucasian and 9% Hispanic/Latino students.
- 0 disciplinary actions of a suspension of 10 days or more as well as 0 expulsions.
- 96.2% attendance rate.
- 66.5% of students qualified for free or reduced lunch.

#### *Home Visit Participation*

- 229 Home Visits: 153 first home visits, and 76 second home visits resulting in approximately 71.8% of students receiving a home visit.

#### *Staff Participation*

- 22 out of 23 staff (95.6) participated in either a first or a second visit.
- Students receiving home visits: 30 Pre-K, 40 kindergarteners, 18 first graders, 29 second graders, 15 third graders, 14 fourth graders, and 7 fifth graders received a home visit.

#### *Survey Response Rates*

- 0 out of 23 staff completed the survey, for a response rate of 0%. Out of 213 students enrolled at Mallinckrodt,
- 43 parents completed the survey, for a 20.2% response rate based upon enrollment.
- 35 out of 84 students (41.7%) completed a survey.

### **Woerner Elementary**

#### *Demographics, 2012*

- Woerner Elementary served students in Pre K to 5<sup>th</sup> grade.
- 362 students enrolled.
- 24% African American, 10% Asian, 61% Caucasian, and 6% Hispanic/Latino students.
- 4 disciplinary actions of a suspension of 10 days or more as well as 0 expulsions.
- 95.1% attendance rate.
- 86.7% of students qualified for free or reduced lunch.

#### *Home Visit Participation*

- 451 total Home Visits: 298 were first home visits, and 153 second home visits.
- 298 students (approximately 78%) received a home visit.

#### *Staff Participation*

- 37 staff (100%) participated in either a first or a second visit.

- Students receiving home visits: 21 Pre-K students, 49 Kindergarteners, 61 first graders, 52 second graders, 74 third graders, 19 fourth graders, and 44 fifth graders received a home visit.

#### *Survey Response Rates*

- 22 out of 37 staff completed the survey, for a response rate of 59.
- 96 parents completed the survey, for a 25.1% response rate based upon enrollment.
- 133 students completed the survey, for an 82.6% response rate based upon enrollment.

### **Humboldt Academy**

#### *Demographics, 2012*

- Humboldt Academy served students in 3<sup>rd</sup> grade to 4<sup>th</sup> grade.
- 166 total students.
- 84% African American and 15% Caucasian students.
- 0 disciplinary actions of a suspension of 10 days or more as well as 0 expulsions.
- 95% attendance rate.
- 82% of students qualified for free or reduced lunch.

#### *Home Visits*

- 37 Home Visits: 37 were first home visits, and 0 second home visits resulting in approximately 22% of students receiving a home visit.

#### *Staff Participation*

- 13 out of 23 staff participated (approx.56.5%) in either a first or a second visit.
- Students receiving home visits: 8 third graders, 19 fourth graders, and 10 fifth graders received a home visit.

#### *Survey Response Rates*

- 10 staff completed the survey, for a response rate of 43.4%.
- 43 parents completed the survey, for a 15.7% response rate based upon enrollment.

## **MAP Score Data Summary**

Summarizing the MAP score data schools with indicated trends (positive or negative) include the following:

- Buder: 4<sup>th</sup> grade communications (positive); 4<sup>th</sup> grade math (positive); 5<sup>th</sup> grade math (positive)
- Clay: 5<sup>th</sup> grade math (positive)
- Dewey: 3<sup>rd</sup> grade communications (positive); 4<sup>th</sup> grade communications (positive); 3<sup>rd</sup> grade math (positive); 4<sup>th</sup> grade math (positive); 5<sup>th</sup> grade math (positive)

- 
- Mallinckrodt: 3<sup>rd</sup> grade communications (positive); 5<sup>th</sup> grade communications (positive); 3<sup>rd</sup> grade math (positive); 4<sup>th</sup> grade math (positive); 5<sup>th</sup> grade math (positive)
  - Woerner: 3<sup>rd</sup> grade communications (positive); 4<sup>th</sup> grade communications (positive); 5<sup>th</sup> grade communications (positive) 3<sup>rd</sup> grade math (positive); 4<sup>th</sup> grade math (positive); 5<sup>th</sup> grade math (positive)

In summary, of the schools with trends in MAP tests, there is a possible relationship between the HW program and student outcomes in Mallinckrodt and Woerner. For several other schools, there is the potential for a promising relationship with continued fidelity to the model and an ongoing commitment to the program. For a few schools, there is simply not enough data yet to determine a relationship, and it is important that an increased percentage of students are involved in the program to aid in determining whether the HW program is making a difference in the schools

#### *POSITIVES OF THE HW! PROGRAM STATED BY STAFF*

##### **Buder Elementary**

By far and away the biggest improvement is with communication between home and school.

Engaging with parents one on one in their home earns respect and trust. Also promotes good behavior and hard work for students.

I think the parents who participate feel much more connected to what goes on in the school.

