

BOARD MEETING

WEDNESDAY, MARCH 20, 2013

(Rescheduled from March 14, 2013)

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

Meeting Agenda

Meeting Agenda

Meeting Agenda

Meeting Agenda

Consent Agenda

Consent Agenda

**ST. LOUIS PUBLIC SCHOOLS
SUPERINTENDENT'S REPORT**

March 20, 2013

(Rescheduled from March 14, 2013)

1.0 Preliminary

1.1 Consent Agenda

- a) Information Item(s)
 - 1. 2013-2014 School Calendar
 - 2. HVAC and Prop S
 - 3. Superintendent's Budget Update
- b) Business Items

03-14-13-01 To approve the acceptance of funds from DESE for the sixteen FOCUS schools in the amount of \$310,653.

APPROVED 3-5-13
TELECONFERENCE MEETING CALLED

03-14-13-02 To approve the new Fund Balance Policy.

03-14-13-03 To approve funding for *The Reading is Fundamental* Program for the 2012-2013 school year at a cost not to exceed \$15,000.

APPROVED 3-5-13
TELECONFERENCE MEETING CALLED

03-14-13-04 To adopt and approve the findings and recommendations of the Administration to begin a reduction in force and eliminate certain positions due to declining enrollment and lack of work and to adopt and approve the reduction in force process.

03-14-13-05 To approve the January 2013 Monthly Transaction Report.

03-14-13-06 To approve a contract increase with Marilyn Bohnsack for continued educational consultant services in the Early Childhood/Early Childhood Special Education Program in the amount of \$4,500 for the period March 15, 2013 until May 24, 2013. The original contract was in the amount of \$4,800. If this request is approved, the total amount for these services will now be \$9,300.

FUNDING SOURCE: NON-GOB

03-14-13-07 To approve the amendment of Board Resolution Number 11-15-12-15 to increase the total dollar limitation by \$190,000 with Xerox. The Board originally approved a limitation of \$1,000,000 at its June 26, 2012 meeting per Resolution Number 06-26-12-41 and then amended that approval in the amount \$10,000. If this request is granted, the total dollar amount for these services will now be 1,200,000.

FUNDING SOURCE: GOB

03-14-13-08 To ratify an emergency approval of a contract with St. Louis Boiler Supply Company to purchase two boilers for the Humboldt School at a cost not to exceed \$85,102.24.

FUNDING SOURCE: Prop S

03-14-13-09 To ratify a contract renewal with Ranken Technical College for the Dual Enrollment Program for the period January 7, 2013 through June 30, 2013 at a cost not to exceed \$88,744.

FUNDING SOURCE: GOB

03-14-13-10 To ratify a sole source contract with The Center for School Improvement Institute in the amount of \$15,000 to supply ten trainers who will provide customized professional development training to 450 participants at the Title I Focus School Common Core Reading and Math Institute which was held on February 15, 2013.

FUNDING SOURCE: NON-GOB

03-14-13-11 To ratify a contract with Cincinnati Children's Hospital Medical Center to participate in Project Search to help transition special needs students for school to work for the period October 15, 2012 through July 31, 2013 at a cost not to exceed \$30,000.

FUNDING SOURCE: NON-GOB

03-14-13-12 To amend the contract with Wayne C. Harvey to extend the services to June 30, 2013 at a cost not to exceed \$3,000. Mr. Harvey will provide contract services regarding the Pilot School Development Program. The original contract was written for \$4,500. If this request is granted, the total amount of this contract will now be \$7,500.

FUNDING SOURCE: GOB

03-14-13-13 To approve a contract with World Wide Technology to replace all network equipment at the 801 Administrative Building and many of the schools for the period July 1, 2013 through September 1, 2014 at a cost not to exceed \$874,760.50, pending funding availability.

FUNDING SOURCE: NON-GOB

03-14-13-14 To approve a contract with World Wide Technology to replace all network equipment at 18 schools that are not included in Resolution Number 03-14-13-13 for the period July 1, 2013 through September 1, 2014 at a cost not to exceed \$125,684.80, pending funding availability.

FUNDING SOURCE: Prop S ~~NON-GOB~~

APPROVED 3-8-13
TELECONFERENCE MEETING CALLED

03-14-13-15 To approve a contract with C. Rallo to provide renovation of the field house at Soldan High School. The work should begin on March 15, 2013 and end on October 31, 2013 at a cost not to exceed \$1,285,460 which includes a 10% contingency of \$116,860.

FUNDING SOURCE: Prop S

03-14-13-16 To approve a contract with General Waste Services to provide lead paint stabilization and asbestos abatement for window replacements at McKinley High School. The work should begin on February 22, 2013 and end on October 31, 2013 at a cost not to exceed \$348,685.

FUNDING SOURCE: Prop S

APPROVED 3-5-13
TELECONFERENCE MEETING CALLED

03-14-13-17 To approve a contract with Huffman Security Company to provide window shade replacement at College Prep High School at Madison. The work shall begin on March 15, 2013 and be completed by October 31, 2013 at a cost not to exceed \$23,024.10 which includes a 10% contingency of \$2,093.10.

FUNDING SOURCE: Prop S

03-14-13-18 To approve a contract with Hankins Construction for window replacements at McKinley High School. The work should begin on March 15, 2013 and end on October 31, 2013 at a cost not to exceed \$1,571,900 which includes a 10% contingency of \$142,900.

FUNDING SOURCE: Prop S

- 03-14-13-19** To approve a contract with Raineri Construction to provide window shade replacements at Henry Elementary. The work shall begin on March 15, 2013 and be completed by October 31, 2013 at a cost not to exceed \$34,625.80 which includes a 10% contingency of \$3,147.80.
FUNDING SOURCE: Prop S
- 03-14-13-20** To approve a contract with Trane to replace the required Trane compressor at Langston Middle School. The work should begin on March 15, 2013 and end on April 30, 2013 at a cost not to exceed \$38,932.30 which includes a 10% contingency of \$3,539.30.
FUNDING SOURCE: Prop S
- 03-14-13-21** To approve a contract with Excel Energy Group to provide lighting upgrades of classrooms in 14 schools. The work should begin on March 15, 2013 and end on October 31, 2013 at a cost not to exceed \$582,670 which includes a 10% contingency of \$52,970.
FUNDING SOURCE: Prop S
- 03-14-13-22** To approve a contract with Aspex Solutions to provide an online application manager and applicant screener system for the period March 15, 2013 to June 30, 2014 at a cost not to exceed \$14,550 which includes a one-time fee of \$600 for onsite training for all principals and administrators, pending funding availability.
FUNDING SOURCE: GOB
- 03-14-13-23** **PULLED**
- 03-14-13-24** To approve a contract renewal with Environmental Consultants, LLC to provide Hazardous Materials Consulting Services as needed for District schools and buildings for a cost not to exceed \$165,000 which includes a 10% contingency of \$15,000 for the period beginning July 1, 2013 and ending on June 30, 2014, pending legal review and availability of funds.
FUNDING SOURCE: GOB
- 03-14-13-25** To approve a contract renewal with AT&T for long distance telephone services for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$9,300, pending funding availability.
FUNDING SOURCE: GOB
APPROVED 3-5-13
TELECONFERENCE MEETING CALLED
- 03-14-13-26** To approve a contract renewal with AT&T for cellular/wireless telephone services for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$28,000, pending funding availability.
FUNDING SOURCE: GOB
APPROVED 3-5-13
TELECONFERENCE MEETING CALLED
- 03-14-13-27** To approve a contract renewal with AT&T to provide Smart trunks which will support the SLPS telephone system for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$5,957, pending funding availability.
FUNDING SOURCE: GOB
APPROVED 3-5-13
TELECONFERENCE MEETING CALLED
- 03-14-13-28** To approve a contract renewal with AT&T to continue to provide a Fiber Wide Area Network (WAN) infrastructure Opt-e-man to support high speed data access for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$156,000, pending funding availability.
FUNDING SOURCE: GOB
APPROVED 3-5-13
TELECONFERENCE MEETING CALLED

- 03-14-13-29** To approve a contract renewal with Charter Business Solutions to continue to provide High Speed Internet Access for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$140,200, pending funding availability.
FUNDING SOURCE: GOB
- APPROVED 3-5-13
TELECONFERENCE MEETING CALLED
- 03-14-13-30** To approve a contract renewal with Charter Business Solutions for local telephone service for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$30,100, pending funding availability.
FUNDING SOURCE: GOB
- APPROVED 3-5-13
TELECONFERENCE MEETING CALLED
- 03-14-13-31** To approve a sole contract renewal with Webster University to design and deliver elementary math content training for 45 teachers for the period March 15, 2013 through September 2013 at a total cost not to exceed \$33,000.
FUNDING SOURCE: NON-GOB
- 03-14-13-32** To approve a contract renewal with Dr. Elizabeth Sales for evaluations services of the 21st Century Program for the period March 28, 2013 through June 15, 2013 at a cost not to exceed \$16,000.
FUNDING SOURCE: NON-GOB
- 03-14-13-33** To approve negotiations of a Memorandum of Understanding between the District and the Missouri History Museum regarding the disposition of the District's Archives and its contents.
FUNDING SOURCE: N/A
- 03-14-13-34** To approve a Memorandum of Understanding with Avalon Garden Nursing Home to provide school-to-school transitional/recreational training for students with disabilities for the period March 25, 2013 through June 30, 2014.
FUNDING SOURCE: N/A
- 03-14-13-35** To approve a Memorandum of Understanding with Webster University to provide group and individual music lessons for SLPS students for the period March 15, 2013 through June 30, 2014.
FUNDING SOURCE: N/A
- 03-14-13-36** To approve a Memorandum of Understanding with the Lutheran Family and Children's Services of Missouri to provide youth development and group mentoring services to 7th and 8th grade students at Long Middle School for the period March 15, 2013 to June 30, 2013.
FUNDING SOURCE: N/A
- 03-14-13-37** To approve a Memorandum of Understanding with BJC School Outreach and Youth Development to provide a program called "Intersections" for all 7th and 8th grade students at Long Middle School for the period March 15, 2013 through June 30, 2013.
FUNDING SOURCE: N/A
- 03-14-13-38** To approve the selling or disposal of surplus property as determined by the District's operations Department and as required by Missouri Revised Statutes, Chapter 177, Section 177.073.
FUNDING SOURCE: GOB

- 03-14-13-39** To approve a sole source purchase with Pearson Psychological Corporation for psychological educational assessment and evaluation test kits, supplemental protocols and scoring software at a total amount not to exceed \$13,843.34.
FUNDING SOURCE: NON-GOB
- 03-14-13-40** To approve the purchase of equipment and supplies from TSI, DCRS Solutions and National Fixture at a total combined cost not to exceed \$40,258.73.
FUNDING SOURCE: GOB
- 03-14-13-41** To approve the purchase of equipment and supplies from Office Source to upgrade the Business Management Program at Gateway STEM High School at a total cost not to exceed \$16,431.51.
FUNDING SOURCE: GOB
- 03-14-13-42** To approve the purchase of hygienic kits, uniforms supplies and backpacks from Backpack Gear Company at a total combined cost not to exceed \$100,010.95.
FUNDING SOURCE: NON-GOB
- 03-14-13-43** To approve the amendment of Board Resolution Number 07-10-12-19, a contract with the Achievement Commitment and Excellence (ACE) program to increase the dollar limitation by \$41,600 for the purchase of an additional 20 slots. If this request is granted, the total amount of the contract will now be \$1,081,600.
FUNDING SOURCE: GOB

APRIL 25, 2013 ITEM(S) FOR CONSIDERATION

- 04-25-13-01** To approve the acceptance from the Clinton Global Initiative Brightergy for up to a 25 kW solar system for Gateway STEM High School.
- 04-25-13-02** To approve the acceptance of instruments from Mr. Holland's Opus Foundation and Fidelity Investments for Soldan High School's Instrumental Music Department.
- 04-25-13-03** To approve Summer School 2013 at a total cost not to exceed \$3,300,000.
FUNDING SOURCE: NON-GOB and GOB
- 04-25-13-04** To approve and adopt the FY 2013-2014 School Calendar.
- 04-25-13-05** To approve the Safety and Risk Management Handbook for the 2012-2013 School Year.
- 04-25-13-06** To approve the February 2013 Monthly Transaction Report.
- 04-25-13-07** To approve the staffing of core subject classrooms to meet a Pupil Teacher Ratio (PTR) at the midpoint between DESE desirable and minimum PTR guidelines.
FUNDING SOURCE: GOB
- 04-25-13-08** To approve a change from a 3 Tier Bell System to a 2 Tier Bell System.
FUNDING SOURCE: GOB
- 04-25-13-09** To approve the closing of Sherman Elementary School.
FUNDING SOURCE: GOB

- 04-25-13-10** To approve the closing of L'Ouverture Middle School.
FUNDING SOURCE: GOB
- 04-25-13-11** To approve the closing of Cleveland NJROTC High School over the next three years. The school will not accept any 9th graders for the 2013-2014 school year and would be reduced by one grade each year.
FUNDING SOURCE: GOB
- 04-25-13-12** To approve the closing of Fresh Start South at Meda P and consolidating the Fresh Start program at Sumner.
FUNDING SOURCE: GOB
- 04-25-13-13** To approve the move of the Multiple Pathways Alternative program to Beaumont from Stevens.
FUNDING SOURCE: GOB
- 04-25-13-14** To approve payment of \$12,890 per year for 3 years to eligible participants that qualifies for retirement up to a total of \$14,617,260, if all employees (378) participate.
- 04-25-13-15** To ratify approval of a contract with FUSE for marketing materials production and placement for the period February 1, 2013 through June 30, 2013 at a cost not to exceed \$68,750 which includes a 10% contingency of \$6,250. The contract will contain an option to renew for up to 2 additional years with Board approval.
FUNDING SOURCE: GOB
- 04-25-13-16** To approve a sole source contract renewal with Pearson, Inc., Teacher Education and Development Group to deliver the *Sheltered Instruction Observation Protocol (SIOP)* Observation and Feedback training (April 27th and May 17th) and the Component Enhancement training (August 17th and September 7th) at a total combined cost not to exceed \$20,000.
FUNDING SOURCE: NON-GOB
- 04-25-13-17** To approve a sole source contract renewal with US Bank to provide the District's banking services for the period July 1, 2013 through June 30, 2014.
- 04-25-13-18** To approve a contract renewal with Tyler Technologies, Inc. for the annual license renewal of the Student Information System for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$361,380, pending funding availability.
FUNDING SOURCE: GOB
- 04-25-13-19** To approve a contract renewal for Virtual School through Connections Academy, Aventa Learning, Missouri Council on Economic Education, Florida Virtual School, The North Kansas City School District and any other DESE approved vendor for the period July 1, 2013 through June 30, 2014 at a total combined amount not to exceed \$100,000, pending funding availability.
FUNDING SOURCE: GOB
- 04-25-13-20** To approve a contract renewal with eSchool Solutions, Inc. for the annual maintenance fee for the Substitute Employee Management System (Smart Find Express) for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$14,800, pending funding availability.
FUNDING SOURCE: GOB

- 04-25-13-21** To approve a contract renewal with Holmes Murphy to provide benefits consulting services for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$151,700, pending funding availability.
FUNDING SOURCE: GOB
- 04-25-13-22** To approve a Memorandum of Understanding with the Curators of the University of Missouri on behalf of the School and Family Counseling Center to provide therapeutic counseling services to students at Long Middle for the period April 26, 2013 through June 30, 2014.
- 04-25-13-23** To approve a purchase of services from Riddell All-American through Cooperating School Districts to provide reconditioning and sanitation services for the football helmets and shoulder pads. The services will be performed during the period April 26, 2013 through June 15, 2013 at a cost not to exceed \$26,000.
FUNDING SOURCE: GOB
- 04-25-13-24** To approve rescinding Policies and Regulations R3110, P3120, R3120, P3150, R3150.1, P3170 and R3170 and to approve the revision of Board Policy P3110 that will incorporate and consolidate pertinent verbiage relative to the aforementioned policies. If approved, the new policy will become effective July 1, 2013.

ITEM#:
03-14-13-01

APPROVED
(SPECIAL MEETING – March 5, 2013)



BOARD RESOLUTION

Date: February 11, 2013

Agenda Item 03-14-13-02

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Leon Fisher, CFO/Treasurer

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

SUBJECT: Approval for new Fund Balance Policy.

BACKGROUND: The purpose for the new Fund Balance Policy is to ensure that the district has appropriate reserves available in times of revenue fluctuations and unforeseen expenditures. The Policy has been reviewed and is being recommended by the SLPS Finance Committee.

Accountability Plan Goals: Goal III: Facilities, Resources Support


Objective/Strategy: III

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

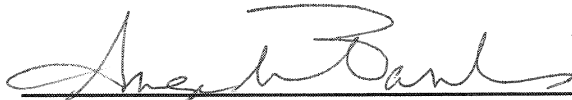
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
\$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department:

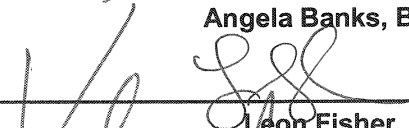
Requestor:




Mary M. Houlihan, Dep. Supt., Operations



Angela Banks, Budget Director



Leon Fisher, CFO/Treasurer



Dr. Kelvin R. Adams, Superintendent

SLPS FUND BALANCE POLICY (draft-2nd Read)

Purpose

The purpose of this policy is to establish a key element of the financial stability of the St. Louis Public Schools (SLPS) by setting guidelines for fund balance. Unassigned fund balance is an important measure of economic stability. It is essential that the school district maintain adequate levels of unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances. The fund balance also provides cash flow liquidity for the school district's general operations.

Background

Fund balance refers to the difference between assets and liabilities in the governmental funds balance sheet. This information is one of the most widely used elements of state and local government financial statements for analysis. One central importance of the credit reviews performed by municipal bond analysts; fund balance information also is used by oversight bodies, federal, state, county and local legislators to assess the financial health of an organization. Additionally, financial statement users examine fund balance information to identify the available liquid resources that can be used to repay long-term debt, reduce property taxes, add new educational programs, expand existing ones, or enhance the financial position of the school district. GASB has found that its usefulness and the value of fund balance information provided is significantly reduced by misunderstandings regarding the message that it conveys, and the inconsistent treatment and financial reporting practices of governments. In March 2009, in order to improve how fund balance information is reported and enhance its decision-usefulness, GASB issued Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. The SLPS adopted the GASB 54 policy in FY 2011.

Definitions

- Fund Equity - A fund's equity is generally the difference between its assets and its liabilities.
- Fund Balance - An accounting distinction is made between the portions of fund equity that are spendable and non-spendable.

These are broken up into five categories:

Non-spendable fund balance - Includes amounts either not in spendable form or legally or contractually required to be maintained intact. This would include inventory, prepaids, and non-current receivables such as long-term loan and notes receivable and property held for resale (unless the proceeds are restricted, committed or assigned). This also includes amounts that are legally or contractually required to be maintained intact (principal balance of endowments and permanent funds).

Restricted fund balance - Reflects the same definition as restricted net assets on the government wide Statement of Net Assets: constraints placed on the use of amounts are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or imposed by law through constitutional provisions or enabling legislation.