##### **Woerner Elementary**

What has worked well has been a two-member team and a translator along on a home visit.

##### **Dewey International School**

The Family Dinners are a hit.

##### **Stix ECC**

Personally, I like talking during our class meetings to remind children that we are doing home visits. The children get very excited when they hear that it is "their" night. It prompts the others to ask their parents if they can have their teacher visit.

##### **Wilkinson ECC**

The Family Dinners and we even added an ice cream social as a HOME WORKS! Program.

#### *CONCERNS STATED BY STAFF*

##### **Woerner Elementary**

Funds for the family dinner. Meals aren't enough for big families

The budget for the family dinners. The report form could be amended as I suggested previously.

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### **Buder Elementary**

There needs to be a model in place for teachers that have their students for more than 1 year. Many parents do not want us visiting 2 times a year for multiple years. That is a lot of visits to talk about the same information.

### **Clay Elementary**

The paraprofessionals were not paid what was indicated at the first training. Paraprofessional had completed the home visits only to be informed that the rate of pay was changed. A clear plan of expectations need to be given at the time of training before the service is provided and a decision needs to be made if we are to participant in the Home Works program.

### **Dewey International School**

Schools that are not neighborhood schools should be offered a stipend for mileage. I am not able to afford the gas and wear and tear on my car since I live 25 miles outside of the city to begin with. I went on 3 visits last summer and put over 100 miles on my car for 3 hours of visits. And then to find out that I would not even get any reimbursement until December for expenditures incurred in July totally soured me on the entire process. I do not have the money to expend, especially during the summer.

Pay consistency / clear expectations and have participants sign a "contract" committing to a certain # of visits

### **Stix ECC**

Only transportation to the dinners.... The buses seem to have challenges each time. Fall dinner parents arrived extremely late, spring dinner some were never picked up

## **NOTABLE POSITIVE EFFECTS OF HOME WORKS! FROM PARENT SURVEYS**

- Those parents with a home visit were more likely to agree/strongly agree (79.9%) that the school values and respects differences among students and their families than those without a home visit (69.7%).
- Parents who had a home visit were more likely to agree/strongly agree that the school offers suggestions on how they can help the child learn at home (80.1%) compared to those without a home visit (67.8%).
- Parents who had a home visit were more likely to 'always' feel welcome and comfortable at school (71.3%) compared to parents who did not have a home visit (62.2%).
- Parents who had a home visit were more likely to talk to their child's teacher 6 or more times in the past 12 months (65.0%) compared to those without a home visit (36.5%).
- Parents who had a home visit reported more frequently attending an open house in the past 12 months than those without a home visit (29.3% vs. 18.1% for 3 or more open houses).
- Parents who had a home visit were much more likely to attend 4 or more parent/teacher meetings in the past 12 months than those without a home visit (62.7% vs. 35.1%, respectively).

- 
- Parents without a home visit were much more likely to never visit the school on their own in the past 12 months (19.8% vs. 12.0%), and never help with school activities (45.7% vs. 27.6%) compared to those with a home visit, respectively.
  - Parents without a home visit were less likely to feel the school wants them involved (70.0% vs. 80.4%) compared to those with a home visit.
  - Parents reported being contacted about teacher concerns with their child's academic performance equally across those who had a home visit and who did not.
  - Parents who had a home visit were more likely to agree/strongly agree being contacted by their teacher when the child had done something well, compared to those who did not have a home visit (74.1% vs. 61%, respectively).
  - Parents in the home visit program were more likely to report their relationship with the teacher (69.0% vs. 45.1%), and communication with the teacher (69.5% vs. 48.0%) improved over the school year 'a lot' than those not in the program, respectively.
  - Parents with a home visit were more likely to feel 'a lot' connected to their child's school (68.5% vs. 53.4%), and comfortable contacting the child's teacher (90.5% vs. 73.5%) compared to those without a home visit, respectively.
  - Parents who had a home visit were less likely to report their child being sent to the principal's office this year than those without a home visit (17.0% vs. 26.3%).





# BOARD RESOLUTION

Date: October 16, 2013

Agenda Item : 11-14-13-10

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Stacy Clay, Dep. Supt., Student Support Services

Action to be Approved:  
Memorandum of Understanding

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

**SUBJECT:** To approve a Memorandum of Understanding with Cliff Becton Professional Services which will provide basic child haircuts at a low cost to Clay Elementary Community Education Full Service School students and community residents. All costs will be paid by the students and community residents who receive haircuts. The period of the agreement is from November 15, 2013 – June 30, 2014.

**BACKGROUND:** Cliff Becton Professional Services will provide professional basic child hair cutting services by a licensed barber to students of Clay Full Service School and community for \$1.00 each to be paid by the student and community residents. They will provide a minimum of 250 haircuts per school year.

Accountability Plan Goals: Goal IV: Parent Community Involvement

Objective/Strategy: IV.A.

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

Fund Source:		Requisition #:
Amount: No Cost		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
\$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Community Education

Requestor: Aaron Gardner

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Stacy Clay, Dep. Supt., Student Support Services

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 Cliff Becton Professional Services ("Agency") on this 15<sup>th</sup> day of November, 2013.

**The purpose of this Memorandum of Understanding is to establish a partnership between Cliff Becton Professional Services and the St. Louis Public Schools in order to provide basic child hair cuts at a low cost to Clay Elementary Community Education Full Service School students and community residents.**

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**1. Fundraising:** It is understood by The Agency that the SLPS does not endorse any fundraising efforts by the Agency, whether or not associated with the activities and duties contemplated by this MOU. To the extent that the Agency believes in the future that its activities require fundraising, the parties agree that all documents and activities associated with any such fundraising effort will be cooperatively prepared and separately agreed to, and **must be approved by the Special Administrative Board of the Transitional School District of the City of St. Louis prior to implementation.**

**2. Limitation of Liability:** Each party to this MOU shall be solely responsible for any and all actions, suits, damages, liability, or other proceedings brought against it as a result of the alleged negligence, misconduct, error, or omission of any of its officers, agents or employees. Neither party is obligated to indemnify the other party or to hold the other party harmless from costs or expenses incurred as a result of such claims, and the SLPS shall continue to enjoy all rights, claims, and defenses available to it under law, to specifically include Mo.Rev.Stat. §537.600, et seq. Nothing in the MOU shall be construed as an indemnification by one party or the other for liabilities of a party or third persons for property or any other loss, damage, death, or personal injury arising out of the performance of this MOU. Any liabilities or claims for property or other loss, damage, death, or personal injury by a party or its agents, employees, contractors, or assigns or by third persons arising out of and during this MOU shall be determined according to applicable law. SLPS does not relinquish or waive any of its rights under applicable state governmental immunities law.

**3. Background Checks:** All Personnel providing services under this MOU that may in any way come into contact with students must undergo background checks consistent with those used by the SLPS and state-licensed facilities; all such checks must be performed and passed prior to any Personnel providing any services hereunder. At a minimum, checks hereunder shall include a Department of Family Services background check, a criminal background check, and fingerprinting. The cost of all such background checks shall be borne by the Agency, and the SLPS shall not be liable for such cost under any circumstance. The Agency will provide written confirmation to SLPS that the background checks on all Personnel hereunder reflected no negative findings that said Personnel passed the background checks and are, therefore, eligible to provide services under this MOU.

**4. Student Information:** The Agency acknowledges that it shall now, and in the future may, have access to and contact with confidential information of students, including but not limited to the education and/or medical records of students. Both during the term of this MOU and thereafter, the Agency covenants and agrees to hold such information in trust and confidence and to exercise diligence in protecting and safeguarding such information, as well as any other information protected from public disclosure by federal or state law or by the policies or procedures of the SLPS. The Agency will not disclose any confidential information to any third party except as may be required in the course of performing services for the SLPS hereunder or by law, and any disclosure will be in compliance with the Family Education Rights and Privacy Act ("FERPA") and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").

**5. Obligations of SLPS:**

(a) Provide space for haircuts.

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(b) Advertise and receive parental forms.

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(c) \_\_\_\_\_

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**6. Obligations of Agency:**

(a) Professional basic child hair cutting services by a licensed barber to students of Clay Full Service School and community for \$1.00 each.

---

---

(b) \_\_\_\_\_

---

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(c) \_\_\_\_\_

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**7. Success of this program will be measured using the following Performance Standards:**

**Performance Standards:** Agency performance at the end of the term of this Memorandum of Understanding will be measured by the Agency's compliance with the following performance standards:

(a) Provide 250 haircuts per school year.

\_\_\_\_\_

(b) \_\_\_\_\_

\_\_\_\_\_

(c) \_\_\_\_\_

\_\_\_\_\_

**8. Term and Termination:** The term of the MOU will be November 14, 2013 (Effective Date) through June 30, 2014 unless earlier terminated by either party by providing thirty (30) days' written notice to the person who has signed as a representative of each party below.

Saint Louis Public Schools

(Agency)

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

Name: \_\_\_\_\_

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

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

Name: \_\_\_\_\_

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





# BOARD RESOLUTION

Date: October 16, 2013

Agenda Item : 11-14-13-11

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Cleopatra Figgures, Dep. Supt., Accountability / Acting Chief Academic Officer

Action to be Approved:  
Memorandum of Understanding

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

**SUBJECT:** To approve the Memorandum of Understanding (MOU) with the Center of Creative Arts (COCA) to provide multidisciplinary arts learning and arts integrated residencies, including offsite performance and gallery experiences for the students at Jefferson Elementary. The MOU will be for the period November 15, 2013 to June 30, 2014.

**BACKGROUND:** COCA has been working with the students and faculty at Jefferson for several years. They provide artistic services and faculty training. COCA provides artistic expertise in design and teaching of curriculum and select and contract guest artists to provide additional instruction.