Committed fund balance - Includes amounts that are committed for specific purposes by formal action of the school board. Amounts classified as "committed" are not subject to legal enforceability like restricted fund balance; however, those amounts cannot be used for any other purpose unless the school board removes or changes the limitation by taking the same form of action it employed to previously impose the limitation. The action to commit fund

balances must occur prior to year end; however, actual amounts can be determined in the subsequent period.

Assigned fund balance - Amounts that are intended by the school district to be used for specific purposes, but are neither restricted nor limited, should be reported as assigned fund balance. Intent should be expressed by the school board itself or a subordinate high-level body or official possessing the authority to assign amounts to be used for specific purposes in accordance with policy established by the school board. This would include ANY activity reported in a fund other than the General Fund that is not otherwise restricted more narrowly by the above definitions. The school district is not allowed to assign balances that result in a residual deficit.

Unassigned fund balance - includes any remaining amounts after applying the above definitions (amounts not classified as non-spendable, restricted, committed or assigned). Planned spending in the subsequent year's budget would be included here and can no longer be described as "designated" unless formally committed or assigned. Special rules exist for using this classification in funds other than the General Fund. In funds other than the General Fund unassigned only used if the balance is negative, therefore, the General Fund is the only fund that will report a positive unassigned balance.

Policy Committed Fund Balance - The school board (SAB) is the highest level of decision-making authority for the SLPS. The formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the school board at a school board meeting. The resolution must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made.

Assigned Fund Balance -The School Board of the SLPS has authorized itself to be the final authorized approval to assign fund balance to a specific purpose as approved by this fund balance policy.

Minimum Unassigned Fund Balance

It is the goal of the SLPS to achieve and maintain an unassigned fund balance in the General Fund equal to 10% of the aggregate expenditures in the General and the Teachers Fund. The School District of SLPS considers a balance of less than 5% to be cause for concern, barring unusual or deliberate circumstances. If unassigned fund balance falls below the balance of 3% of expenditures, the School Board would develop a plan to replenish the fund balance back to the designated minimum level within 12 to 24 months.

Order of Expenditure of Funds

When multiple categories of fund balance are available for expenditure (for example, a construction project is being funded partly by a grant, funds set aside by the school district, and unassigned fund balance), the SLPS will start with the most restricted category and spend those funds first before moving down to the next category with available funds.

ITEM#:
03-14-13-03

APPROVED
(SPECIAL MEETING – March 5, 2013)



BOARD RESOLUTION

Date: February 12, 2013

Agenda Item: B-14-13-04

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. James Henderson, Chief Human Resource Officer

Action to be Approved: Policy Adoption/Change

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

SUBJECT: To adopt and approve the findings and recommendations of the Administration to begin a reduction in force and eliminate certain positions due to declining enrollment and lack of work, and to adopt and approve the reduction in force process.

BACKGROUND: To adopt and approve the findings and recommendations of the Administration to begin a reduction in force and eliminate certain positions due to declining enrollment and lack of work, and to adopt and approve the reduction in force process and procedures presented by the Administration, and to authorize the Superintendent to initiate the process and eliminate all affected positions, effective July, 2013.

Accountability Plan Goals: Goal V: Governance **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: Human Resources

Requestor: Dr. James L. Henderson

Dr. James Henderson, Chief Human Resource Officer

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: January 30, 2013

Agenda Item : 03-14-13-05

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 January 2013.

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

Accountability Plan 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:

Angela Banks, Budget Director

Mary M. Houlihan, Dep. Supt., Operations

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

Monthly Budget Report
Dates: 01-01-2013 - 01-31-2013
Fiscal Year: 2012 - 2012

110-INCIDENTAL

1 SAP Hierarchy Doc #: 0502003848
SAP Entry Doc #: 0502003695

From:	110-2411	-	502-00-110	-	6541	500.00-
	110-2411	-	502-00-110	-	6411	25.00-
TO:	110-2411	-	502-00-110	-	6383	25.00
	110-2411	-	502-00-110	-	6383	500.00

Control No: B1213-0951

From Amount: 525.00-
TO Amount: 525.00

Text: Travel for Nathalie Means to attend the National SAM/Principal
Conference in Fort Lauderdale, FL 01/30 - 02/03/2013

2 SAP Hierarchy Doc #: 0502003849
SAP Entry Doc #: 0502003696

From:	110-2411	-	328-00-110	-	6411	525.00-
TO:	110-2411	-	328-00-110	-	6383	525.00

Control No: B1213-0952

From Amount: 525.00-
TO Amount: 525.00

Text: Travel for Lisa Nuyens to attend the National SAM/Principal
Conference in Fort Lauderdale, FL 01/30 - 02/03/2013

3 SAP Hierarchy Doc #: 0502003850
SAP Entry Doc #: 0502003697

From:	110-2411	-	596-00-110	-	6415	525.00-
TO:	110-2411	-	596-00-110	-	6383	525.00

Control No: B1213-0953

From Amount: 525.00-
TO Amount: 525.00

Text: Travel for Hortense Harrison-Lewis to attend the National
SAM/Principal Conference in Fort Lauderdale, FL 01/30 - 02/03/2013

ST. LOUIS BOARD OF EDUCATION
Monthly Budget Report
Dates: 01-01-2013 - 01-31-2013
Fiscal Year: 2012 - 2012

4 SAP Hierarchy Doc #: 0502003851
SAP Entry Doc #: 0502003695

To:	110-2411	-	502-00-110	-	6383	500.00-
	110-2411	-	502-00-110	-	6541	500.00-
	110-2411	-	502-00-110	-	6383	25.00-
	110-2411	-	502-00-110	-	6411	25.00-
To:	110-2411	-	502-00-110	-	6383	25.00
	110-2411	-	502-00-110	-	6411	25.00
	110-2411	-	502-00-110	-	6383	500.00
	110-2411	-	502-00-110	-	6541	500.00

Control No: B1213-0951

From Amount: 1,050.00-

To Amount: 1,050.00

Text: Travel for Nathalie Means to attend the National SAM/Principal
Conference in Fort Lauderdale, FL 01/30 - 02/03/2013

5 SAP Hierarchy Doc #: 0502003852
SAP Entry Doc #: 0502003696

From:	110-2411	-	328-00-110	-	6411	525.00-
	110-2411	-	328-00-110	-	6383	525.00-
To:	110-2411	-	328-00-110	-	6383	525.00
	110-2411	-	328-00-110	-	6411	525.00

Control No: B1213-0952

From Amount: 1,050.00-

To Amount: 1,050.00

Text: Travel for Lisa Nuyens to attend the National SAM/Principal
Conference in Fort Lauderdale, FL 01/30 - 02/03/2013

6 SAP Hierarchy Doc #: 0502003853
SAP Entry Doc #: 0502003697

To:	110-2411	-	596-00-110	-	6383	525.00-
	110-2411	-	596-00-110	-	6415	525.00-
From:	110-2411	-	596-00-110	-	6415	525.00
	110-2411	-	596-00-110	-	6383	525.00

Control No: B1213-0953

Monthly Budget Report
Dates: 01-01-2013 - 01-31-2013
Fiscal Year: 2012 - 2012

From Amount: 1,050.00-
To Amount: 1,050.00

Text: Travel for Hortense Harrison-Lewis to attend the National
SAM/Principal Conference in Fort Lauderdale, FL 01/30 - 02/03/2013

Monthly Budget Report

Dates: 01-01-2013 - 01-31-2013

Fiscal Year: 2012 - 2012

120-INCIDENTAL

1 SAP Hierarchy Doc #: 0502004005
SAP Entry Doc #: 0502003832

From:	110-2411	-	328-00-110	-	6411	52.63-
To:	120-1131	-	328-55-120	-	6261	0.96
	120-1131	-	328-55-120	-	6231	3.67
	120-1131	-	328-55-120	-	6143	48.00

Control No: B1213-0998

From Amount: 52.63-

To Amount: 52.63

Text: Transferring funds to cover 2nd Semester Extra Service payments
(Metal Detector and Department Heads)

2 SAP Hierarchy Doc #: 0502004006
SAP Entry Doc #: 0502003833

From:	110-2411	-	328-00-110	-	6411	26.32-
To:	120-1211	-	328-55-120	-	6261	0.48
	120-1211	-	328-55-120	-	6231	1.84
	120-1211	-	328-55-120	-	6143	24.00

Control No: B1213-0998

From Amount: 26.32-

To Amount: 26.32

Text: Transferring funds to cover 2nd Semester Extra Service payments
(Metal Detector and Department Heads)

3 SAP Hierarchy Doc #: 0502003627
SAP Entry Doc #: 0502003485

From:	110-2321	-	810-00-110	-	6358	17,544.00-
To:	120-1411	-	186-55-120	-	6261	320.00
	120-1411	-	186-55-120	-	6231	1,224.00
	120-1411	-	186-55-120	-	6143	16,000.00

Control No: B1213-0925

From Amount: 17,544.00-

To Amount: 17,544.00

Text: Transferring funds to cover 2nd Semester Extra Service payments
(Metal Detector and Department Heads)

Monthly Budget Report
Dates: 01-01-2013 - 01-31-2013
Fiscal Year: 2012 - 2012

Text: To cover Central VPA Arts Stipends (extra service payments)

AS OF 02-06-2013

ST. LOUIS BOARD OF EDUCATION
Monthly Budget Report
Dates: 01-01-2013 - 01-31-2013
Fiscal Year: 2012 - 2012

233-TITLE I IASA 02-03

1 SAP Hierarchy Doc #: 0502003946
SAP Entry Doc #: 0502003788

From:	233-1127	- 596-AM-233	- 6371	56,965.00-
	233-1127	- 596-AM-233	- 6371	7,129.00-
	233-1127	- 596-AM-233	- 6371	1,381.79-
To:	233-1127	- 596-AM-233	- 6541	1,381.79
	233-1127	- 596-AM-233	- 6411	7,129.00
	233-1127	- 596-AM-233	- 6443	56,965.00

Control No: B1213-0964

From Amount: 65,475.79-

To Amount: 65,475.79

Text: Funds for instructional technology, supplies and laptop cart

2 SAP Hierarchy Doc #: 0502003950
SAP Entry Doc #: 0502003788

From:	233-1127	- 596-AM-233	- 6371	56,965.00-
	233-1127	- 596-AM-233	- 6443	56,965.00-
	233-1127	- 596-AM-233	- 6411	7,129.00-
	233-1127	- 596-AM-233	- 6371	7,129.00-
	233-1127	- 596-AM-233	- 6371	1,381.79-
	233-1127	- 596-AM-233	- 6541	1,381.79-
	233-1127	- 596-AM-233	- 6371	1,381.79
	233-1127	- 596-AM-233	- 6541	1,381.79
	233-1127	- 596-AM-233	- 6371	7,129.00
	233-1127	- 596-AM-233	- 6411	7,129.00
	233-1127	- 596-AM-233	- 6371	56,965.00
	233-1127	- 596-AM-233	- 6443	56,965.00

Control No: B1213-0964

From Amount: 130,951.58-

To Amount: 130,951.58

Text: Funds for instructional technology, supplies and laptop cart

ST. LOUIS BOARD OF EDUCATION

Monthly Budget Report

Dates: 01-01-2013 - 01-31-2013

Fiscal Year: 2012 - 2012

293-MINI FED PROG 02-03

1 SAP Hierarchy Doc #: 0502003858
SAP Entry Doc #: 0502003701

From:	293-2214	- 819-UG-293	- 6319	2,788.10-
TO:	293-2214	- 819-UG-293	- 6383	2,788.10

Control No: B1213-0957

From Amount: 2,788.10-

TO Amount: 2,788.10

Text: Funds for airline tickets to attend SAM Conference in Fort
Lauderdale, FL January 31 - February 3, 2013

ST. LOUIS BOARD OF EDUCATION
 Monthly Budget Report
 Dates: 01-01-2013 - 01-31-2013
 Fiscal Year: 2012 - 2012
 Fund Summary - Transfers Only

Fund Total From 110-INCIDENTAL	:	20,772.95-
TO 110-INCIDENTAL	:	3,150.00
Fund Total From 120-TEACHERS FUND	:	0.00
TO 120-TEACHERS FUND	:	17,622.95
Fund Total From 233-TITLE I IASA 02-03	:	130,951.58-
TO 233-TITLE I IASA 02-03	:	130,951.58
Fund Total From 293-MINI FED PROG 02-03	:	2,788.10-
TO 293-MINI FED PROG 02-03	:	2,788.10
District Total From	:	154,512.63-
TO	:	154,512.63



BOARD RESOLUTION

Date: February 12, 2013

Agenda Item : 03/14-13-06

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Sheryl Davenport, Exec. Dir., Early Childhood

Action to be Approved:
Contract Increase/Decrease

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

SUBJECT: To approve a contract increase with Marilyn Bohnsack to act as an educational consultant with EC/ECSE for the period of March 15, 2013 until May 24, 2013 at a cost not to exceed \$4,500.00. The original contract period was August 7, 2012 through April 30, 2013 in an amount not to exceed \$4,800.00. The total combined amount of the contract will not exceed \$9,300.00.

BACKGROUND: EC/ECSE continues to strengthen its ability to assess the quality of the preschool classroom and its teachers. Ms. Bohnsack is a retired SLPS Early Childhood Special Education supervisor, who has consulted and trained teachers around the state. Ms Bohnsack will act as an observer, mentor and gather data for the 73 Head Start collaborative classrooms using the Classroom Assessment Scoring System (CLASS). She will provide the data to the Accountability Office and Head Start. She will also consult with the AFT Shanker Institute as it pilots the Preschool Environment Evaluation Rating Scale (PEERS) in 40 preschool classrooms.

Initially, it was expected that Ms. Bohnsack's observations of Head Start classrooms would be limited to 48 classrooms but when the Grace Hill collaboration expanded so did the number of rooms she had to observe.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I. D.

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

Fund Source: 223-1243-840-00-223-6319	Non-GOB	Requisition #: 10133511
Amount: \$9,300.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Reimbursement Amount: \$9,300.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600015079

Department: Early Childhood

Requestor: Dr. Sheryl Davenport

Angela Banks, Budget Director

Leon Fisher, Chief Financial Officer

Dr. Kelvin R. Adams, Superintendent

Dr. Sheryl Davenport, Exec. Dir., Early Childhood



BOARD RESOLUTION

Date: February 15, 2013

Agenda Item: B-14-13-07

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved:

Contract Increase/Decrease

Other Transaction Descriptors: Contract Increase

(i.e.: Sole Source, Ratification)

Previous Board Resolution # 06-26-12-41&11-15-12-15

Approved Cost \$1,010,000.00

SUBJECT: To approve the amendment of Board Resolution Number 11-15-12-15 to increase the total dollar limitation by \$190,000 with Xerox. The Board originally approved a limitation of \$1,000,000 at its June 26, 2012 meeting per Resolution Number 06-26-12-41 and then amended that approval in the amount \$10,000 at its November 15, 2012 meeting. If this request is granted, the total dollar amount for these services will now be \$1,200,000. This amendment is aligned to the monthly cost of \$97,021 according to the current lease for providing copiers/printers to the District, along with 3,000,000 impressions and the addition of Color Qube hardware systems and print management services at 801.

BACKGROUND: The resolution is for all schools in the District, along with ancillary departments/buildings. The amount includes a 3% contingency. The original resolution was done with a goal to reduce cost to \$1 million. However, with the current lease in place, this was not possible. An RFP will be released in preparation for a new lease for the 2013-2014 school year.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.B.

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

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

Department: Instructional Technology

Requestor: Cheryl VanNoy

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: February 12, 2013

Agenda Item : 02-14-13-08

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract

Other Transaction Descriptors: 3 Quotes Requested
(i.e.: Sole Source, Ratification)

RFP/Bid # Ratify an Emergency Approval of a Contract to Purchase Boilers for Humboldt School

SUBJECT: To ratify an emergency approval of a contract with St. Louis Boiler Supply Company to purchase two boilers for Humboldt School. The project will be completed no later than February 22, 2013 at a cost not to exceed \$85,102.24. This project will be funded through the Proposition S Bond Program.

BACKGROUND: The scope of this project is to purchase and install two 1.5MBH (million BTU per hour) boilers for Humboldt School. Currently the school is operating on one faulty boiler. The project will be funded by the Proposition S Bond Program under the Building Envelope Upgrades at \$27,806,065.00. With this project approved, the balance of the Building Envelope Upgrades budget is \$7,724,013.76 (pending Board approval of re-allocation of funds).

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

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

Fund Source: 905-00-910-2629-6333	Prop S	Requisition #: 10133424
Amount: \$85,102.24		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$85,102.24	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600010642

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

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

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent

Blanket Purchase Order

BILL TO:

Board of Education
 St. Louis Public Schools
 Attn: Accounts Payable
 801 N 11 St.
 St. Louis, MO 63101 (Fax:314-345-2645)

Vendor Address

ST. LOUIS BOILER SUPPLY, CO.
 617 HANLEY INDUSTRIAL PARK
 ST. LOUIS MO 63144

Ship To:

Humboldt Academy of Higher Learning
 2516 S 9TH ST.
 ST. LOUIS MO 63104

Information

PO Number 4500166222
 Date 02/06/2013
 Vendor No. 600010642
 Currency USD
 Payment Terms Net 60
 Buyer/Phone Central Buyer / 314.345.2298
 Delivery Date 03/31/2013
 Validity Start date 02/06/2013
 Validity End date 03/06/2013

Missouri Sales Tax exempt under sections 144.040 and 144.615
 RSMo. 1959. Federal Excise Exemption Registration No.
 43-750142K (for tax-free transactions).

Prices are estimated. Invoices at current prices less applicable discounts

Item	Material/Description	Quantity	UM	Unit Price	Target \$ Value
0010	Emergency Purchase-Boiler for Humboldt 6333/ 905-00-910/ 910-2629 Requisition #: 10133424 <i>Emergency purchase of 2 boilers for Humboldt School. Order includes 2 - 1.5MBH Boilers, installation, Spirotherm System Cleaner, and shipping; also includes 10% contingency of \$7,736.56. Purchase will be funded through the Proposition S Bond Program. Board Resolution #: Please forward purchase order to Linda McKnight in the Operations Department.</i>	1	PU	85,102.24	85,102.24
				Total	\$85,102.24

INSTRUCTIONS TO VENDOR:

The Purchase Order Number must appear on invoices, packing lists, packages, and all other correspondence. To expedite payment for goods or services rendered, the vendor must submit the original of the invoice showing the purchase order number to the 'Bill to:' address listed on the purchase order. For all equipment purchases serial number(s) must be indicated on the invoice. This Purchase Order is subject to the Terms and Conditions incorporated herein by this reference. For a copy of the Terms and Conditions, please refer to the Supplier Guide to Purchasing.