Accountability Plan Goals: Goal I: Student Performance

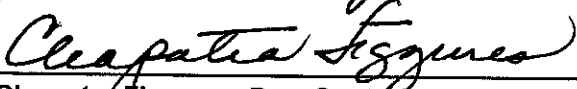
Objective/Strategy: I.1.D.

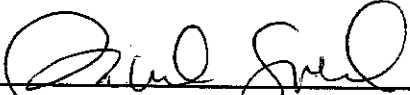
FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code - 110 Fund Type - 2218 Function - 6411 Object Code)

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

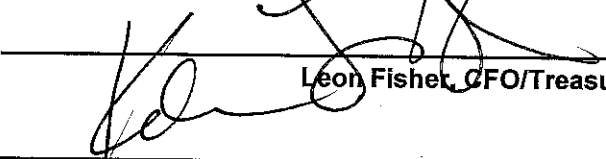
Department: Jefferson Elementary

Requestor: Starlett Frenchie

  
Dr. Cleopatra Figgures, Dep. Supt., Accountability /  
Acting Chief Academic Officer

  
Rachel Seward, Dep. Supt., Institutional  
Advancement

  
Angela Banks, Budget Director

  
Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



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www.cocastl.org

September 26, 2013

Kevin Conye  
Risk Management and Compliance  
St. Louis Public Schools  
801 N. 11<sup>th</sup> Street Olive Street  
St. Louis, MO 63101

Dear Kevin:

I am very pleased that COCA (Center of Creative Arts) will again provide multidisciplinary arts learning and arts integrated residencies, including offsite performance and gallery experiences, for the students of Jefferson Elementary School during the 2013-14 school year. This letter will serve as the agreement between COCA and Saint Louis Public Schools for this program. If you are in agreement with the terms of this letter, please return a signed copy to Kelly Pollock at COCA.

**1. Program Description:**

COCA agrees to provide administrative management, artistic services and personnel training related to the implementation of multidisciplinary arts learning and arts integrated residency programming for every student (pre-K through GR 6) attending Jefferson Elementary. COCA will provide administrative personnel and the funding of administrative salaries gratis. COCA will provide artistic expertise in design and teaching of curriculum, recruit and hire all teaching artists and teaching assistants and select and contract guest artists to provide additional instruction. COCA will provide access to national programs, professional performances and gallery exhibitions and will fund said services. COCA will provide administrative and artistic training for COCA staff. In addition, COCA will provide a minimum of 12 hours of professional development for COCA teaching artists, Jefferson faculty and Jefferson administration and the funding for said training.

June 30, 2014 (RS)

2. **Period of Service:** August 2013 through ~~July 2014~~ with renewal based on mutual agreement.
3. **Holidays, Exclusions:** COCA programs run with respect to the SLPS calendar.
4. **Documentation:** COCA will provide class and culmination schedules, written confirmation of teaching artist/assistant background check status, course descriptions and curricula for programming.
5. **Evaluation:** COCA will evaluate all programming and provide Jefferson access to all data collected.

COCA (Center of Creative Arts) and SLPS (Saint Louis Public Schools) approve the terms of the above letter on the dates next to the respective authorized signatures below.

FOR ST. LOUIS PUBLIC SCHOOLS:

\_\_\_\_\_  
Kevin Conye, Risk Management and Compliance

\_\_\_\_\_  
Date

FOR COCA (Center of Creative Arts)

*Kelly Pollock*  
\_\_\_\_\_  
Kelly Pollock, Executive Director

*9-26-13*  
\_\_\_\_\_  
Date







# BOARD RESOLUTION

Date: October 14, 2013

Agenda Item : 11-14-13-12

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Rachel Seward, Dep. Supt., Institutional Advancement

Action to be Approved:  
Memorandum of Understanding Renewal  
Previous Board Resolution # 12-13-12-13

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

**SUBJECT:** To approve the renewal of the Memorandum of Understanding with StoryCorps U to conduct the StoryCorps U College Readiness curriculum at Gateway STEM Academy from November 15, 2013 and ending on June 30, 2014. There will be no cost to the District.

**BACKGROUND:** StoryCorpsU introduces an interactive, standards-based college readiness curriculum that uses content and interviewing techniques to enhance student's skills in the areas of speaking, listening, writing, and critical thinking, while also fostering their self awareness and social awareness. Students practice college and career readiness skills such as learning to communicate information in a well-structured, audience-appropriate manner and writing for a range of tasks, purposes and audiences.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.1.D.

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

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

Department: Gateway STEM

Requestor: Dr. Elizabeth Bender

Dr. Cleopatra Figgures, Dep. Supt., Accountability /  
Acting Chief Academic Officer

Rachel Seward, Dep. Supt., Institutional  
Advancement

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

**MEMORANDUM OF UNDERSTANDING**  
**(NON-FUNDRAISING)**

This Memorandum of Understanding ("MOU") is entered into by and between the Saint Louis Public Schools ("SLPS") and the Storycorps U ("Agency") on this 15th day of November, 2013.