SIGNATURE _____

Rick Schaeffer

CB

DATE 02/06/2013

(Purchasing/Accounting)



EMERGENCY PURCHASE REQUEST (Non-Construction)

Requestor: Roger L. CayCe	Date: 2/5/13
Department / School: Operations	Phone Number
Description of Emergency	
Emergency purchase of 2 boilers for Humboldt School. Purchase order will be forwarded to St. Louis Boiler Supply Company, who will purchase the units directly from Comfort Sales.	
Describe the service, materials or equipment required:	
2 – 1.5MBH boilers, installation and Spirotherm system cleaner	
Total Cost: \$ 85,102.24 (Boilers-\$48,696.62; Installation-\$20,000; Spirotherm System-\$6,669.06; Quick Ship-\$2,000; plus 10% Contingency-\$7,736.56)	
Method of Solicitation (Check appropriate box):	
<input checked="" type="checkbox"/> Quotes were obtained (see attached)	
<input type="checkbox"/> Quotes were not obtained (see attached for reason(s))	
Name of Selected Vendor: St. Louis Boiler Supply Company	
<input type="checkbox"/> Is Selected Vendor MWD Certified	
<i>My signature acknowledges that I have received the above emergency request and I concur that these goods and/or services are of an unusual and compelling urgency that will cause serious injury, financial or other impact if not procured immediately</i>	
Roger L. CayCe Cabinet Level Administrator	2/5/13 Date
Superintendent	2/3/2013 Date

Comments: Purchase will be charged to the Proposition S Bond Program.



COMFORT SALES AGENCY, INC.

REPRESENTATIVE OF THE MANUFACTURERS

7103 MARINE ROAD
PO BOX 483
EDWARDSVILLE, IL 62025
TEL: (618) 656-1655
FAX: (618) 692-8066

QUOTATION #2 – 1,500 MBH BOILERS

Attention: Gerry Eisele			Date: February 1, 2013 3:58 PM
Company: St Louis Boiler Supply			Tel:
Address: 617 Hanley Industrial Court			Fax:
City: St Louis	State: MO	Zip:	Confirmed: <input checked="" type="checkbox"/> Yes; <input type="checkbox"/> No

RE: Replace (2) AERCO Benchmark 2000 Boilers – Humbolt School

QTY	MANUFACTURER	MODEL	DESCRIPTION	NET EACH	TOTAL NET		
2	RBI	C	Futura Fusion Series - 97% Efficiency	\$24,145.56	\$48,291.12		
		B	Hot Water Boiler; 1,275 Lb;				
		1500	1,500 Mbh Input; 1,440 Mbh Output;				
		N	Natural Gas Train; 2~14 w.c. Train;				
		0	0~1,999' Elevation				
		R	Honeywell RM7895C;				
		7	4:1 Modulation Firing;				
		A	ASME Copper Heat Exchanger;				
		2	ASME CSD-1 Gas Train w/Test Report			0.00	0.00
		G	125-PSI Relief Valve (<i>Specify if other</i>)			0.00	0.00
A	Indoor Installation	0.00	0.00				
		-80	By-Pass Assembly with Pump 19351.5C	0.00	0.00		
		-E2	McDonnell & Miller 750 LWCO – Field Mounted	130.89	261.78		
		-G3	McDonnell & Miller FS-251 Water Flow Switch	0.00	0.00		
		-J1	Stainless Steel Jacket	0.00	0.00		
1	RBI	14-0319	Outdoor Air Sensor	55.73	111.46		
1	RBI	14-0325	Header Sensor	11.00	22.00		
1	RBI	14-0104	Well for Header Sensor	5.13	10.26		
TOTAL NET COST FOR THE ABOVE →				\$24,348.31	\$48,696.62		

Optional Equipment & Accessories – Add as Required

1 or 2	RBI	S7800A	Keyboard Display Module for RM7895C	\$ 470.07	\$ 940.14
1	RBI	14-0353	LonWorks ProtoCessor	1,179.20	1,179.20
2	RBI	Quick-Ship	72-Hour Quick Ship – Starts Next Business Day. Does Not Include Shipping Time	1,000.00	2,000.00
2	JJM	JM-20	Condensate Neutralizer	153.61	307.22
2	B&G	3DS-3B	3" Flanged Triple Duty Valve	781.89	1,563.78
1	Spirotherm	VHT-600-FA	6" Flanged Air & Dirt Separator; 336 Lb.;	6,669.06	6,669.06
1	John Wood Co	JAER-23-308	80-Gallon ASME Expansion Tank; 175 Lb.	1,263.29	1,263.29
2	ProTech	8" W2	8" Double Wall AL29-4C Venting	See Page to Follow	
1	CSA	Diagram	Custom Boiler Piping & Wiring Diagrams	\$500.00	\$500.00
?	CSA	Start-Up	Boiler Start-Up & Training w/CSD-1 Report	\$850.00/Day	

TERMS: 1%-10TH/NET 30 DAYS
 QUOTATION IS GOOD FOR 30 DAYS
 ALLOW 2 TO 3 WEEKS FOR DELIVERY

NOTES:
 10" AL29-4C Stainless Steel Vent Piping is required.
 60-feet maximum; each 90°Elbow = 10-feet.
 Approximate Freight: \$2,000.00 for Standard Delivery

FREIGHT: ALLOWED PLUS FREIGHT - F.O.B.: MISSISSAUGA ON L5S1L4 3,500#

QUOTATION BY: Kevin Hay



COMFORT SALES AGENCY, INC.

REPRESENTATIVE OF THE MANUFACTURERS

7103 MARINE ROAD
PO BOX 483
EDWARDSVILLE, IL 62025
TEL: (618) 656-1655
FAX: (618) 692-8066

Contractor Discount – 40%

Date : February 1, 2013

To : The Contractor

Job : Humboldt School – St Louis MO

Re : Pricing for Simpson Dura-Vent (ProTech) System 8" AL29-4C W2 Venting for:

RBI Futera Fusion, 1,250 & 1,500 Mbh Heaters – Horizontal/Vertical Category IV, Positive Pressure/Condensing Venting

Part No.	Order No.	Description	List Each
W2-AATP8	100835	8" FasNSeal W2 Appliance Adapter with Test port – Fits RBI Futera Fusion 1,250 & 1,500 Heaters	\$206.15
W2-608	100006	8" x 6" FasNSeal W2 Vent Length	115.07
W2-1208	100020	8" x 12" FasNSeal W2 Vent Length	163.67
W2-1808	100050	8" x 18" FasNSeal W2 Vent Length	246.33
W2-2408	100065	8" x 24" FasNSeal W2 Vent Length	288.46
W2-3608	100080	8" x 36" FasNSeal W2 Vent Length	403.52
W2-AVL8	100255	8" x 18" FasNSeal W2 2~14" Adjustable Vent Length	286.84
W2-9008	100165	8" FasNSeal W2 90° Elbow	293.31
W2-8808	103895	8" FasNSeal W2 88° Elbow	293.31
W2-4508	100135	8" FasNSeal W2 45° Elbow	247.94
W2-3008	100655	8" FasNSeal W2 30° Elbow	228.11
W2-1508	100244	8" FasNSeal W2 15° Elbow	228.11
W2-T8	100180	8" FasNSeal W2 Tee	455.36
W2-WBT8	-----	8" FasNSeal W2 Wide Mouth Boot Tee	479.26
W2-TC8	100210	8" FasNSeal W2 Tee Cap	58.34
W2-DF8	100225	8" FasNSeal W2 Tee Cap w/Drain Fitting	166.92
W2-IPSD8	103820	8" FasNSeal W2 Tee Cap w/IPS Drain Fitting	203.37
FSBS8	300191	8" FasNSeal 23° Bird Screen	92.00
W2-WT8	100285	8" FasNSeal W2 6~12" Adjustable Wall Thimble w/W2-AVLS8	403.52
FSWPT9	300606	8" FasNSeal W2 6~12" Adjustable Wall Thimble	147.82
FSFS9	300301	8" FasNSeal W2 Firestop/Flat Flashing	52.49
FSCL9	300366	8" FasNSeal W2 Support Clamp	42.18
FSWB9	300436	8" FasNSeal W2 Wall Bracket	197.71
W2-RC8	100330	8" FasNSeal W2 Rain Cap	210.99
W2-CN0806	100618	8" to 6" FasNSeal W2 Termination Cone	443.61
FSVPF8	300927	8" FasNSeal W2 Variable Pitch Roof Flashing	149.17
FSC9	300950	8" FasNSeal W2 Storm Collar	49.20

TERMS: NET 30 DAYS

FREIGHT: F.O.B. FACTORY – PREPAY & ADD

ALLOW 3~4 WEEKS FOR DELIVERY

THE ABOVE QUOTATION IS GOOD FOR 30 DAYS



Futera Fusion Series Submittal Data

JOB NAME: _____

LOCATION: _____

ARCH/ENGR: _____

CONTRACTOR: _____

MODEL NO: _____

TYPE GAS: _____

BTU INPUT/OUTPUT: _____

ADDITIONAL INFORMATION:

Standard Features

- Up to 99% Efficiency
- Full Modulation with continuous, 4:1 turndown
- Cast Iron Headers (Boilers)
- Bronze Headers (Water Heaters)
- Sealed Combustion/Direct Vent
- Symmetrically Air/Fuel Coupled
- Low NO_x
- Finned Copper Tube Heat Exchanger
- Gasket-less Heat Exchanger Assembly
- Mesh Burner
- Economizer
- Mixing Valve
- Condensate Trap
- Circulator
- ASME Pressure Relief Valve Mounted
- Pump Contactor / Motor Starter
- Alarm Contacts
- Low Air Pressure Switch
- Stainless Steel Combustion Chamber
- Heat Exchanger Drain Valves
- Temperature/Pressure Gauge (Boilers)
- Flow Switch Mounted and Wired
- Flame Safeguard Control
- Enable/Disable Contacts
- Manual Reset High Limit
- Pump Delay Control
- Intake Air Filter
- Aluminum Impeller Variable Speed Blower
- Quick Release Latches
- Stainless Steel Jacket Panels
- Leak Test Valves
- FM/CSD-1 Compliant Gas Train
- HeatNet™ Control
 - Full Linear Modulation Control
 - Integrated Boiler Management System
 - Diagnostic Annunciator
 - 4-20 mA External Modulation Contact
 - Inlet/Outlet Temperature Sensors
 - Common Header Supply Sensor 10K (shipped loose)
 - Alarm Bell
 - MODBUS standard protocol

Optional Equipment

- Propane Gas
- Cupronickel Heat Exchanger
- Main Flame Status Contact
- Low Gas Pressure Switch
- High Gas Pressure Switch
- C.A.D. Dry Contact
- Freeze Protection Kit
- Outdoor Sensor w/housing
- Keyboard Display Module
- Vent Termination Hood
- Air Intake Hood
- Outdoor Installation
- BACnet ProtoCessor
- LonWorks ProtoCessor

Gas Trains

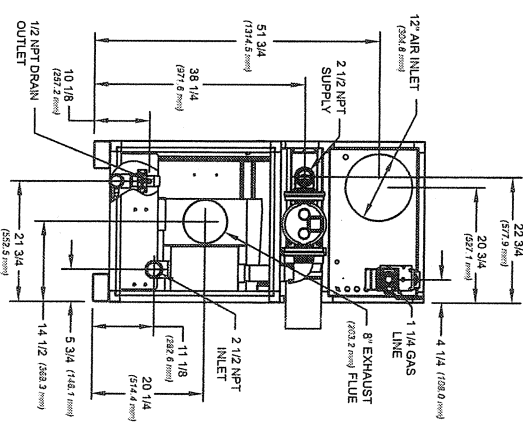
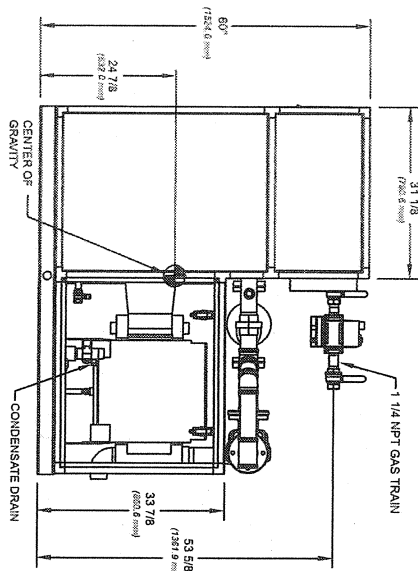
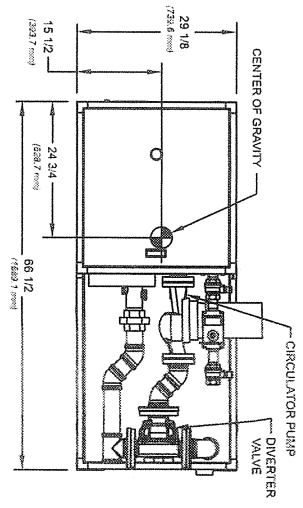
- CSD-1 Code (LWCO shipped loose)
- Kentucky Code

CODE OPTIONS

CSD-1	Manual Reset LWCO
Kentucky	200° F Maximum Operating Control and High Limit

NOTE: Dimensions are approximate and should not be used to rough-in equipment.

* Includes pump
 ** For incoming gas pressures lower than 2" W.C. natural or propane, consult factory.



A.G.A. CERTIFIED RATINGS & CAPACITIES

Fuel Type	Natural/Propane Gas	Total FLA	19*
Input BTU/hr.	1,500,000 / 440 kW	Min. Gas Pressure Required	2" W.C.**
Output BTU/hr.	1,440,000 / 422 kW	Max. Gas Pressure Allowed	14 W.C.
Electrical Requirements	UL125NEU(GND) 208-240VAC/1 ph/80 Hz	Operating Weight	905 lbs. / 411 kg.

BOILER TRIM & CONTROLS

Main Gas Valve	Dungs DMV-SE512/11	Manual Pilot Valve	Honeywell V8046C
Firing Valve	Honeywell B200T1041 1 1/4"	Air Switch	Cleveland RSS-495
Ignition Control	Honeywell RM7895C	Blower Motor	Fasco 1 hp
Operating Control	HeatNet™	Relief Valve - CW	3/4" x 3/4" set @ 125 psi
High Limit	Jumo	Relief Valve - CB	1" x 1 1/4" set @ 50 psi
Main Bail Valve	1 1/4"	Flow Switch	IFS-1
Pilot Cock	1/4" Honeywell B528	Solenoid Valve w/ Reg	CV1100
Economizer	RBI-1500	Circulator	TACO 1935 (1 hp) - FLA 14
Mixing Valve	2 1/2"	By-Pass Piping	2 1/2"

A.S.M.E.

ASME Sect IV Htg Surface	161.16 Sq. Ft. / 14.97 Sq. M.	Design Data	Max: 160 psig & 230° F
Water Volume	5 gal. / 18.93 l (liters)	Secondary Heat Exchanger	125 psi
Water Volume Secondary HX	5.96 gal. / 22.56 l (liters)		

TEMPERATURE RISE / PRESSURE DROP

25° F / 13.9° C		30° F / 16.7° C	
Flow Rate	Total Loss***	Flow Rate	Total Loss***
GPM L/s	Ft kPa	GPM L/s	Ft kPa
104.4 6.6	11.6 34.7	87.0 5.5	8.5 25.4

***Includes primary, secondary, mixing valve and piping.

RECOVERY CAPACITY

40° F	22° C	60° F	33° C	80° F	44° C	100° F	56° C	120° F	67° C	140° F	78° C
4322	16,360	2881	10,906	2161	8180	1729	6544	1441	5453	1235	4674

REP FIRM _____

SUBMITTED BY _____

JOB NAME _____

ARCHITECT _____

ENGINEER _____

CONTRACTOR _____

DATE _____

FUTERA FUSION 1500

Category IV Appliance
 (see Installation and Operation Manual for venting information)

RBI® A Division of Westek, Inc.
 Westfield, MA 01085
 (413) 568-9571



Certificate of Product Performance

Commercial Boiler Heating Equipment

Certified Reference Number: 1213250 **Date Generated: 03/02/10** **Status: Approved**

This certificate serves as verification that the model cited below has been rated in accordance with applicable federal testing methods and verified by AHRI as capable of achieving the energy efficiency and performance ratings as tested within prescribed tolerances. This certificate and these certified ratings ONLY apply to the specific model detailed below and are non-transferable to alternate models or configurations.

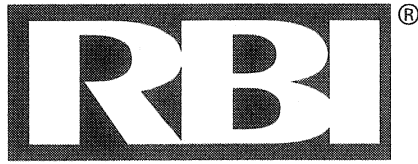
Manufacturer:	RBI WATER HEATERS DIVISION OF MESTEK, INC.
Series:	Futura Fusion
Material:	Copper
Location:	Indoor
Model Number:	CB-1500
Fuel Type:	Natural Gas, Propane Gas
Input:	1500.0 MBTUH
Heating Cap.:	1462 MBTUH
Combustion Eff.:	95.5
Thermal Eff.:	97.5
Water:	1271.00 MBTUH
CO2:	11.0 %
Ignition Type:	Intermittent/Electronic Ignition
Draft Type:	Forced Draft

Certified ratings for ARI, GAMA, and I-B=R certification programs are valid only for models and configurations listed in the AHRI Directory of Certified Product Performance located at www.ahridirectory.org. The information for the model cited on this certificate can be located in the online directory by using the reference number on the certificate. AHRI does not endorse

the product(s) listed in this certificate and makes no representations, warranties or guarantees and assumes no responsibility for the product(s) listed in the certificate. AHRI expressly disclaims all liability for damages of any kind arising out of the use or performance of the product(s) or the unauthorized alteration of the data listed in this Certificate.



Air-Conditioning,
Heating, and
Refrigeration Institute



PRODUCT DATA SHEET



Control and Communication Distributed Modulating Boiler Control

DESCRIPTION

The HeatNet™ boiler control is designed to provide the Futera III/Fusion Series boiler with an integrated boiler management system on every boiler. A key component of the Air-Fuel coupled Futera III/Fusion Series boilers, the HeatNet™ control provides for optimized heating efficiency without the need for an external "wall mount control". The control method used by the HeatNet™ control is based on digital communications, which eliminates the need for analog control signals. The use of analog control signals is still supported, but a higher level of control precision, repeatability, and feedback is gained with digital communications control.

The HeatNet™ control is extremely flexible, and can be operated in multiple ways:

- A stand-alone boiler.
- A boiler in a boiler network using the HeatNet™ protocol.
- A member boiler to a boiler management system
- A member of a system with up to 3 boilers using relay control.

The primary purpose of the control is to maintain the boiler water temperature setpoint at either the supply or the header sensor. The control also monitors dedicated external limits and provides an orderly shutdown and fault indication in the event of a trip.

The control method used is based on a PID loop and functions much like a thermostat with an analog output. The PID loop's input can be the supply or the header temperature depending on the setup. The output is a control signal that is derived from the difference between this supply/header temperature and the setpoint. This output control signal is a Pulse Width Modulated signal used to control the blower which is Air-Fuel coupled to the main gas valve.

When an external input is used to cycle the boiler ON and OFF or when using an external modulation signal, an adjustable internal operating limit setpoint is provided. If the control is the master, a setpoint with a control band is also employed in conjunction with the internal operating limit setpoint to limit the output of the boiler.