**The purpose of this Memorandum of Understanding is to establish a partnership between Storycorps U and the St. Louis Public Schools in order to implement a student video interview program at Gateway STEM High School that includes interactive, standards-based college readiness curriculum that uses content and interviewing techniques to enhance students' skills in the areas of speaking, listening, writing and critical thinking, while also fostering their self-awareness and social awareness.**

**1. Fundraising:** It is understood by The Agency that the SLPS does not endorse any fundraising efforts by the Agency, whether or not associated with the activities and duties contemplated by this MOU. To the extent that the Agency believes in the future that its activities require fundraising, the parties agree that all documents and activities associated with any such fundraising effort will be cooperatively prepared and separately agreed to, and **must be approved by the Special Administrative Board of the Transitional School District of the City of St. Louis prior to implementation.**

**2. Limitation of Liability:** Each party to this MOU shall be solely responsible for any and all actions, suits, damages, liability, or other proceedings brought against it as a result of the alleged negligence, misconduct, error, or omission of any of its officers, agents or employees. Neither party is obligated to indemnify the other party or to hold the other party harmless from costs or expenses incurred as a result of such claims, and the SLPS shall continue to enjoy all rights, claims, and defenses available to it under law, to specifically include Mo.Rev.Stat. §537.600, et seq. Nothing in the MOU shall be construed as an indemnification by one party or the other for liabilities of a party or third persons for property or any other loss, damage, death, or personal injury arising out of the performance of this MOU. Any liabilities or claims for property or other loss, damage, death, or personal injury by a party or its agents, employees, contractors, or assigns or by third persons arising out of and during this MOU shall be determined according to applicable law. SLPS does not relinquish or waive any of its rights under applicable state governmental immunities law.

**3. Background Checks:** All Personnel providing services under this MOU that may in any way come into contact with students must undergo background checks consistent with those used by the SLPS and state-licensed facilities; all such checks must be performed and passed prior to any Personnel providing any services hereunder. At a minimum, checks hereunder shall include a Department of Family Services background check, a criminal background check, and fingerprinting. The cost of all such background checks shall be borne by the Agency, and the SLPS shall not be liable for such cost under any circumstance. The Agency will provide written confirmation to SLPS that the background checks on all Personnel hereunder reflected no negative findings, that said Personnel passed the background checks and are, therefore, eligible to provide services under this MOU.

**4. Student Information:** The Agency acknowledges that it shall now, and in the future may, have access to and contact with confidential information of students, including but not limited to the education and/or medical records of students. Both during the term of this MOU and thereafter, the Agency covenants and agrees to hold such information in trust and confidence and to exercise diligence in protecting and safeguarding such information, as well as any other information protected from public disclosure by federal or state law or by the policies or procedures of the SLPS. The Agency will not disclose any confidential information to any third party except as may be required in the course of performing services for the SLPS hereunder or by law, and any disclosure will be in compliance with the Family Education Rights and Privacy Act ("FERPA") and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").

**5. Obligations of SLPS:**

- (a) Provide a school liaison who acts as a single point of contact for StoryCorps U staff.
- (b) Implement the full StoryCorps U curriculum over the course of the academic year.
- (c) Ensure the completion of four VoiceThread recordings by each student as assigned in the curriculum.
- (d) Ensure all Partner Teachers have access to necessary equipment needed for use of the curriculum, specifically:
  - A computer with internet access
  - A computer that can access, play and record audio on VoiceThread as required by the curriculum
  - A device with Audio CD Playback capabilities
  - A device with DVD playback capabilities, including a means to project DVD's
  - Speakers that can play audio so it is loud and clear for all in attendance
- (e) Meet requests for evaluative information and participate in evaluation activities as requested by StoryCorps U staff.
- (f) Convene a culmination event at year's end where students' accomplishments are celebrated and their work displayed.

**6. Obligations of Agency:**

- (a) Assign a StoryCorps U liaison who provides ongoing weekly support to Partner Teachers and Schools.
- (b) Provide comprehensive training on the StoryCorps U curriculum to all Partner Teachers.
- (c) Provide teachers with curriculum materials including Lesson Plan Books and Student Workbooks, a Partner Manual, and the following classroom supplies: StoryCorps U tote bag,

DVD of StoryCorps U animations, audio CD containing all StoryCorps U lesson plan clips, a copy of the book Listening is an Act of Love, laminated group agreements poster, Koosh ball, timer, post-its, and other materials required by lesson plans.

(d) Establish VoiceThread accounts for all teachers and students and provide ongoing technical support for the use of VoiceThread technology.

(e) Identify stories reflective of students' strengths for use on StoryCorps U and school websites.

(f) Support culmination event as needed and requested by School Partner.

(g) Provide recognition of Gateway STEM High School as a StoryCorps U partner on the StoryCorps U website.

**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) 48 students will participate and complete the program

(b) StoryCorps U will be assessed through independent evaluation which will examine, among other factors, the program's impact on: students' academic performance, students' connectedness to school, and students' self-awareness and social awareness.

**8. Term and Termination:** The term of the MOU will be from November 15, 2013 through June 30, 2014, unless earlier terminated by either party by providing thirty (30) days' written notice to the person who has signed as a representative of each party below.

Saint Louis Public Schools

StoryCorps U

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

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

# Memorandum of Understanding

## Performance Standard(s)

### Report

**Agency:** StoryCorps U

**School:** Gateway STEM High School

**From:** 8/14/12 \_\_\_\_\_ **To:** 6/30/13 \_\_\_\_\_

**Performance Standard 1:** Students will report greater levels of self-awareness after SCU

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**Status:** This standard was met as a vast majority of students on the seven questions on the end of year survey related to this standard indicated that SCU helped them become more self-aware. \_\_\_\_\_

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**Performance Standard 2:** Students will report improvement in their listening skills after SCU

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**Status:** This standard was met as a vast majority of students on the five questions on the end of year survey related to this standard indicated that SCU helped them become more self aware. \_\_\_\_\_

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**Performance Standard 3:** Students will report improvement in their social awareness skills after SCU

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**Status:** A vast majority of students reported that their social awareness skills had improved as indicated by their positive responses on the five questions on the end of year survey conducted by SCU.

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**Submitted by:** Renee Racette \_\_\_\_\_

**Date:** 8/28/13

**Reviewed by:** \_\_\_\_\_

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

**Recommendation:**

X Continue

Discontinue





# BOARD RESOLUTION

Date: October 14, 2013

Agenda Item: 11-14-13-13

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Grant Administration Agreement

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

**SUBJECT:** To approve a Grant Administration Agreement with Metro St. Louis (also known as the Bi-State Development Agency) who will serve as the fiscal agent for the Innovation High School Initiative awarded by the Missouri Department of Economic Development. The agreement will be for the period November 15, 2013 to November 15, 2016. There will be no cost to the District.

**BACKGROUND:** This is a new program that was jointly developed by the Missouri Department of Economic Development, St. Louis Community College, Webster University and the St. Louis Public Schools. Grant funds will pay for dual credit earned by SLPS juniors and seniors in the following career areas: health sciences, information technology, and digital design technology. The program will target juniors eligible to participate in the Innovation High School Initiative. We anticipate approximately 150 students being enrolled in the 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:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
\$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Career & Technical

Requestor:

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

Cleopatra Figgures  
Dr. Cleopatra Figgures, Dep. Supt., Accountability /  
Acting Chief Academic Officer

Angela Banks  
Angela Banks, Budget Director

Leon Fisher  
Leon Fisher, CFO/Treasurer

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







# BOARD RESOLUTION

Date: October 16, 2013

Agenda Item: 11-14-13-14

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Paula Knight, Assoc. Supt., Elementary Schools

Action to be Approved: Policy Adoption/Change

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

**SUBJECT:** To approve and adopt the Withdrawal Policy and Procedures for the Early Childhood Education Pre-K Program to give specific direction to school administrators and staff on their responsibilities with regard to withdrawal policy and procedures. The policy will be implemented for the 2013-2014 school year, there is no cost associated with the adoption of this policy. The committee was comprised of representatives from both the Early Childhood Education and Early Childhood Special Education departments.

**BACKGROUND:** This policy is adopted to support the Districts administrative procedures for monitoring the Withdrawal Policy and Procedures and to insure that all safety measures are in place.

Accountability Plan Goals: Goal III Facilities, Resources, Support

Objective/Strategy: H

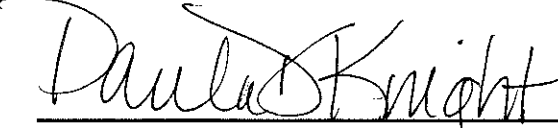
FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code - 110 Fund Type - 2218 Function - 6411 Object Code)

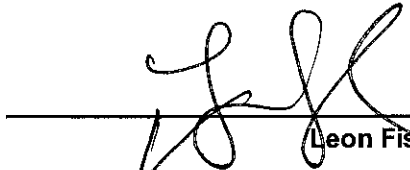
Fund Source: N/A		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
\$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

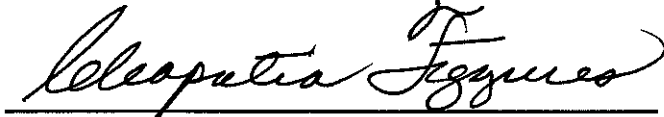
Department: Early Childhood Education


Requestor: Paula D. Knight

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

  
 \_\_\_\_\_  
 Paula Knight, Assoc. Supt., Elementary Schools

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

  
 \_\_\_\_\_  
 Dr. Cleopatra Figgures, Dep. Supt., Accountability /  
 Acting Chief Academic Officer

  
 \_\_\_\_\_  
 Dr. Kelvin R. Adams, Superintendent

## **WITHDRAWAL POLICY AND PROCEDURES FOR EARLY CHILDHOOD EDUCATION PRE-K PROGRAM**

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Education is a total process based on continual communication and shared responsibilities among parents, students, teachers, and the school. Early Childhood Education (ECE) recognizes that parents have both a legal and moral responsibility to require and promote regular school attendance. In elementary school, patterns are being formed that will affect a child later in life; therefore, regular and prompt daily attendance is expected.