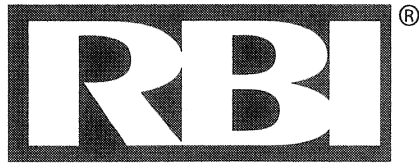
STANDARD FEATURES

- Four levels of external control inputs, including modulation and stage.
- Digital Communications Control (analog 4-20ma, 0-10vdc control supported, but not required).
- Boiler to Boiler: HeatNet™
- Modbus protocol for Building Management System interface
- BACnet IP and MSTP protocol is optional
- LonWorks TP/FT protocol is optional
- Distributed control using the HeatNet™ protocol for up to 16 boilers, or up to 3 boilers using dedicated relays. Eliminates the need for "wall mounted" controls.
- System operating status and error logging with time stamp.
- Advanced PID algorithm optimized for the Futera III/Fusion series boilers.
- 4 Dedicated temperature sensor inputs for: Outside Air Temperature, Supply (Outlet) Temperature, Return Temperature(Inlet), and Header Temperature.
- Automatically detects the optional temperature sensors on power up.
- Menu driven calibration and setup menus with a bright (Adj.) 4 line Vacuum Fluorescent Display.
- 8 Dedicated 24vac interlock monitors, and 8 dedicated 120vac system monitors used for diagnostics and providing feedback of faults and system status.
- Multiple circulator pump control modes.
- Combustion Air Damper control with proof time.
- USB/RS485 network support to allow firmware updates or custom configurations.
- Alarm contacts.
- Runtime status.
- Outdoor Air Reset with programmable ratio.
- Time of Day clock to provide up to 4 night setback temperatures.
- Failsafe mode - When a Building Management System is controlling setpoint, if communications is lost, the boiler/system will run off the Local setpoint.
- True Boiler Rotation (Lead/Lag)
- 25' length RJ45 Communication Cable



260 North Elm Street • Westfield, MA 01085
Phone: (413) 568-9571 • Fax: (413) 568-9613

7555 Tranmere Drive • Mississauga, Ontario L5S 1L4 Canada
Phone: (905) 672-2991 • Fax: (905) 672-2883

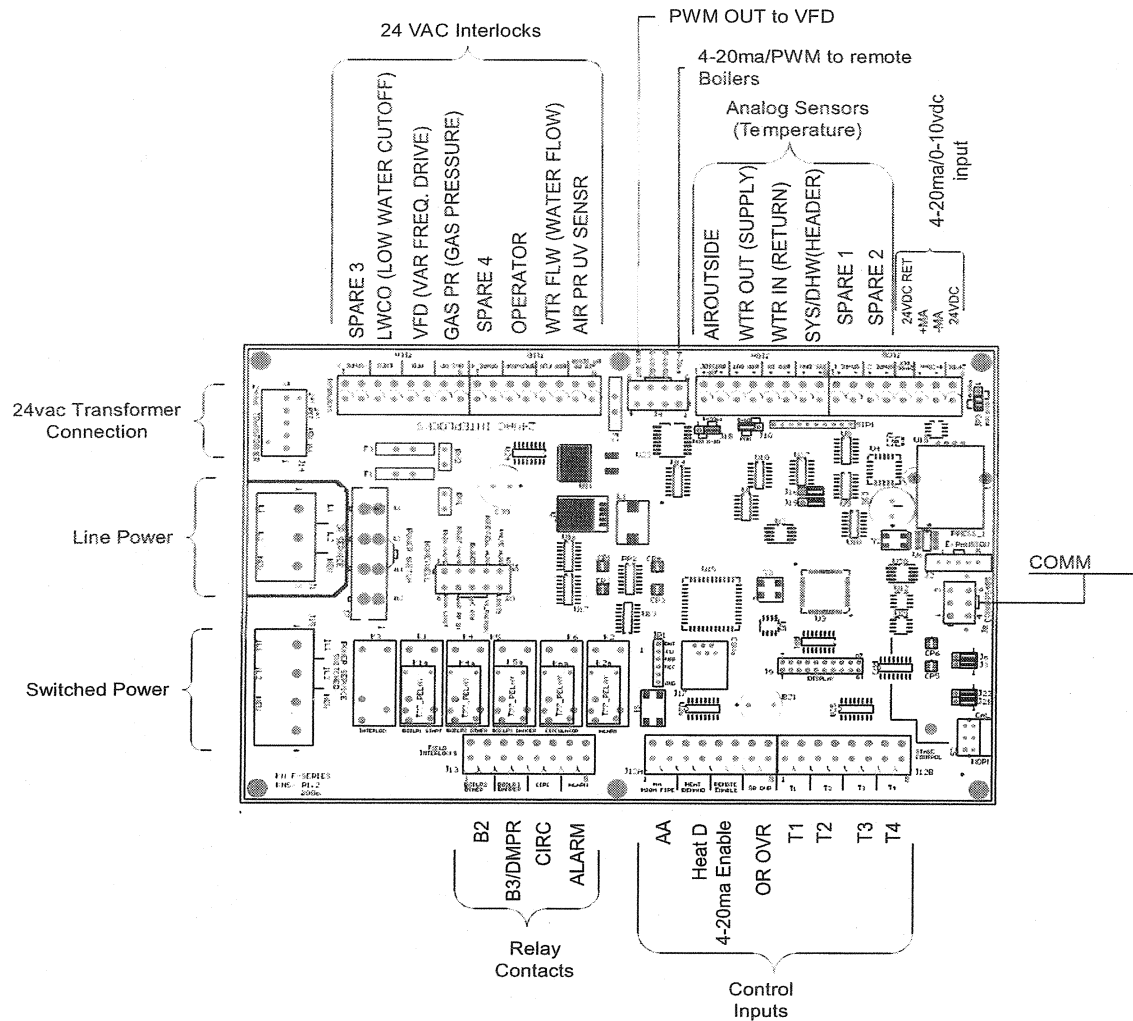


PRODUCT DATA SHEET



Control and Communication Distributed Modulating Boiler Control

Typical Wiring Diagram



SPECIFICATIONS

Control :

Microprocessor based PID modulating control
(NOT a safety limit)

Environment:

-40°F to 140°F, <90% RH
non-condensing

Input Power:

24 VAC, 250 ma

Switched Line:

120 VAC single phase, 240 VAC
single phase

Relays:

Stage, Circulator, Alarm 8A
250 VAC

AC Interlocks:

24 VAC – 120 VAC input

Control Inputs:

AA, Heat Demand, 4-20ma
Enable, OA override,
T1-T4: 24 VAC

Dimensions:

9" wide: 6" high: 2" deep

Approvals:

CSA Approved as integral part of boiler

USB:

1.0

RS485 Console:

Modbus RTU, 19200 baud, 8 bits,
Even Parity, 1 Stop Bit

Temperature Sensors:

NTC thermistor, 10K @ 77°F,
335.67K @ -40°F, 185 @ 150°F,
+/- 1°F

• Return, Supply and Common
Header Sensors (10k) supplied
as standard

• Outside Air Sensor (10k) with
housing is optional

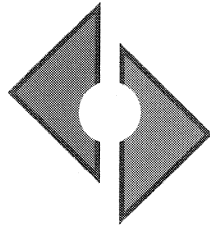
Communications Environment:

-40°F to 140°F, <90% RH
non-condensing

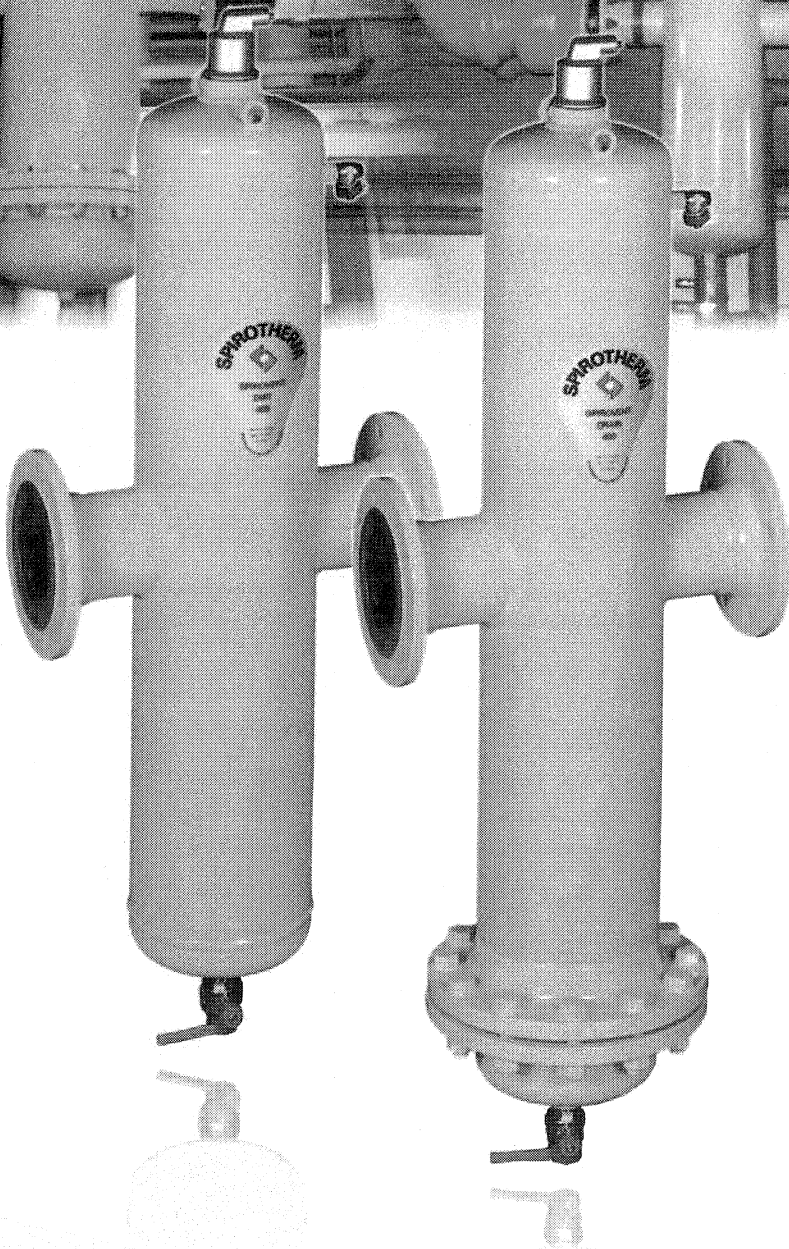
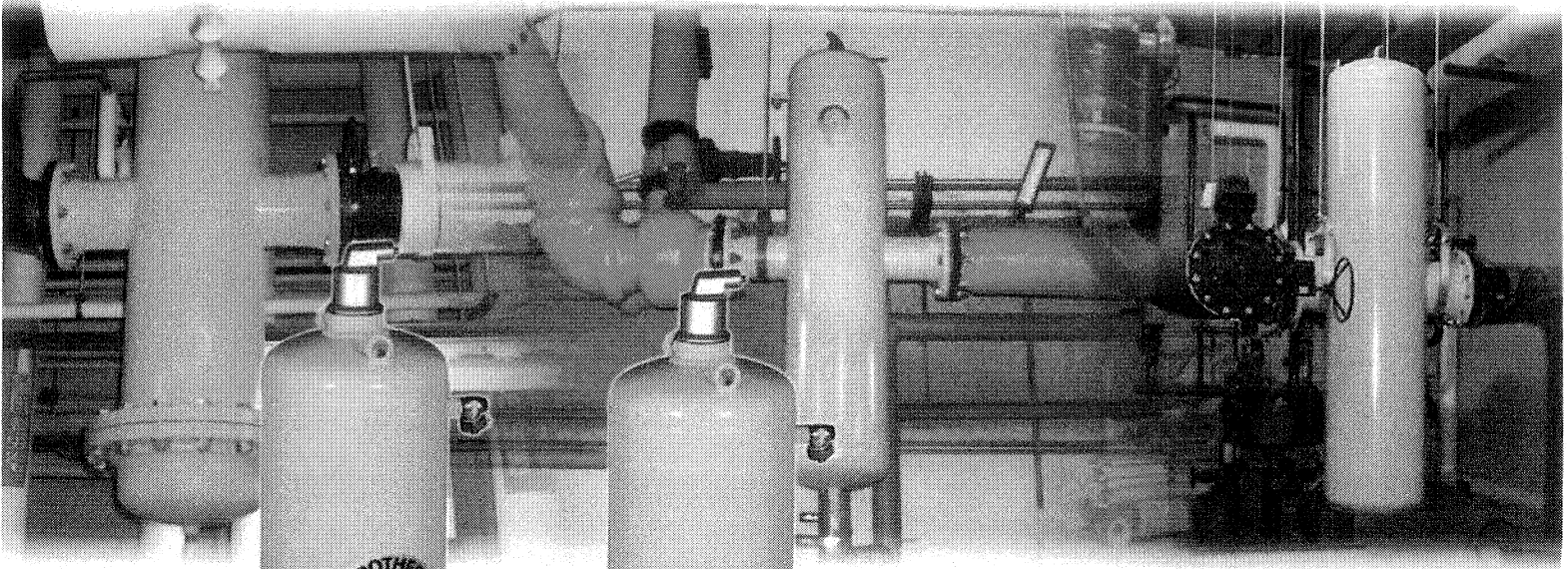
Boiler-to-Boiler:

HeatNet™

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SPIROVENT® DIRT



**MICROBUBBLE™ SEPARATORS
DIRT SEPARATORS
HIGH VELOCITY**

SPIROTHERM

THE ULTIMATE IN DISTRIBUTION EFFICIENCY

AIR- AND DIRT-FREE SYSTEM WATER THROUGH A SINGLE UNIT

AIR AND DIRT IN LARGE VOLUME FLUID SYSTEMS CAUSE MANY PROBLEMS.

The life and the efficiency of a large volume fluid system are greatly dependent on clean system water. Air and dirt problems cause frequent breakdowns and increased customer complaints. Corrosion, cavitation and wear are only some of the consequences of system water filled with air and dirt.

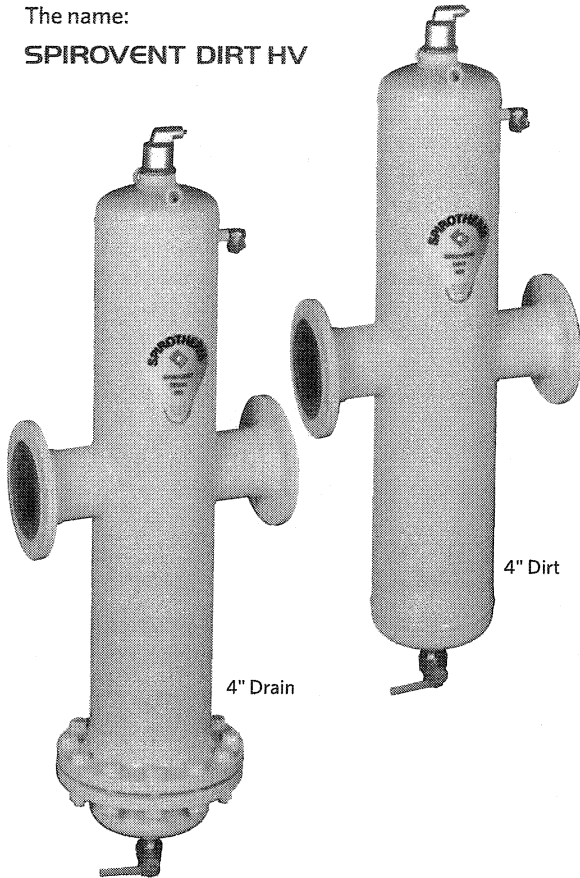
Recurring problems and increased maintenance result in unnecessary costs and dissatisfied owners.

There is a solution!

A large volume fluid system without air and dirt is possible! There is a unique dual-purpose device that will remove all air and dirt down to the smallest particle, keeping the system free from air and dirt, permanently. It is low-maintenance and works without strainers or filters. Less maintenance, fewer costs, satisfied owners!

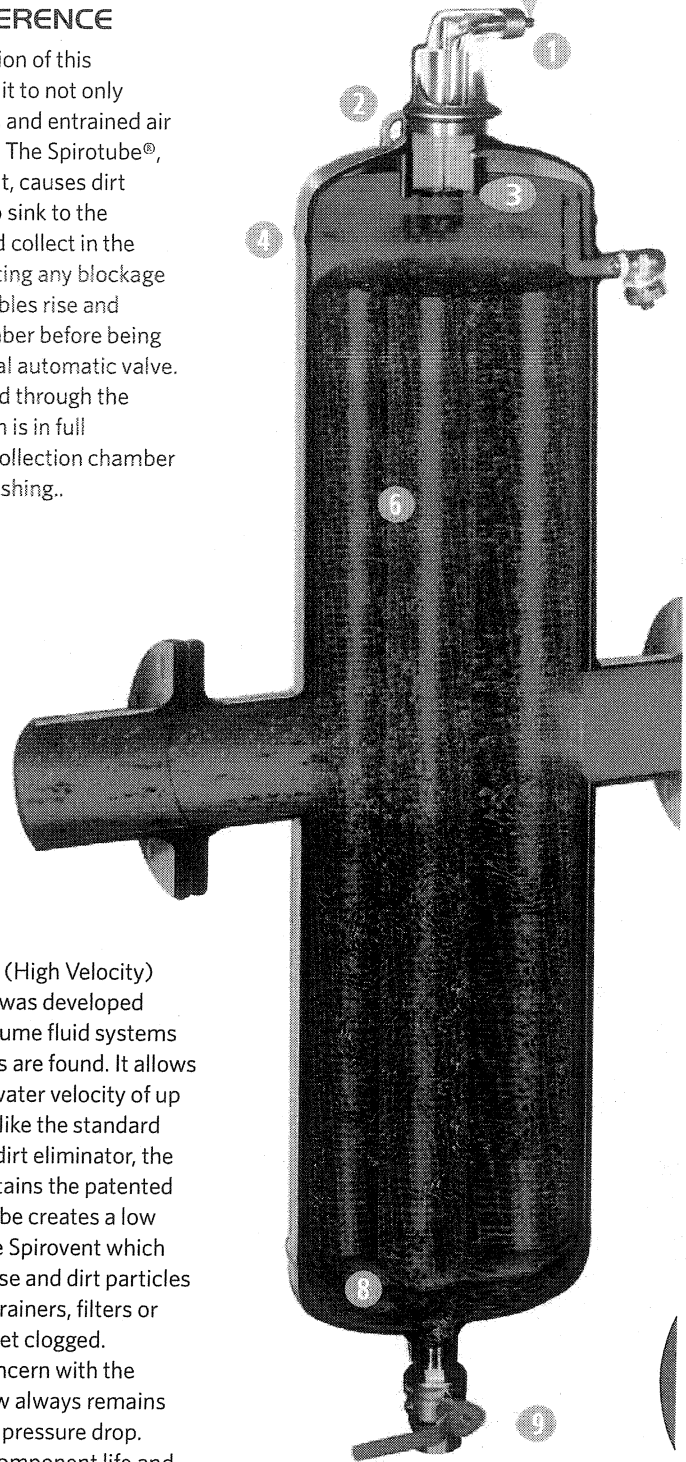
The name:

SPIROVENT DIRT HV



THE KEY DIFFERENCE

The unique construction of this combined unit allows it to not only remove microbubbles and entrained air but also dirt particles. The Spirotube®, the core of the HV unit, causes dirt particles of all sizes to sink to the bottom of the unit and collect in the dirt chamber, eliminating any blockage concerns. The air bubbles rise and collect in the air chamber before being released via an integral automatic valve. The dirt can be flushed through the drain while the system is in full operation. The large collection chamber ensures infrequent flushing..

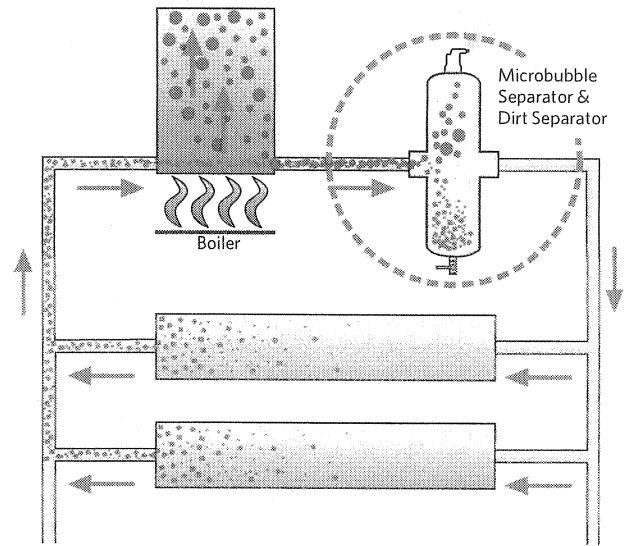


The Spirovent Dirt HV (High Velocity) air and dirt eliminator was developed especially for large volume fluid systems where higher velocities are found. It allows a maximum entering water velocity of up to 10' per second, and like the standard Spirovent Dirt air and dirt eliminator, the Spirovent Dirt HV contains the patented Spirotube. The Spirotube creates a low velocity area inside the Spirovent which allows air bubbles to rise and dirt particles to sink. There are no strainers, filters or replacement parts to get clogged. Blockages are not a concern with the Spirovent Dirt HV! Flow always remains constant, without high pressure drop. The result: increased component life and heat transfer capabilities; decreased oxygen-based corrosion and cavitation; and the elimination of annoying gurgling and other air-related noises.



ADVANTAGES TO THE SPECIFIER, INSTALLER AND OWNER

- No change to piping design selection required. HV units often match pipe size.
- Larger shell and increased coalescing/ barrier medium provide high efficiency.
- Exclusively designed for full-flow high velocity systems such as central plants and district heating/cooling.
- No bypass, isolating valves or replacement filters to clog and reduce flow.
- Dirt can be flushed while system is fully operational.
- Quiet operation.
- Reduced oxygen-based corrosion and pump cavitation.
- Minimum pressure drop; always constant.
- Optional removable head for bundle inspection.

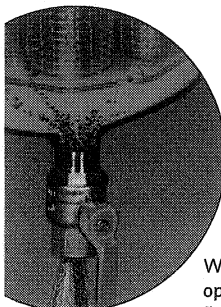


INSTALL THE SPIROVENT DIRT HV FOR OPTIMUM PERFORMANCE

Ideal placement of a Spirovent unit is based on microbubble separation and Henry's Law. Simply put, Henry's Law states that air is released from water as the temperature increases or the pressure decreases*. For this reason, the Spirovent is typically installed in the hottest point in the system. For a heating installation, this is in the supply from the boiler. In a chilled water circuit, the warmest point is in the return to the chiller.

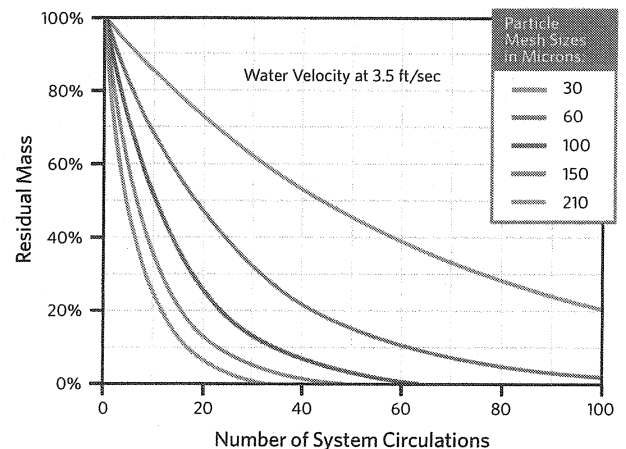
*For more detailed technical information, ask about our Spirotism booklet.

- 1 The automatic air vent is guaranteed not to leak and can only be closed by the installer for a pressure test.
- 2 Lifting eyes make installation easy.
- 3 The air chamber has been specially designed so that dirt cannot reach the valve.
- 4 Welded steel construction guarantees long life.
- 5 Valve for releasing large amounts of air during filling and for skimming off floating dirt.
- 6 The unique Spirotube is the core of the Spirovent Dirt HV. Designed to trap the smallest microbubble and microscopic dirt particle, yet it offers little resistance to flow.
- 7 Flanged connections
- 8 Large capacity collection chamber reduces the need for frequent draining.
- 9 Drain valve for flushing out the dirt.



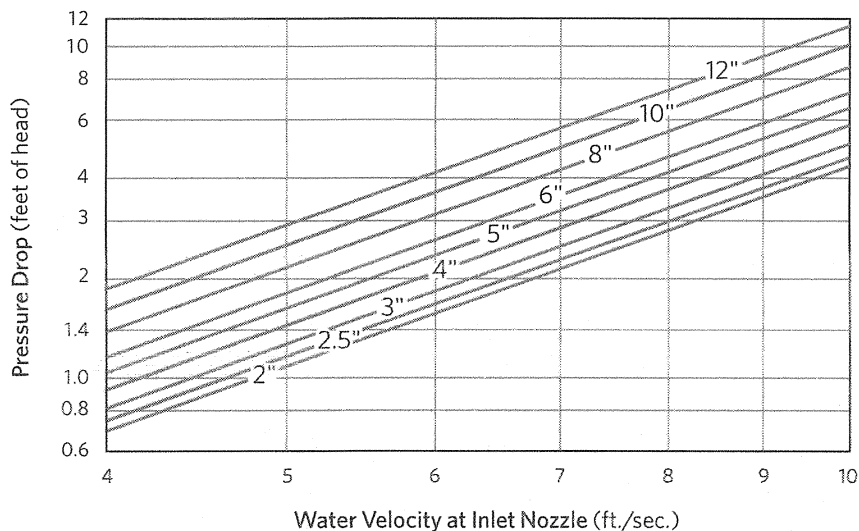
When the drain valve is opened the system pressure flushes out the collected dirt. This only takes a few seconds.

DIRT SEPARATION EFFICIENCY



SPIROVENT® DIRT HV

PRESSURE DROP



TECHNICAL SPECIFICATIONS

SPIROVENT HV SENIOR

DIRT Part Number	VHT200	VHT250	VHT300	VHT400	VHT500	VHT600	VHT800	VHT1000	VHT1200	
DRAIN Part Number	VHN200	VHN250	VHN300	VHN400	VHN500	VHN600	VHN800	VHN1000	VHN1200	
Pipe Size	Inch	2	2.5	3	4	5	6	8	10	12
O.D.	Inch	2.375	3	3.5	4.5	5.5	6.625	8.625	10.75	12.75
D	Inch	6.3	6.3	8.6	8.6	12.8	12.8	16.0	20.0	24.0
DF	Inch	11.2	11.2	13.4	13.4	18.1	18.1	22.8	28.1	33.1
H2	Inch	35.8	35.8	45.1	45.1	61.8	61.8	78.5	95.0	113.0
h2	Inch	15.9	15.9	20.7	20.7	29.3	29.3	37.6	47.0	55.0
LF	Inch	15.2	15.7	20.2	20.6	27.7	27.7	33.6	37.5	42.5
e	Inch	1	1	1	1	1	1	1	1	1
Volume	Gal.	3.5	3.5	8.8	8.8	28.9	28.9	59	117	198.4
Weight: Dirt	Lbs.	88	95	178	186	312	336	590	986	1518
Weight: Drain**	Lbs.	120	150	195	262	479	505	820	1269	2025
Max. Flow*	GPM	105	155	225	405	630	910	1610	2450	3500

*Approximately 10 ft. per second inlet velocity.

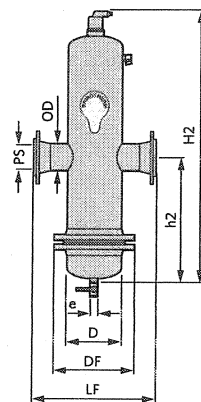
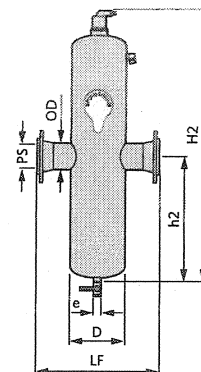
**Spirovent Drain models feature a removable lower head to facilitate cleaning.

All Spirovents fabricated and stamped in accordance with ASME Section VIII, Division 1 for unfired pressure vessels.

Standard rating is 150 psi at 270°F. Consult local sales office for special requirements.

Custom dimensions available for space limitations.

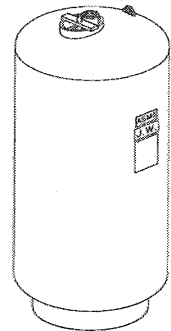
Refer to web site Submittal Data for higher flows and models up to 36".



Job Name: _____		
Job No.: _____	JWC Representative: _____	
Tag No.: _____	Submitted By: _____	Date: _____
Engineer: _____	Approved By: _____	Date: _____
Contractor: _____	Order No.: _____	Date: _____

JAER Series

ASME Bladder Type Expansion Tanks With Top Connection / Type IV Not for Potable Water Systems



APPLICATION

- JAER Series precharged bladder type expansion tanks are designed to absorb the expansion forces of heating or cooling system water to maintain the proper system pressurization.
- By holding the system water in the replaceable bladder, the JAER Series tanks eliminate problems such as tank corrosion and water-logging.

DESIGN PRESSURE AND TEMPERATURE

- Maximum design pressure:
JAER-23-601 to 607: 150 PSI (1035 kPa)
JAER-23-608 to 610, 668: 125 PSI (862 kPa)
- Maximum design temperature: 240° F (115° C)

TYPICAL DESIGN SPECIFICATION

Furnish and install as shown on plans John Wood Model No. JAER-23-_____ (_____ gallon / _____ liter) ASME precharged vertical / horizontal steel expansion tank with replaceable heavy duty butyl rubber bladder. The tank shall have a top mounted _____" MNPT system connection and a charging valve connection (Schrader valve) with full guard to facilitate on-site charging of the tank to meet system requirements. The tank shall be fitted with a lifting lug and a base designed for vertical installation or saddles for horizontal installation. The tank must be designed and constructed in accordance with the ASME Boiler and Pressure Vessel Code Section VIII, Division I, with a stamped MAWP of _____ PSI (_____ kPa) and a maximum design temperature of 240°F (115°C).

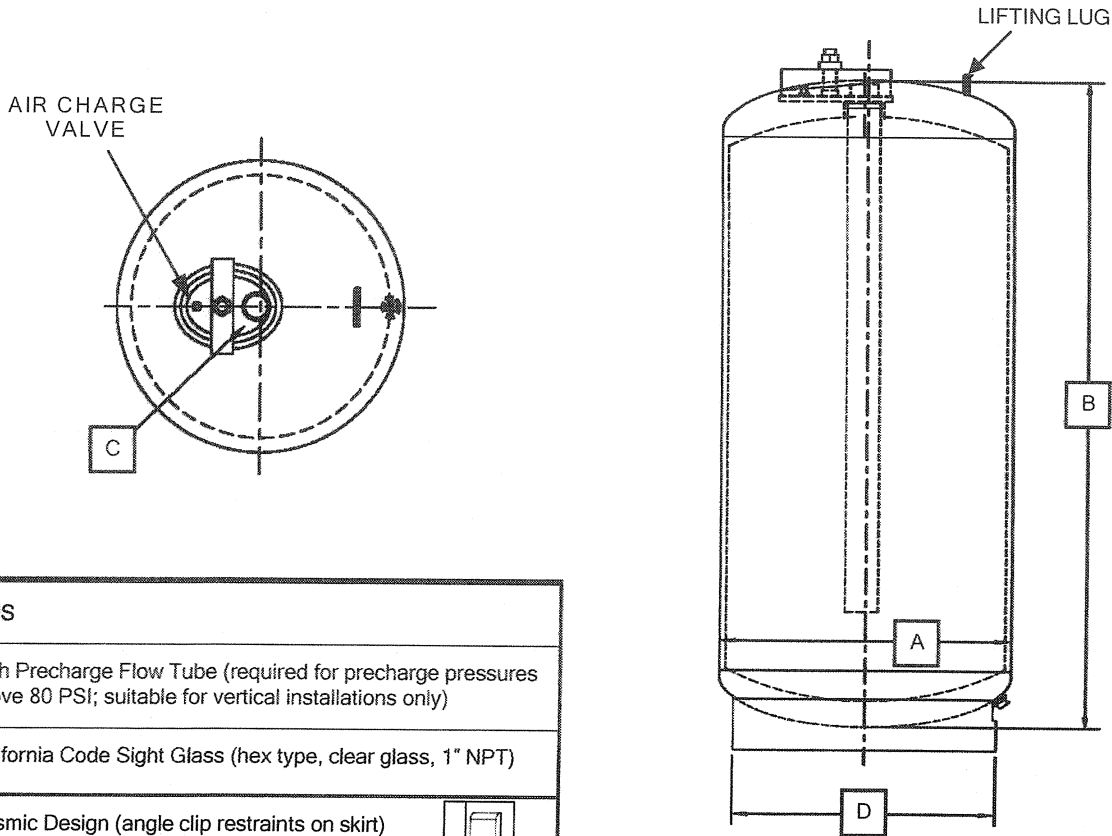
SPECIFICATIONS

- Fabricated and stamped in accordance with the ASME BPV Code Section VIII, Division 1
- Installation: vertical or horizontal
- Shell: Carbon Steel with exterior gray primer finish
- System connection: top mounted Carbon Steel MNPT connection with flexible internal flow tube
- Replaceable bladder: high quality butyl rubber
- Full acceptance bladder
- Maximum acceptance volume is approximately 90% of the tank capacity
- Suitable for use in systems containing glycol
- Air charge valve: ¼" Schrader charging valve, top mounted with protective guard
- Maximum precharge pressure with standard flow tube: 80 PSI (optional high precharge flow tube is required for precharge pressures above 80 PSI – not included with the standard design)
- Standard factory precharge: 12 PSI


JAER Series / Type IV

SUBMITTAL

Form 620



OPTIONS

- High Precharge Flow Tube (required for precharge pressures above 80 PSI; suitable for vertical installations only)
- California Code Sight Glass (hex type, clear glass, 1" NPT)
- Seismic Design (angle clip restraints on skirt) 

MODEL NUMBER	CODE SYMBOL	MAWP	TANK VOLUME		A DIAMETER		B OVERHEADS		C SYS CONN	D BASE DIAMETER		SHIPPING WEIGHT	
			GAL	L	IN	MM	IN	MM		INCH (FNPT)	IN	MM	LBS
JAER-23-601	UM	150	10	40	12	305	22	559	1	8%	219	50	23
JAER-23-602	UM	150	15	60	12	305	33½	851	1	8%	219	65	30
JAER-23-603	UM	150	24	90	12	305	52	1321	1	8%	219	90	41
JAER-23-604	UM	150	30	110	14	356	48	1219	1	8%	219	90	41
JAER-23-605	UM	150	35	130	14	356	55½	1410	1	8%	219	100	45
JAER-23-606	U	150	40	150	14	356	63	1600	1	8%	219	115	52
JAER-23-607	U	150	60	230	16	406	72%	1838	1½	11½	292	155	70
JAER-23-608	U	125	80	300	20	508	63¼	1607	1½	18	457	175	79
JAER-23-668	U	125	105	400	24	610	56	1422	1½	18	457	225	102
JAER-23-609	U	125	120	450	24	610	66	1676	1½	18	457	255	116
JAER-23-610	U	125	135	500	24	610	72	1829	1½	18	457	285	129

Dimensions are subject to change and should not be used for construction or pre-piping. Shipping weights are approximate.



THE JOHN WOOD COMPANY
 AN ALCO INDUSTRIES COMPANY
 98 Highland Avenue, Oaks, PA 19456-1052
 T 610.666.1220 | 800.537.5581 | F 610.666.0193
 www.johnwood.com

McKnight, Linda C.

From: CayCe, Roger L.
Sent: Friday, February 01, 2013 7:21 PM
To: Adams, Kelvin; Fisher, Leon
Cc: Russell, Jacqueline; McKnight, Linda C.; Dobbs, Mike; Johnson, Rosmon B.; Green, Yvonne; Blair Justin; Houlihan, Mary M.; Knight, Paula D.; Wallace, Patrick W.; Lukins Harold (lukins-harold@aramark.com); Brown Larry; rroberts; mcole
Subject: Humboldt's Boilers (emergency repair)

Dr. Adams,

-The numbers came back at \$48,696.62 for (2) 1.5MBH boilers and \$58,324.08 for (2) 2.0MBH boilers. The installation cost is an additional amount "Not To Exceed" \$20,000 for installing both boilers. (We will purchase (2) 1.5 BH boilers for \$48,696.62)

-It will take three days to built and we will "Quick Ship" for \$1,000 (from Canada) and the Spirotherm for \$6,669.06 which will keep our system cleaner so we don't have a reoccurrence of boiler failure.

-We anticipate delivery date of Thursday/Friday if all goes according to plan and installation Friday/Sat of next week.

-We feel as a team that we can keep nursing the one remaining boiler until the new boilers are installed and we have a few contingency plans if place for COMPLETE BOILER failure (one is pray). The weather will be in the 40/50 next week which will not stress the boiler.

-We will monitor the boiler over the weekend/next week until replaced using overtime as needed.

-Estimated cost \$76,365.68 plus if all goes as planned. We will be using Prop S funds.

I feel that this is a fair proposal and have directed the team to proceed with the order. Linda and I will fill out the paperwork for the PO on Monday.

Roger L. CayCe

Sent from my iPad

McKnight, Linda C.

From: CayCe, Roger L.
Sent: Friday, February 01, 2013 6:42 PM
To: Dobbs, Mike
Cc: blair-justin@aramark.com; Johnson, Rosmon B.; Green, Yvonne; McKnight, Linda C.
Subject: Re: Humboldt School - St Louis - Replace (2) Aerco Benchmark 2.0 Boilers

Linda,

Please provide on Monday . Thanks..

CayCe

Sent from my iPad

On Feb 1, 2013, at 5:35 PM, "Dobbs, Mike" <Mike.Dobbs@slps.org> wrote:

The request has been sent. They asked about a PO number but that will wait till Monday

Sent with the Samsung Galaxy Exhilarate™, an AT&T 4G LTE smartphone.

----- Original message -----

Subject: Re: Humboldt School - St Louis - Replace (2) Aerco Benchmark 2.0 Boilers
From: "CayCe, Roger L." <Roger.CayCe@slps.org>
To: "Dobbs, Mike" <Mike.Dobbs@slps.org>
CC: "blair-justin@aramark.com" <blair-justin@aramark.com>, "Johnson, Rosmon B." <Rosmon.Johnson@slps.org>, "Green, Yvonne" <Yvonne.Green@slps.org>

Proceed..

Sent from my iPhone, please excuse any typos..

On Feb 1, 2013, at 5:23 PM, "Dobbs, Mike" <Mike.Dobbs@slps.org> wrote:

1.5

Sent with the Samsung Galaxy Exhilarate™, an AT&T 4G LTE smartphone.

----- Original message -----

Subject: Re: Humboldt School - St Louis - Replace (2) Aerco Benchmark 2.0 Boilers
From: "CayCe, Roger L." <Roger.CayCe@slps.org>

To: "Dobbs, Mike" <Mike.Dobbs@slps.org>
CC: "blair-justin@aramark.com" <blair-justin@aramark.com>, "Johnson, Rosmon B." <Rosmon.Johnson@slps.org>, "Green, Yvonne" <Yvonne.Green@slps.org>

Which one are you recommending 1.5 or 2.0?

Sent from my iPhone, please excuse any typos..

On Feb 1, 2013, at 4:55 PM, "Dobbs, Mike" <Mike.Dobbs@slps.org> wrote:

> The numbers came back at \$48,696.62 for (2) 1.5MBH boilers and \$58,324. 08 for (2) 2.0MBH boilers. The installation cost is an additional amount "Not To Exceed" \$20,000 for installing both boilers. We can discuss the options on Monday as they are more readily available but I would recommend the "Quick Ship" for \$1000 and the Spirotherm for \$6,669.06 which will keep our system cleaner so we don't have a reoccurrence of boiler failure. Please apprise.

>

> I feel that this is decent proposal and we should proceed.

>

> Mike Dobbs

> Construction Project Manager, SLPS

> (314) 565-6747 Cell

> (314) 345-2501 Office

> (314) 345-2631 Fax

>

> From: Kevin Hay [mailto:k.hay@comfortsales.com]

> Sent: Friday, February 01, 2013 4:32 PM

> To: Gerry Eisele; helmsbaseball@msn.com; Dobbs, Mike

> Cc: Curt Meyer

> Subject: Humboldt School - St Louis - Replace (2) Aerco Benchmark 2.0 Boilers

>

> Gentlemen:

>

> Please see attached quotation per your request. The attached quotations do not include 7" w.c. outlet gas pressure regulators, installation, or 1-year warranty service.

>

> The RBI Futera Fusion boilers are about 6½" longer than the existing boiler housekeeping pad so it will need to be extended as required, either to the front or to the rear about 12".

>

>

> Thank You!

>

> Kevin Hay

> Comfort Sales Agency, Inc.

> [cid:image002.jpg@01CE0099.1FD2FB80]

> 7103 Marine Road

> PO Box 483

> Edwardsville, IL 62025

> Tel: (618) 656-1655

> Fax: (618) 692-8066

>

>

> <image002.jpg>

> <130201-1 Gerry - STLB - 2xCB2000 Quotation.pdf>

> <130201-2 Gerry - STLB - 2xCB1500 Quotation.pdf>

> <Humboldt School - Preliminary Plan View Drawing.pdf>



BOARD RESOLUTION

Date: February 14, 2013

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item : 03-14-13-09

Action:

Action to be Approved: Contract Renewal

Previous Board Resolution # 02-16-12-14

Prior Year Cost \$79,448.00

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

SUBJECT: To ratify a sole source contract renewal with Ranken Technical College for the Dual Enrollment Program with eligible, selected Career and Technical Education students at a cost not to exceed \$88,774.00 for the period beginning January 7, 2013 through June 30, 2013.

BACKGROUND: The Division of Career and Technical Education, in conjunction with Ranken Technical College, will provide a dual enrollment opportunity for students to take technical education programs and earn high school and college credit during the second semester of the senior year. The goal of the program is to engage qualified Career and Technical Education students in superior, hands-on training, college coursework, and workplace skills that will lead to future success in the workplace.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1.B.7.b

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

Fund Source: 826-U7-110-2492-6311	GOB	Requisition #: 10133166
Amount: \$88,774.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$88,774.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600003744

Department: Career and Technical Ed.

Requestor: Tim M. Murrell

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

At 2/13/2013
Dr. Nicole Williams, Dep. Supt., Academics

Angela Banks
Angela Banks, Budget Director

Leon Fisher
Leon Fisher, CFO/Treasurer

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



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: January 24, 2013
Dept / School: Career & Technical Education		Reported By: Cathy Gutjahr, Program Manager
Vendor: Ranken Technical College		Vendor #: 600003744
Contract # / P.O. / #:		Contract Name: Consultant Agreement W/Ranken
Contract Amount: \$ 88,774.00		Award Date: March 14, 2013
Purpose of Contract (Brief Description): Provide dual enrollment opportunity for eligible Career and Technical Education students in skilled trades areas leading to future employment.		
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	5 x	Excellent – successful students receive high school and college credit
	4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5 x	Excellent – planning timeline for this program is followed cooperatively by Ranken and SLPS CTE dept.
	4	
	3	
	2	
	1	
Business Relations	5 x	Excellent – daily communication with Ranken to support student success followed by reports to students' home high schools when needed.
	4	
	3	
	2	
	1	
Customer Satisfaction	5 x	Excellent – students are mentored and tutored when needed. Students are also supported in their post-secondary planning.
	4	
	3	
	2	
	1	
Cost Control	5 x	Excellent – shared costs. Final budget from Ranken determined after students are selected for the program and have chosen their Ranken major. Costs are actual and not an estimate.
	4	
	3	
	2	
	1	
Average Score	5	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: center;">Please Check Yes <input type="checkbox"/> No <input type="checkbox"/></p>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

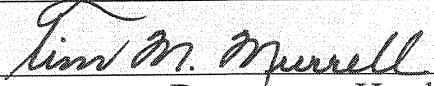
Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor 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



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Tim M. Murrell	Date: February 5, 2013
Department / School: Career & Tech. Ed.	Phone Number: 314-345-4530
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
Ranken provides a unique dual enrollment opportunity for selected students in Career and Technical Programs. Ranken's reputation, accredited program offerings, and proximity to our schools provides a one-of-a-kind opportunity not available elsewhere.	
Vendor Name: Ranken Technical College	Email: jewood@ranken.edu
Vendor Contact: John E. Wood	Phone Number: 314-286-4855
Justification Information	
1. Why the uniquely specified goods are required?	
The accredited programs offered, the tuition agreement and the proximity of Ranken Technical College to the city schools make this a unique opportunity.	
2. Why good or services available from other vendors /competitors are not acceptable?	
No other vendors in this geographical area offer the accredited programs and opportunities found at Ranken Technical College.	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
N/A	
4. List the Names of other Vendors contacted & Price Quotes:	
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>	
Your sole source request will not be approved without the required signatures below:	
 Department Head	<i>2-5-2013</i> Date
CFO	Date
Superintendent	Date



BOARD RESOLUTION

Date: February 11, 2013

Agenda Item : 03-14-13-10

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Nicole Williams, Dep. Supt., Academics

Action to be Approved: Contract

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

SUBJECT: To ratify a sole source contract with The Center for School Improvement Leadership Institute (CSI). Ten (10) trainers from CSI will provide customized professional development training to 450 participants at the Title I Focus Schools Common Core Reading and Math Institute on February 15, 2013. The targeted 16 FOCUS schools are: Adams, Ames, Carr Lane, Clay, Farragut, Froebel, Henry, Hickey, Hodgen, Lyon, Monroe, Pamoja @ Cole, Shaw, Shenandoah, Washington Montessori and Woodward. The cost will not exceed \$15,000.00. Note: Approval to expend dollars was received on February 6, 2013.

BACKGROUND: The Center for School Improvement Leadership Institute (CSI) is the AFT's premiere large-scale professional development and technical assistance effort to help school improvement teams understand the full impact of the Common Core State Standards (CCSS). The CCSS have ushered in one of the most profound educational changes in American History. Eight trainers from CSI will provide: a data-focused session that highlights changes CCSS has on current educational practices, a wealth of CCSS-aligned resources, and up-to-date information that affords teachers the opportunity to acquire rigorous skills and knowledge needed to ensure SLPS students succeed in the 21st Century.

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: 824-BS-233-2213-6319	Non-GOB	Requisition #: 10133319
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 #: 600007465

Department: Academics

Requestor: Dr. Nicole Williams

Angie Banks, Budget Director

2/13/2013
Dr. Nicole Williams, Dep. Supt., Academics

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Dr. Nicole Williams	Date: 2/4/2013
Department / School:	Phone Number:
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
The Center for School Improvement Institute (CSI) is the AFT's premiere large scale professional development and technical assistance support team.	
Vendor Name: The Center for School Improvement	Email: Linda Stelly, Educational Issues <Lstelly@aft.org>
Vendor Contact: Dr. Linda Stelly	Phone Number 202-879-4506
Justification Information	
1. Why the uniquely specified goods are required?	
The Common Core State Standards have ushered in one of the most profound educational changes in American History. AFT is prepared to work with teachers and administrators in providing the most up-to-date information on CCSS.	
2. Why good or services available from other vendors /competitors are not acceptable?	
The Center for School Improvement Institute (CSI) is the AFT's premiere large scale professional development and technical assistance support team. In collaboration, the National AFT and the St. Louis Local 420 AFT will bring CCSS to the staff members in the 16 schools.	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
NA	
4. List the Names of other Vendors contacted & Price Quotes:	
NA	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
Your sole source request will not be approved without the required signatures below:	
Department Head	Date
CFO	Date
Superintendent	Date

Sole Source Checklist

1. Check one of the following:

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

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

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

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

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

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

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

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

- Document a search for additional suppliers

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

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

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

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

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

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

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

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

- Sole supplier (i.e. Regional Distributor)

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

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

- Complete Emergency Purchase Form

2. If the Sole Source Criteria is met, then complete the Sole Source Form;
3. If the Sole Source Criteria are no met, then the item must be bid.



BOARD RESOLUTION

Date: February 14, 2013

Agenda Item : 03-14-13-11

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract

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

SUBJECT: To ratify a contract with Cincinnati Children's Hospital Medical Center to participate in Project Search to help transition special needs students from school to work. The program will be held at the Veterans Administration Medical Center and DESE will fund this contract for up to \$30,000.00 to support this program through Project Search. This contract will be for the period October 15, 2012 through July 31, 2013.

BACKGROUND: Project Search is a grant program previously approved by the Board. This contract with Cincinnati Children's Hospital Medical Center is the portion of the grant that will provide the classroom curriculum and training materials for the students in this program. We anticipate 20 students will be involved in the program and each classroom will have no more than 10 students.

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: 732-WU-828-2332-6319	Non-GOB	Requisition #:
Amount: \$30,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$30,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600015093

Department: Special Education

Requestor: Verneice Wise

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

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

Dr. Kelvin R. Adams, Superintendent

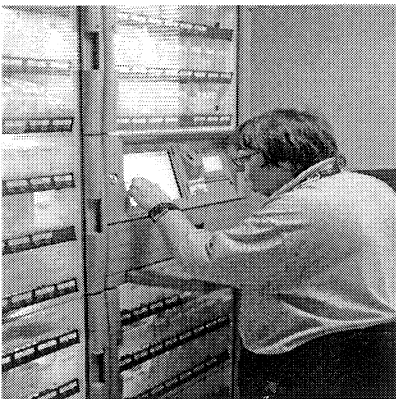
Our Story



Fourteen years ago, in 1996, while working as the Director of the Emergency Department at Cincinnati Children's Hospital Medical Center, Erin Riehle was frustrated with the high turnover rate in entry-level jobs that involved restocking supplies. While working to identify a solution to eliminating the high turnover rate, Cincinnati Children's had adopted a major diversity initiative, taking a policy statement from the American College of Healthcare executives, which reads, "Healthcare organizations must lead their communities in increasing employment opportunities for qualified persons with disabilities and advocate on behalf of their employment to other organizations." Erin wondered if people with disabilities could fill the entry level jobs she had. Not knowing anyone with a disability she turned to Great Oaks Career Campuses and the Hamilton County Board of Developmental Disability Services and asked if her idea was possible. Together with these organizations the idea of filling a handful of jobs in Cincinnati Children's Emergency Department evolved into a comprehensive program model—Project SEARCH.



Project SEARCH has grown from one original program site at Cincinnati Children's to over 200 across 40 states and four countries. Some of our business partners include but are not limited to: Fifth Third Bank, Xavier University, Medtronic, the Federal Department of Education, the Federal Department of Labor, Zoo Miami, Indiana State Government, Emory Midtown Hospital, Kaiser Permanente, The University of Rochester Medical Center and Guys & St. Thomas Hospital in London. Project SEARCH's primary objective is to secure competitive employment for people with disabilities.



Project SEARCH is driven by collaboration with the following community partners:

- ❖ Hospital or Business
- ❖ Local School District(s) and/or Educational Organization
- ❖ Vocational Rehabilitation
- ❖ Community Rehabilitation Partner
- ❖ Long Term Support Agency



"Project Search breaks down stereotypes by increasing the public's expectations about people with significant disabilities. The Project Search program provides young people with significant disabilities the opportunity to contribute to their communities and to society at large by providing the necessary supports to work and receive minimum or prevailing wage. We are proud here at DOL to be the first Federal agency to embrace this program. This summer, we will hire several Project Search graduates at above minimum wage. "
Kathleen Martinez, Assistant Secretary for the Office of Disability Employment Policy (ODEP), Department of Labor, Washington, DC

The High School Transition Program is a one-year internship program for students with disabilities, in their last year of high school. It is targeted for students whose goal is competitive employment. The program takes place in a healthcare, government or business setting where total immersion in the workplace facilitates the teaching and learning process as well as the acquisition of employability and marketable work skills. Students participate in three internships to explore a variety of career paths. The students work with a team that includes their family, a special education teacher and Rehabilitation Services Administration to create an employment goal and support the student during this important transition from school to work.

BENEFITS of the Project SEARCH Model:

Benefits to the Students:

- ❖ Participate in a variety of internships within the host hospital / business
- ❖ Acquire competitive, transferable and marketable job skills
- ❖ Gain increased independence, confidence, and self esteem
- ❖ Obtain work based individualized coaching, instruction and feedback s
- ❖ Develop linkages to Vocational Rehabilitation and other adult service agencies

Benefits to the Business:

- ❖ Access to a new, diverse, talent stream with skills that match labor needs
- ❖ Gain intern/ employees with disabilities who serve as a role model for customers
- ❖ Access to a demographic of the economy with intense buying power: people with disabilities represent one of the fastest growing market segments in the US
- ❖ Experience increased regional and national recognition through marketing of this unique program
- ❖ Performance and retention in some high-turnover, entry-level positions increase dramatically





BOARD RESOLUTION

Date: February 14, 2013

Agenda Item: 03-14-13-12

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved:
Contract Increase/Decrease

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

SUBJECT: To amend the contract with Wayne C. Harvey to provide contract services regarding the Pilot School Development. This amendment by resolution will increase the contract amount by \$3,000 and the extend the contract period to June 30, 2013. The original contract was written for \$4,500. The combined total cost of the contract will not exceed \$7,500.

BACKGROUND: Wayne C. Harvey was contracted in November 2012 to provide advice regarding pilot school development. The contract is being amended for additional work being done.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy:

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

Fund Source: 110-2321-6319-810-00-110	GOB	Requisition #:
Amount: \$7,500		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
\$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department:

Requestor:

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



Board Resolution

Date: February 12, 2013
 To: Dr. Kelvin R. Adams, Superintendent
 From: Cheryl VanNoy, Exec. Dir., Technology Services

Agenda Item: 08-14-13-13
 Action: X

Action to be Approved: X RFP/Bid
 Other Transaction Descriptors: _____
 Previous Board Resolution # _____ RFP# 013-1112
 Previous Year Cost _____ No cost

SUBJECT:
 To approve a contract with World Wide Technology (WWT) to replace all network equipment at the 801 Building and many of the schools for the period July 1, 2013 to September 1, 2014 at a cost not to exceed \$6,728,962.01 (pre-discount) pending receipt of the 2012-13 E-Rate Funding Commitment Decision Letter. The discounted cost to SLPS will be \$874,760.40 after receipt of the E-Rate funding and will be paid with Prop S Funds.

BACKGROUND:
 This is a duplicate board resolution that was submitted during the E-Rate cycle for 2012-13. We are still awaiting approval and wanted to resubmit this resolution since we will be re-filing during the current E-Rate cycle. This service is needed replace all network equipment at the 801 North 11th location (data center) and at each of the schools. It will also add dense wireless coverage in all locations. This will increase network reliability and performance since the current infrastructure is eleven years old. This is in keeping with the Accountability Goals of providing students, teachers, administrators, and parents concurrent access to information and academic tools for teaching and learning. This will be paid with the discount amount method calculated currently at 13% cost to SLPS through Prop S Funds.
 The E-rate deadline for submittal of signed contracts for the 2013-14 year is March 14, 2013. In order to meet this deadline, the contracts must be approved at the February 21, 2013 Board meeting.

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

FUNDING SOURCE: (Location Code) - (Project Code) - (Fund Type) - (Function) - (Object Code)			
Fund Source:	905 - 00 - 910 - 2629 - 6333	Non GOB	Requisition #:
Amount:	\$ 874,760.40		
Fund Source:	- - - -		Requisition #:
Amount:			
Fund Source:	- - - -		Requisition #:
Amount:			
Cost not to Exceed:	\$ 874,760.40	<input checked="" type="checkbox"/>	Pending Funding Availability Vendor #: 600005444

Department: Technology Services

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

Angela Banks
 Angela Banks, Budget Director

Leon Fisher
 Leon Fisher, CEO/Treasurer

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

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

ITEM#:

03-14-13-14

APPROVED

(SPECIAL MEETING – March 8, 2013)



BOARD RESOLUTION

Date: February 7, 2013

Agenda Item: 03-14-13-15

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract

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

RFP/Bid # PS74-1213 Soldan Fieldhouse Renovation

SUBJECT: To approve a contract with C. Rallo to provide renovation of the field house at Soldan High School. The work should begin on March 15, 2013 and end on October 31, 2013 at a cost not to exceed \$1,285,460.00 which includes a 10% contingency of \$116,860.00. This project will be funded through the Proposition S Bond Program.

BACKGROUND: The scope of this project is to renovate the entire Soldan Fieldhouse due to safety concerns. Specifically, the area of work includes, but is not limited to: Renovate the existing Locker/Shower/Toilet Rooms, Public Toilet Rooms and Bleachers at the Soldan Fieldhouse. As part of the renovation work, the exterior masonry wall shall be rebuilt and a replacement of the ventilation system throughout all of the rooms in the Fieldhouse areas is required. Additionally, the scope of this project includes providing Accessibility Improvements as required to make the Fieldhouse and Bleachers ADA compliant. This work will be funded through the Proposition S Bond Program under Sports Facilities Upgrades estimated at \$4,500,000.00. With this project approved, the balance of the Sports Facilities budget is \$203,210.00.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

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

Fund Source: 905-00-914-2611-6522	Prop S	Requisition #: 10133436
Amount: \$1,285,460.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed \$1,285,460.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600015035

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

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

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



January 29, 2013

MEMORANDUM

TO: Rick Schaeffer: Purchasing Office

FROM: Linda C. McKnight

RE: Bid Evaluation Record for RFP# PS74-1213

The evaluation began at 12/21/12, 10:00 a.m. The evaluation committee consisted of the following:

Roger L. CayCe	Exe. Director/Building Comm.	SLPS
Mike Dobbs	Project Manager	SLPS
Yvonne Green	Project Manager	SLPS
Ronald Roberts	Construction Manager	Kwame Building Group

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

Company Name	Bid Amount	Overall Score	Award (Y/N)
C. Rallo	\$ 1,168,600	340	Yes
Wachter	\$ 1,187,865	320	No
Kozeny Wagner	\$ 1,457,531	270	No
Hankins Construction Company	\$ 1,539,400	305	No
Demien	\$ 1,547,000	285	No

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

Linda C. McKnight
Budget Analyst
Operations Department



BID EVALUATION

PROJECT NAME: Soldan Field House Renovation
PROJECT NUMBER: RFP# PS74-1213
EVALUATED BY: Prop S Construction Management Team
EVALUATION DATE: January 10, 2012

Bid Proposals

Proposals were received and publically opened on December 21, 2012 at 10:00 a.m. for the Soldan Field House Renovation Project. Below is a summary of the 2 lowest bids and our recommendation.

1. C. Rallo

Base Bid	\$ 1,123,000.00
Alternate #2 (Lowering Masonry Parapet)	\$ -9,000.00
Alternate #3 (Renovation of Press Box)	\$ 25,000.00
Alternate #4 (Renovation of Concessions)	\$ 24,000.00
Alternate #6 (Upgrade in Toilet Partitions)	\$ 5,600.00
TOTAL	\$ 1,168,600.00

2. Wachter, Inc.

Base Bid	\$ 1,115,055.00
Alternate #2 (Lowering Masonry Parapet)	\$ -4,790.00
Alternate #3 (Renovation of Press Box)	\$ 36,000.00
Alternate #4 (Renovation of Concessions)	\$ 37,700.00
Alternate #6 (Upgrade in Toilet Partitions)	\$ 3,900.00
TOTAL	\$ 1,187,865.00

C. Rallo:

C. Rallo is the apparent low bidder with their bid being 2% lower than the second low bidder. Initially they had indicated a combined M/WBE participation 42%, with a 40% MBE/WBE workforce in the field. They have agreed to the project schedule and have indicated that they will not use the P-Card. They have acknowledged addenda's 1-6, included a Bid Bond with their proposal and agreed to the proposed schedule. Based on our evaluation criteria, they have obtained a total score of 85%.

Wachter:

Wachter is the second low bidder. They have acknowledged addenda's 1-6, included a Bid Bond with their proposal and have indicated an M/WBE participation of 43.36%. They are in agreement with the schedule and have indicated that they will use the P-Card. Based on our evaluation criteria, they have obtained a total score of 80%.

Recommendation

Therefore, we recommend awarding the contract to C. Rallo for the amount of \$ 1,168,600.00 to complete the base bid and alternates 2,3,4 and 6.

NAME: Roger L. CayCe

BID SUMMARY FOR RFP# PS74-1213 Soldan Field House											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "P" Card Included in Pricing	score	Vendor's Experience	score	Total Score
C. Rallo	\$1,168,600		MBE: 40 % WBE: 2%								
Score	Max 40%	40	Max 30%	25	Max 10%	10	Max 10%	-	Max 10%	10	85
Wachter	\$1,187,865		MBE: 7% WBE: 5%								
Score	Max 40%	35	Max 30%	15	Max 10%	10	Max 10%	10	Max 10%	10	80
Kozeny Wagner	\$1,457,531		MBE: 21% WBE: 12%								
Score	Max 40%	30	Max 30%	20	Max 10%	10	Max 10%	-	Max 10%	10	70
Hankins	\$1,539,400		MBE: 44% WBE: 1%								
Score	Max 40%	25	Max 30%	20	Max 10%	10	Max 10%	10	Max 10%	10	75
Demien	\$1,547,000		MBE: 31.6% WBE: 11.3%								
Score	Max 40%	20	Max 30%	20	Max 10%	10	Max 10%	10	Max 10%	10	70
Score	Max 40%	-	MBE: 0% WBE: 0%								
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: Mike Dobbs

BID SUMMARY FOR RFP# PS74-1213 Soldan Field House											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
C. Rallo	\$1,168,600		MBE: 40 % WBE: 2%								
Score	Max 40%	40	Max 30%	25	Max 10%	10	Max 10%	-	Max 10%	10	85
Wachter	\$1,187,865		MBE: 7% WBE: 5%								
Score	Max 40%	35	Max 30%	15	Max 10%	10	Max 10%	10	Max 10%	10	80
Kozeny Wagner	\$1,457,531		MBE: 21% WBE: 12%								
Score	Max 40%	30	Max 30%	20	Max 10%	10	Max 10%	-	Max 10%	10	70
Hankins	\$1,539,400		MBE: 44% WBE: 1%								
Score	Max 40%	25	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	10	85
Demien	\$1,547,000		MBE: 31.6% WBE: 11.3%								
Score	Max 40%	20	Max 30%	25	Max 10%	10	Max 10%	10	Max 10%	10	75
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: Yvonne Green

BID SUMMARY FOR RFP# PS74-1213 Soldan Field House											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Wachter	\$1,345,965		MBE: 38.36% WBE: 5%								
Score	Max 40%	40	Max 30%	20	Max 10%	10	Max 10%	10	Max 10%	10	90
C. Rallo	\$1,350,200		MBE: 40% WBE: 0%								
Score	Max 40%	35	Max 30%	20	Max 10%	10	Max 10%	-	Max 10%	10	75
Kozeny Wagner	\$1,457,531		MBE: 21% WBE: 12%								
Score	Max 40%	30	Max 30%	20	Max 10%	10	Max 10%	-	Max 10%	10	70
Hankins	\$1,539,400		MBE: 44% WBE: 1%								
Score	Max 40%	25	Max 30%	20	Max 10%	10	Max 10%	10	Max 10%	10	75
Demien	\$1,547,000		MBE: 31.6% WBE: 11.3%								
Score	Max 40%	20	Max 30%	25	Max 10%	10	Max 10%	10	Max 10%	10	75
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: KWAME BUILDING GROUP, INC.

BID SUMMARY FOR RFP# PS74-1213 Soldan Field House											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
C. Rallo	\$1,168,600		MBE: 40 % WBE: 2%								
Score	Max 40%	40	Max 30%	25	Max 10%	10	Max 10%	-	Max 10%	10	85
Wachter	\$1,187,865		MBE: 7% WBE: 5%								
Score	Max 40%	35	Max 30%	15	Max 10%	10	Max 10%	10	Max 10%	10	80
Kozeny Wagner	\$1,457,531		MBE: 21% WBE: 12%								
Score	Max 40%	20	Max 30%	20	Max 10%	10	Max 10%	-	Max 10%	10	60
Hankins	\$1,539,400		MBE: 44% WBE: 1%								
Score	Max 40%	10	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	10	70
Demien	\$1,547,000		MBE: 31.6% WBE: 11.3%								
Score	Max 40%	5	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	10	65
			MBE: 0% WBE: 0%								
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

ITEM#:

03-14-13-16

APPROVED

(SPECIAL MEETING – March 5, 2013)



BOARD RESOLUTION

Date: February 15, 2013

Agenda Item : 03-14-1317

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract

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

RFP/Bid # RFP #PS100 (B)-1213 Window Shade Replacement-Pkg 5 for Madison

SUBJECT: To approve a contract with Huffman Security Company to provide window shade replacements at College Prep High School at Madison . The work shall begin on March 15, 2013 and be completed by October 31, 2013 at a cost not to exceed \$23,024.10 which includes a 10% contingency of \$2,093.10. This project will be funded through the Proposition S Bond Program.

BACKGROUND: The current window shades in the building are in very poor condition. Shades are needed to enhance the classroom environment for instruction. The contractor will design-build the window shade replacement project at College Prep High School at Madison. This is the 5th package of schools for shade replacement as part of a project to replace all window shades in the District. This work will be performed while students are not in class. This work will be funded by the Proposition S Bond Program under the upgrade of Building Envelopes estimated at \$27,806,065.00. With this project approved, the balance of the Building Envelopes budget is \$9,729,702.10 (pending Board approval of re-allocation of funds).

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

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

Fund Source: 905-00-914-2611-6522	Prop S	Requisition #: 10133432
Amount: \$23,024.10		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed:\$23,024.10	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600014632

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

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

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent





BID EVALUATION

PROJECT NAME: Window Shades Package 5 – Madison HS
PROJECT NUMBER: RFP# PS100 (B)-1213
EVALUATED BY: Prop S Construction Management Team
EVALUATION DATE: January 22, 2013

Bid Proposals

Five bid proposals were received and publically opened on January 11, 2013, at 11:00 a.m. from the following contractors for the project:

1. Huffman Security	Total:	\$20,931
2. Raineri :	Total:	\$24,043
3. Sanders Contra ting:	Total:	\$26,030
4. C. Rallo:	Total:	\$27,867
5. Kozeny:	Total:	\$42,000

Huffman Security:

Huffman Security is the apparent low and responsive bidder because they have complied with the bid requirements and their bid proposal is 13% lower than Raineri's bid proposal. They have a total of 37.7% M/WBE participation and are planning on providing 100% M/WBE field workforce. They have no exclusions and have acknowledged the issued addenda # 1 through 2. They are in agreement with the schedule and are not willing to use "P" Card as part of their bid amount. Based on our evaluation criteria form, they have obtained a total score of 90%.

Raineri Construction:

Raineri's bid proposal is 13% higher than Huffman's bid proposal.

Recommendation

Therefore, we recommend awarding the project to Huffman Security for the amount of \$20,931 to complete the project per scope and specifications.

NAME: Roger L. CayCe

BID SUMMARY FOR RFP# PS100-1213 Window Shades Package 5 - Madison											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Huffman	\$20,931		MBE: 37.7 WBE: 0%		Yes		No		Yes		
Score	Max 40%	40	Max 30%	25		10	Max 10%	-	Max 10%	10	85
Raineri	\$24,043		MBE: 18% WBE: 82%		Yes		No		Yes		
Score	Max 40%	35	Max 30%	25	Max 10%	10	Max 10%	-	Max 10%	10	80
Sanders	\$26,030		MBE: 0% WBE: 0%		No		No		Yes		
Score	Max 40%	30	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	10	40
C. Raillo	\$27,867		MBE: 22% WBE: 0%		Yes		No		Yes		
Score	Max 40%	25	Max 30%	20	Max 10%	10	Max 10%	10	Max 10%	10	75
Kozeny	\$42,000		MBE: 48% WBE: 0%		Yes		No		Yes		
Score	Max 40%	20	Max 30%	25	Max 10%	10	Max 10%	-	Max 10%	10	65
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: Mike Dobbs

BID SUMMARY FOR RFP# PS100-1213 Window Shades Package 5 - Madison

Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Huffman	\$20,931		MBE: 37.7 WBE: 0%		Yes		No		Yes		
Score	Max 40%	40	Max 30%	25		10	Max 10%	-	Max 10%	10	85
Raineri	\$24,043		MBE: 18% WBE: 82%		Yes		No		Yes		
Score	Max 40%	35	Max 30%	25	Max 10%	10	Max 10%	-	Max 10%	10	80
Sanders	\$26,030		MBE: 0% WBE: 0%		No		No		Yes		
Score	Max 40%	30	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	10	40
C. Rallo	\$27,867		MBE: 22% WBE: 0%		Yes		No		Yes		
Score	Max 40%	25	Max 30%	20	Max 10%	10	Max 10%	10	Max 10%	10	75
Kozeny	\$42,000		MBE: 48% WBE: 0%		Yes		No		Yes		
Score	Max 40%	20	Max 30%	25	Max 10%	10	Max 10%	-	Max 10%	10	65
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: Yvonne Green

BID SUMMARY FOR RFP# PS100-1213 Window Shades Package 5 - Madison											
Contractor	Price	score	M/WBE Participation	score	SLPS Past performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Huffman	\$20,931		MBE: 37.7 WBE: 0%		Yes		No		Yes		
Score	Max 40%	40	Max 30%	20		10	Max 10%	-	Max 10%	10	80
Raineri	\$24,043		MBE: 18% WBE: 82%		Yes		No		Yes		
Score	Max 40%	35	Max 30%	20	Max 10%	10	Max 10%	-	Max 10%	10	75
Sanders	\$26,030		MBE: 0% WBE: 0%		No		No		Yes		
Score	Max 40%	30	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	10	40
C. Rallo	\$27,867		MBE: 22% WBE: 0%		Yes		No		Yes		
Score	Max 40%	25	Max 30%	20	Max 10%	10	Max 10%	10	Max 10%	10	75
Kozeny	\$42,000		MBE: 48% WBE: 0%		Yes		No		Yes		
Score	Max 40%	20	Max 30%	20	Max 10%	10	Max 10%	-	Max 10%	10	60
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: KWAME BUILDING GROUP, INC.

BID SUMMARY FOR RFP# PS100-1213 Window Shades Package 5 - Madison

Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "P" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Huffman	\$20,931		MBE: 37.7 WBE: 0%								
Score	Max 40%	40	Max 30%	25		10	Max 10%	-	Max 10%	10	85
Raineri	\$24,043		MBE: 18% WBE: 82%								
Score	Max 40%	35	Max 30%	25	Max 10%	10	Max 10%	-	Max 10%	10	80
Sanders	\$26,030		MBE: 0% WBE: 0%								
Score	Max 40%	30	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	10	40
C. Rallo	\$27,867		MBE: 22% WBE: 0%								
Score	Max 40%	25	Max 30%	20	Max 10%	10	Max 10%	10	Max 10%	10	75
Kozeny	\$42,000		MBE: 48% WBE: 0%								
Score	Max 40%	20	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	70
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-





BOARD RESOLUTION

Date: February 15, 2013

Agenda Item: 0314-1318

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract

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

RFP/Bid # 101-1213 Window Replacement at Multiple Schools-Package 2 (McKinley)

SUBJECT: To approve a contract with Hankins Construction for window replacements at McKinley High School. The work should begin on March 15, 2013 and end on October 31, 2013 at a cost not to exceed \$1,571,900.00, which includes a 10% contingency of \$142,900.00. This project will be funded through the Proposition S Bond Program.

BACKGROUND: The scope of this project consists of replacing all existing windows with aluminum windows and window shades at McKinley High School. All damaged window lintels will be replaced and tuckpointing will be provided as needed. Also included in the scope is the reinstallation of expanded metal security screens and the patching of any area disturbed by the removal and reinstallation of the windows. This project will be funded by the Proposition S Bond Program under Building Envelope Upgrades estimated at \$27,806,065.00. With this project approved, the balance of the Building Envelope Upgrades budget is \$8,157,802.10 (pending Board approval of re-allocation of funds).

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

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

Fund Source: 905-00-914-2611-6522	Prop S	Requisition #: 10133433
Amount: \$1,571,900.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed \$1,571,900.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 60000806

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

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

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent





January 30, 2013

MEMORANDUM

TO: Rick Schaeffer: Purchasing Office

FROM: Linda C. McKnight

RE: Bid Evaluation Record for RFP# 101-1213 Window Replacement at Multiple Schools

The evaluation began at 1/10/13, 10:00 a.m. The evaluation committee consisted of the following:

Roger CayCe	Building Commissioner	SLPS
Mike Dobbs	Project Manager	SLPS
Yvonne Green	Project Manager	SLPS
Ron Roberts	Program Manager	KWAME

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

Company Name	Bid Amount	Overall Score	Award (Y/N)
Hankins Construction	\$1,429,000	380	Yes
Demien	\$1,556,000	330	No
Kozeny	\$1,595,057	310	No
Raineri	\$1,622,623	280	No
Abna	\$1,870,630	225	No
OKE Thomas	\$2,245,000	130	No

Alternate for lintels were added to each bid at \$70,000.00

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

Linda C. McKnight
Budget Analyst
Operations Department



NAME: Roger L. CayCe

BID SUMMARY FOR RFP# PS101-1213 Window Replacement at Multiple Schools Package 2 w/o Alternates											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Hanikins	\$1,359,000		MBE: 45% WBE: 1.3%								
Score	Max 40%	40	Max 30%	25	Max 10%	10	Max 10%	10	Max 10%	10	95
Demien	\$1,486,000		MBE: 66.8% WBE: 0%								
Score	Max 40%	30	Max 30%	20	Max 10%	10	Max 10%	10	Max 10%	10	80
Kozeny Wagner	\$1,595,057		MBE: 78% WBE: 0%								
Score	Max 40%	25	Max 30%	20	Max 10%	10	Max 10%	10	Max 10%	10	75
Raineri	\$1,552,623		MBE: 45% WBE: 9%								
Score	Max 40%	20	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	-	70
Abna	\$1,800,630		MBE: 41% WBE: 0%								
Score	Max 40%	15	Max 30%	20	Max 10%	10	Max 10%	10	Max 10%	-	55
OKE-Thomas	\$2,175,000		MBE: 100% WBE: 0%								
Score	Max 40%	10	Max 30%	20	Max 10%	-	Max 10%	-	Max 10%	-	30
*Alternate is \$70,000 for lintels											
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: Mike Dobbs

BID SUMMARY FOR RFP# PS101-1213 Window Replacement at Multiple Schools Package 2 w/o Alternates											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Hanikins	\$1,359,000		MBE: 45% WBE: 1.3%								
Score	Max 40%	40	Max 30%	25	Max 10%	10	Max 10%	10	Max 10%	10	95
Demien	\$1,486,000		MBE: 66.8% WBE: 0%								
Score	Max 40%	30	Max 30%	20	Max 10%	10	Max 10%	10	Max 10%	10	80
Kozeny Wagner	\$1,595,057		MBE: 78% WBE: 0%								
Score	Max 40%	25	Max 30%	20	Max 10%	10	Max 10%	10	Max 10%	10	75
Raineri	\$1,552,623		MBE: 45% WBE: 9%								
Score	Max 40%	20	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	-	70
Abna	\$1,800,630		MBE: 41% WBE: 0%								
Score	Max 40%	15	Max 30%	20	Max 10%	10	Max 10%	10	Max 10%	-	55
OKE-Thomas	\$2,175,000		MBE: 100% WBE: 0%								
Score	Max 40%	10	Max 30%	20	Max 10%	-	Max 10%	-	Max 10%	-	30
*Alternate is \$70,000 for lintels											
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: Yvonne Green

BID SUMMARY FOR RFP# PS101-1213 Window Replacement at Multiple Schools Package 2 w/o Alternates											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Hankins	\$1,359,000		MBE: 45% WBE: 1.3%								
Score	Max 40%	40	Max 30%	25	Max 10%	10	Max 10%	10	Max 10%	10	95
Demien	\$1,486,000		MBE: 66.8% WBE: 0%								
Score	Max 40%	30	Max 30%	20	Max 10%	10	Max 10%	10	Max 10%	10	80
Kozeny Wagner	\$1,595,057		MBE: 78% WBE: 0%								
Score	Max 40%	25	Max 30%	20	Max 10%	10	Max 10%	10	Max 10%	10	75
Raineri	\$1,552,623		MBE: 45% WBE: 9%								
Score	Max 40%	20	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	-	70
Abna	\$1,800,630		MBE: 41% WBE: 0%								
Score	Max 40%	15	Max 30%	20	Max 10%	10	Max 10%	10	Max 10%	-	55
OKE-Thomas	\$2,175,000		MBE: 100% WBE: 0%								
Score	Max 40%	10	Max 30%	20	Max 10%	-	Max 10%	-	Max 10%	-	30
*Alternate is \$70,000 for lintels											
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: KWAME BUILDING GROUP, INC.

BID SUMMARY FOR RFP# PS101-1213 Window Replacement at Multiple Schools Package 2

Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Hanikins	\$1,359,000		MBE: 45% WBE: 1.3%								
Score	Max 40%	40	Max 30%	25	Max 10%	10	Max 10%	10	Max 10%	10	95
Demien	\$1,486,000		MBE: 66.8% WBE: 0%								
Score	Max 40%	30	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	10	90
Kozeny Wagner	\$1,595,057		MBE: 78% WBE: 0%								
Score	Max 40%	25	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	10	85
Raineri	\$1,552,623		MBE: 45% WBE: 9%								
Score	Max 40%	20	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	-	70
Abna	\$1,800,630		MBE: 41% WBE: 0%								
Score	Max 40%	15	Max 30%	25	Max 10%	10	Max 10%	10	Max 10%	-	60
OKE-Thomas	\$2,175,000		MBE: 100% WBE: 0%								
Score	Max 40%	10	Max 30%	30	Max 10%	-	Max 10%	-	Max 10%	-	40
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-



BOARD RESOLUTION

Date: February 7, 2013

Agenda Item: 03-14-13-19

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract

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

RFP/Bid # RFP #PS100 (A)-1213 Window Shade Replacement-Pkg 5 for Henry

SUBJECT: To approve a contract with Raineri Construction to provide window shade replacements at Henry Elementary School. The work shall begin on February 22, 2013 and be completed by October 31, 2013 at a cost not to exceed \$34,625.80 which includes a 10% contingency of \$3,147.80. This project will be funded through the Proposition S Bond Program.

BACKGROUND: The current window shades throughout the District are in very poor condition. Shades are needed to enhance the classroom environment for instruction. The contractor will design-build the window shade replacement project at Patrick Henry Elementary School. This is the 5th package of schools for shade replacement as part of a project to replace all window shades in the District. This work will be performed while students are not in class. This work will be funded by the Proposition S Bond Program under the upgrade of Building Envelopes estimated at \$27,806,065.00. With this project approved, the balance of the Building Envelopes budget is \$9,752,726.20 (pending Board approval of re-allocation of funds).

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

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

Fund Source: 905-00-914-2611-6522	Prop S	Requisition #: 10133431
Amount: \$34,625.80		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed:\$34,625.80	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600014566

Department: Operations

Requestor: Linda C. McKnight

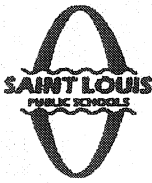
Angela Banks, Budget Director

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

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



January 29, 2013

MEMORANDUM

TO: Rick Schaeffer: Purchasing Office
FROM: Linda C. McKnight
RE: Bid Evaluation Record for RFP# PS100 (A)-1213

The evaluation began at 1/11/13, 11:00 a.m. The evaluation committee consisted of the following:

Roger L. CayCe	Exe. Director/Building Comm.	SLPS
Mike Dobbs	Project Manager	SLPS
Yvonne Green	Project Manager	SLPS
Ronald Roberts	Construction Manager	Kwame Building Group

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

Company Name	Bid Amount	Overall Score	Award (Y/N)
Raineri Construction	\$31,478	360	Yes
Sanders Contracting	\$34,819	190	No
Huffman Security	\$35,124	190	No
C. Rallo	\$38,481	270	No
Kozeny Wagner	\$56,000	240	No

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

Linda C. McKnight
Budget Analyst
Operations Department

NAME: Roger L. CayCe

BID SUMMARY FOR RFP# PS100-1213 Window Shades Package 5 - Henry School											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Raineri	\$31,478		MBE: 68% WBE: 32%		Yes		No		Yes		
Score	Max 40%	40	Max 30%	30		10	Max 10%	-	Max 10%	10	90
Sanders	\$34,819		MBE: 0% WBE: 0%		No		No		Yes		
Score	Max 40%	35	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	10	45
Huffman	\$35,124		MBE: 0% WBE: 0%		Yes		No		Yes		
Score	Max 40%	30	Max 30%	-	Max 10%	10	Max 10%	-	Max 10%	10	50
C. Rallo	\$38,481		MBE: 22% WBE: 0%		Yes		No		Yes		
Score	Max 40%	20	Max 30%	15	Max 10%	10	Max 10%	10	Max 10%	10	65
Kozeny	\$56,000		MBE: 48% WBE: 0%		Yes		No		Yes		
Score	Max 40%	20	Max 30%	15	Max 10%	10	Max 10%	-	Max 10%	10	55
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: Mike Dobbs

BID SUMMARY FOR RFP# PS100-1213 Window Shades Package 5 - Henry School											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Raineri	\$31,478		MBE: 68% WBE: 32%		Yes		No		Yes		
Score	Max 40%	40	Max 30%	30		10	Max 10%	-	Max 10%	10	90
Sanders	\$34,819		MBE: 0% WBE: 0%		No		No		Yes		
Score	Max 40%	35	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	10	45
Huffman	\$35,124		MBE: 0% WBE: 0%		Yes		No		Yes		
Score	Max 40%	30	Max 30%	-	Max 10%	10	Max 10%	-	Max 10%	10	50
C. Rallo	\$38,481		MBE: 22% WBE: 0%		Yes		No		Yes		
Score	Max 40%	25	Max 30%	15	Max 10%	10	Max 10%	10	Max 10%	10	70
Kozeny	\$56,000		MBE: 48% WBE: 0%		Yes		No		Yes		
Score	Max 40%	20	Max 30%	20	Max 10%	10	Max 10%	-	Max 10%	10	60
			MBE: 0% WBE: 0%								
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: KWAME BUILDING GROUP, INC.

BID SUMMARY FOR RFP# PS100-1213 Window Shades Package 5 - Henry School											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Rainerl	\$31,478		MBE: 68% WBE: 32%								
Score	Max 40%	40	Max 30%	30		10	Max 10%	-	Max 10%	10	90
Sanders	\$34,819		MBE: 0% WBE: 0%								
Score	Max 40%	35	Max 30%	-	Max 10%	10	Max 10%	-	Max 10%	10	55
Huffman	\$35,124		MBE: 0% WBE: 0%								
Score	Max 40%	30	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	10	40
C. Rallo	\$38,481		MBE: 22% WBE: 0%								
Score	Max 40%	25	Max 30%	15	Max 10%	10	Max 10%	10	Max 10%	10	70
Kozeny	\$56,000		MBE: 48% WBE: 0%								
Score	Max 40%	20	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	70
			MBE: 0% WBE: 0%								
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-



BOARD RESOLUTION

Date: February 11, 2013

Agenda Item 03-14-13-20

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract

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

RFP/Bid # RFP # 010-1213 Compressor Replacement at Langston Middle School

SUBJECT: To approve a contract with Trane to replace the required Trane compressor at Langston Middle School. The work should begin on March 15, 2013 and end on April 30, 2013 at a cost not to exceed \$38,932.30 which includes a 10% contingency of \$3,539.30. This project will be funded through the HVAC Bond Program.

BACKGROUND: The scope of this project is to remove and dispose of the existing compressor; furnish and install the replacement compressor; reclaim the refrigerant from the affected circuit; furnish and install new drier cores; change the compressor oil in all circuits; charge system with reclaimed refrigerant (if clean) or with new (R-134A) refrigerant; leak check system and verify that it is leak free; coordinate with the District's technicians when starting up the new system; provide 1 year parts and labor warranty on compressor warranty; and provide 5 year compressor replacement warranty.

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: 324-HE-909-2624-6522	HVAC Bond	Requisition #: TBD
Amount: \$38,932.30		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed \$38,932.30	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600009064

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

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

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent

NAME: Roger L. CayCe BID EVALUATION FOR RFP 010-1213 COMPRESSOR REPLACEMENT AT LANGSTON MIDDLE SCHOOL

CONTRACTOR	PRICE	M/WBE PARTICIPATION	SLPS PAST PERFORMANCE	P CARD	VENDOR EXPERIENCE	SCORE	NOTES
Trane Company	\$35,393	0%	Satisfactory	Yes	Satisfactory		Four companies came to the bidder's conference Only bidder due to it being a Trane unit
	Max 40% (40)	Max 30% (0)	Max 10% (10)	Max 10% (10)	Max 10% (10)	70	
	Max 40% ()	Max 30% ()	Max 10% ()	Max 10% ()	Max 10% ()		
	Max 40% ()	Max 30% ()	Max 10% ()	Max 10% ()	Max 10% ()		
	Max 40% ()	Max 30% ()	Max 10% ()	Max 10% ()	Max 10% ()		
	Max 40% ()	Max 30% ()	Max 10% ()	Max 10% ()	Max 10% ()		
	MAX 40% ()	MAX 30% ()	MAX 10% ()	MAX 10% ()	MAX 10% ()		

NAME: Mike Dobbs BID EVALUATION FOR RFP 010-1213 COMPRESSOR REPLACEMENT AT LANGSTON MIDDLE SCHOOL

CONTRACTOR	PRICE	M/WBE PARTICIPATION	SLPS PAST PERFORMANCE	P CARD	VENDOR EXPERIENCE	SCORE	NOTES
Trane Company	\$35,393	0%	Satisfactory	Yes	Satisfactory		Four companies came to the bidder's conference Only bidder due to it being a Trane unit
	Max 40% (40)	Max 30% (0)	Max 10% (10)	Max 10% (10)	Max 10% (10)	70	
	Max 40% ()	Max 30% ()	Max 10% ()	Max 10% ()	Max 10% ()		
	Max 40% ()	Max 30% ()	Max 10% ()	Max 10% ()	Max 10% ()		
	Max 40% ()	Max 30% ()	Max 10% ()	Max 10% ()	Max 10% ()		
	Max 40% ()	Max 30% ()	Max 10% ()	Max 10% ()	Max 10% ()		
	MAX 40% ()	MAX 30% ()	MAX 10% ()	MAX 10% ()	MAX 10% ()		



BOARD RESOLUTION

Date: February 15, 2013

Agenda Item: 03-14-13-21

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract

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

RFP/Bid # PS94-1213 Classroom Lighting Package 5

SUBJECT: To approve a contract with Excel Energy Group to provide lighting upgrade of classrooms in 14 schools. The work should begin on March 15, 2013 and end on October 31, 2013 at a cost not to exceed \$582,670.00, which includes a 10% contingency of \$52,970.00. This project will be funded through the Proposition S Bond Program.

BACKGROUND: The scope of this project consists of replacing the existing light fixtures and install occupancy sensors in all classrooms and habitable rooms in schools where the light fixtures have not been converted from T12 to T8 light fixtures and bulbs. Classrooms and habitable rooms where the light fixtures and bulbs have been converted from T12 to T8 shall only receive occupancy sensors only. This project will be funded by the Proposition S Bond Program under Electrical Upgrades estimated at \$13,300,000.00. With this project approved, the balance of the Electrical Upgrades budget is \$1,431,490.00. This project will be submitted to the Ameren Electric Efficiency Incentive Program where the maximum incentive is \$1,000,000 per year.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

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

Fund Source: 905-00-914-2611-6522	Prop S	Requisition #: 10133435
Amount: \$582,670.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed \$582,670.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600015253

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

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

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent





January 30, 2013

MEMORANDUM

TO: Rick Schaeffer: Purchasing Office

FROM: Linda C. McKnight

RE: Bid Evaluation Record for RFP# PS94-1213

The evaluation began at 11/8/13, 10:00 a.m. The evaluation committee consisted of the following:

Roger L. CayCe	Exe. Director/Building Comm.	SLPS
Mike Dobbs	Project Manager	SLPS
Yvonne Green	Project Manager	SLPS
Ronald Roberts	Construction Manager	Kwame Building Group

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

Company Name	Bid Amount	Overall Score	Award (Y/N)
Excel Energy Group, Inc.	\$529,700	335	Yes
Schneider Electric	\$647,847	315	No
Power Up Electric	\$670,000	295	No

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

Linda C. McKnight
 Budget Analyst
 Operations Department





BID EVALUATION

PROJECT NAME: Classroom Lighting Package 5
PROJECT NUMBER: RFP# PS94-1213
EVALUATED BY: Prop S Construction Management Team
EVALUATION DATE: January 8, 2013

Bid Proposals

Three bid proposals were received and publically opened on January 8, 2013, at 10:00 a.m. from the following contractors for the project:

1. Excel Energy Group:	Total:	\$529,700
2. Schneider Electric:	Total:	\$647,847
3. Power Up Electric	Total:	\$670,000

Excel Energy Group:

Excel Energy Group: is the apparent low and responsive bidder because they have complied with the bid requirements and their bid proposal is 22% lower than Schneider's bid proposal. They have a total of 40% M/WBE participation; 40% MBE and 0% WBE and plan to provide 40% M/WBE field workforce. They have no exclusions and have acknowledged the issued addenda # 1 through 3. They are in agreement with the schedule and are not willing to use the "P" Card as part of their bid amount. Based on our evaluation criteria form, they have obtained a total score of 85%.

Schneider Electric

Schneider Electric's bid proposal is 22% higher than Excel's bid proposal.

Recommendation

Therefore, we recommend awarding the contract to Excel Energy Group for the amount of \$529,700 to complete the project per scope and specifications.

NAME: Roger L. CayCe

BID SUMMARY FOR RFP# PS94-1213 Classroom Lighting Package 5											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Excel Energy Group, Inc.	\$529,700		MBE: 40% WBE: 0%				Yes		Yes		
Score	Max 40%	40	Max 30%	25	Max 10%	-	Max 10%	10	Max 10%	10	85
Schneider Electric	\$647,847		MBE: 40.42% WBE: 4.34%		Yes		No		Yes		
Score	Max 40%	30	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	80
Power Up Electric	\$670,000		MBE: 100% WBE: 0%				Yes		Yes		
Score	Max 40%	30	Max 30%	25	Max 10%	-	Max 10%	10	Max 10%	10	75
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: Mike Dobbs

BID SUMMARY FOR RFP# PS94-1213 Classroom Lighting Package 5

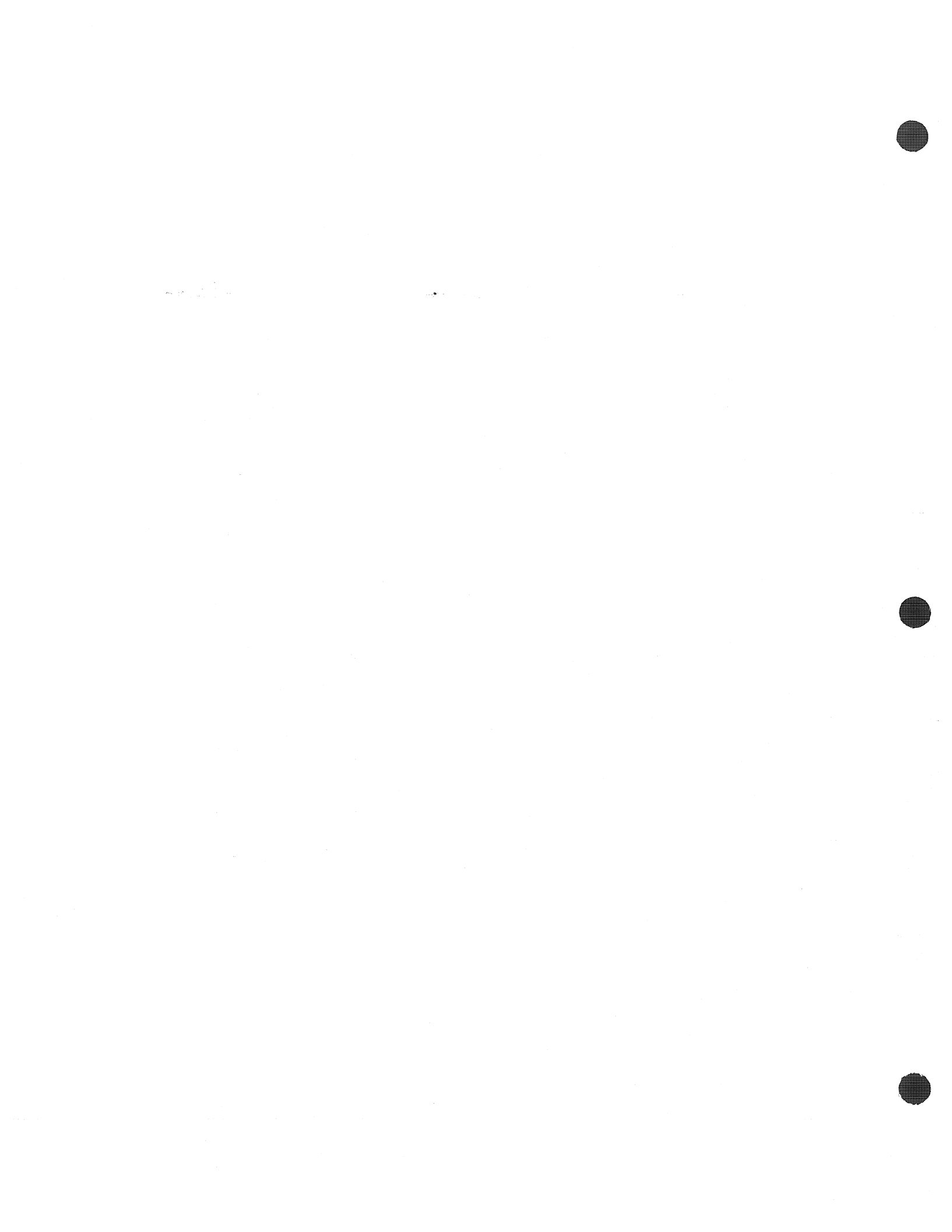
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Excel Energy Group, Inc.	\$529,700		MBE: 40% WBE: 0%				Yes		Yes		
Score	Max 40%	40	Max 30%	25	Max 10%	-	Max 10%	10	Max 10%	10	85
Schneider Electric	\$647,847		MBE: 40.42% WBE: 4.34%		Yes		No		Yes		
Score	Max 40%	30	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	80
Power Up Electric	\$670,000		MBE: 100% WBE: 0%				Yes		Yes		
Score	Max 40%	30	Max 30%	25	Max 10%	-	Max 10%	10	Max 10%	10	75
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: Mike Dobbs

BID SUMMARY FOR RFP# PS94-1213 Classroom Lighting Package 5											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Excel Energy Group, Inc.	\$529,700		MBE: 40% WBE: 0%				Yes		Yes		
Score	Max 40%	40	Max 30%	20	Max 10%	-	Max 10%	10	Max 10%	10	80
Schneider Electric	\$647,847		MBE: 40.42% WBE: 4.34%		Yes		No		Yes		
Score	Max 40%	30	Max 30%	25	Max 10%	10	Max 10%	-	Max 10%	10	75
Power Up Electric	\$670,000		MBE: 100% WBE: 0%				Yes		Yes		
Score	Max 40%	