Each school will keep accurate records of student daily attendance. Hard copies of attendance should be kept by the teacher and updated in the Student Information System (SIS). The ECE Department has developed a consequential program to address excessive and/or unjustified absences/tardiness with the maximum of 30 hours (5 consecutive days). This program will include the following:

### **Procedure for 3 consecutive excused absences or 18 hours:**

- Teacher will notify the parent(s)/guardian(s) and principal of the student excessive absences
- Secretary/Attendance Staff will notify ECE of students at risk of being withdrawn (Paula D. Knight)
- Letter from teacher scheduling parent conference to discuss attendance policy (see attached)
- For students with special circumstances refer to building principal

### **Procedure for 5 consecutive unexcused absences or 30 hours: (*Excessive Absenteeism*)**

- ECE will contact the parent/guardian and send a letter notifying parent(s) of student withdrawal
- ECE Office will follow-up with families on the waiting list to enroll
- The student will not be re-enrolled once his/her enrollment has been terminated. He/she will be placed at the end of the waiting list.
- For students accessing Special Education Services the teacher and/or Principal refers to the Early Childhood Special Education Supervisor (Crystal Hunter)

### **Excused Absences:**

Excused absence occurs in case of illness, death in the family, observation of religious holiday, or family emergency.

### **Unexcused Absences:**

An unexcused absence occurs when students are absent without approval or for reasons, which are not acceptable to the principal.

***Note:*** *Oversleeping, car trouble, running parental errands, baby-sitting, etc., are unexcused absences.*

***Vacation and trips on student attendance days are strongly discouraged.***

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# BOARD RESOLUTION

Date: October 14, 2013

Agenda Item : 11-14-13-15

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)

Previous Board Resolution # 03-14-13-03

Prior Year Cost \$15,000.00

**SUBJECT:** To approve funding for Reading is Fundamental (RIF) for the 2013-14 school year beginning November 15, 2013 at a cost of \$15,000.00.

**BACKGROUND:** RIF volunteers have worked with St. Louis Public Schools for over 20 years by presenting powerful story reading and distribution of books and dictionaries to students. Funds are donated by National RIF Foundation, area contributors, individual contributors and St. Louis Public Schools to support the program. The District and the local chapter of Reading is Fundamental work collaboratively to identify schools in which this service is provided based on need and participation in prior years.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: IA

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

Fund Source: 844-00-110-2226-6124	GOB	Requisition #: 10132762
Amount: \$15,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$15,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600003072

Department: Academics

Requestor: Sheila Smith-Anderson

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

Dr. Cleopatra Figgures, Dep. Supt., Accountability /  
Acting Chief Academic Officer

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent





# BOARD RESOLUTION

Date: October 4, 2013

Agenda Item : 11-14-13-16

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Leon Fisher, CFO/Treasurer

Action to be Approved: **Financial Report**

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

**SUBJECT:** To approve the Monthly Transaction Report for September 2013.

**BACKGROUND:** Per Board Regulation R3150.2, 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 Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.D.

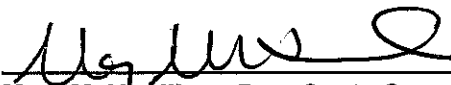
FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:


Department: Finance

Requestor:

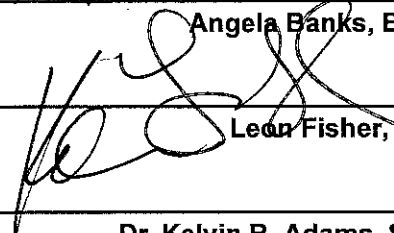
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Mary M. Houlihan, Dep. Supt., Operations



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Angela Banks, Budget Director



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Leon Fisher, CFO/Treasurer

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Dr. Kelvin R. Adams, Superintendent

Monthly Budget Report

Dates: 09-01-2013 - 09-30-2013

Fiscal Year: 2013 - 2013

110-TEACHERS FUND

1 SAP Hierarchy Doc #: 0502037044  
SAP Entry Doc #: 0502036552

From:	120-1422	-	833-00-120	-	6143	12,800.00-
	120-1422	-	833-00-120	-	6231	979.20-
	120-1422	-	833-00-120	-	6261	256.00-
To:	110-1421	-	833-00-110	-	6261	256.00
	110-1421	-	833-00-110	-	6231	979.20
	110-1421	-	833-00-110	-	6149	12,800.00

Control No: B

From Amount: 14,035.20-

To Amount: 14,035.20

Text: to cover 1st semester temporary payments for Denise Levison



Monthly Budget Report

Dates: 09-01-2013 - 09-30-2013

Fiscal Year: 2013 - 2013

111-Deseq Transfer 110

1 SAP Hierarchy Doc #: 0502037145  
SAP Entry Doc #: 0502036653

From:	111-1255	-	840-WE-111	-	6411	118,144.00-
To:	111-1255	-	840-WE-111	-	6319	118,144.00

Control No: B

From Amount: 118,144.00-

To Amount: 118,144.00

Text: for professional/technical obligations

Monthly Budget Report

Dates: 09-01-2013 - 09-30-2013

Fiscal Year: 2013 - 2013

112-Deseg Transfer 110

1 SAP Hierarchy Doc #: 0502037017  
SAP Entry Doc #: 0502036526

From:	111-1255	-	840-WF-111	-	6419	5,000.00-
To:	112-1255	-	463-WF-112	-	6261	91.20
	112-1255	-	463-WF-112	-	6231	348.84
	112-1255	-	463-WF-112	-	6143	4,559.96

Control No: B  
 From Amount: 5,000.00-  
 To Amount: 5,000.00  
 Text: to cover Before & After Care

Monthly Budget Report

Dates: 09-01-2013 - 09-30-2013

Fiscal Year: 2013 - 2013

140-STUDENT HEALTH FUND

1 SAP Hierarchy Doc #: 0502037224  
SAP Entry Doc #: 0502036732

From:	140-2132	-	828-MZ-140	-	6384	250.00-
To:	140-2132	-	828-MZ-140	-	6383	250.00
Control No:			B			
From Amount:			250.00-			
To Amount:			250.00			

Text: Transfer funds to support travel for Anna Munson to attend NAME  
conference in MI, 10/7-11/13.

Monthly Budget Report

Dates: 09-01-2013 - 09-30-2013

Fiscal Year: 2013 - 2013

234-TITLE I IASA 03-04

1 SAP Hierarchy Doc #: 0502037244  
SAP Entry Doc #: 0502036750

From:	234-1127	-	552-AM-234	-	6384	1,641.60-
	234-1127	-	552-AM-234	-	6411	1,500.00-
To:	234-1127	-	552-AM-234	-	6383	3,141.60

Control No: B  
From Amount: 3,141.60-  
To Amount: 3,141.60

Text: To cover cost for conference for Assistant Principal, Petra Baker of Gateway Michael. 2013 National Forum on Character Education in Washington, D.C. 10-23-27/13.

ST. LOUIS BOARD OF EDUCATION  
 Monthly Budget Report  
 Dates: 09-01-2013 - 09-30-2013  
 Fiscal Year: 2013 - 2013  
 Fund Summary - Transfers Only

Fund Total	From 110-INCIDENTAL	:	0.00
	To 110-INCIDENTAL	:	14,035.20
Fund Total	From 111-Deseq Transfer 110	:	123,144.00-
	To 111-Deseq Transfer 110	:	118,144.00
Fund Total	From 112-Deseq Transfer 120	:	0.00
	To 112-Deseq Transfer 120	:	5,000.00
Fund Total	From 120-TEACHERS FUND	:	14,035.20-
	To 120-TEACHERS FUND	:	0.00
Fund Total	From 140-STUDENT HEALTH FUND	:	250.00-
	To 140-STUDENT HEALTH FUND	:	250.00
Fund Total	From 234-TITLE I IASA 03-04	:	3,141.60-
	To 234-TITLE I IASA 03-04	:	3,141.60
District Total	From	:	140,570.80-
	To	:	140,570.80





# BOARD RESOLUTION

Date: October 14, 2013

Agenda Item: 11-14-13-17

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: Various Approved Vendors (i.e.: Sole Source, Ratification)

**SUBJECT:** To approve the purchase of library materials from various vendors by individual school buildings to meet the needs of the schools based on their present library collection and identified school needs. The funds would be transferred to schools based on school collections and needs as determined by the Title Map Assessment Map. The total cost will not exceed \$342,893.15

**BACKGROUND:** For the past two years, the allocation for libraries have been dispersed to schools to make necessary purchases based on school needs with the bulk of dollars to the elementary schools two years ago for improvement and last year to the middle and high schools. Because the world of the library is changing, it was determined that more professional development was needed in order for librarians/aides to make thoughtful decisions. That training has occurred through several venues. The process will include the principal, AIC and librarian/aide to determine final needs. See attached list of approved vendors.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.E

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

Fund Source: 844-00-110-2226-6433	GOB	Requisition #: Various
Amount: \$342,893.15		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$342,893.15	<input type="checkbox"/> Pending Funding Availability	Vendor #: Various

Department: Teaching and Learning

Requestor: Sheila Smith-Anderson

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

Dr. Cleopatra Figgures, Dep. Supt., Accountability / Acting Chief Academic Officer

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent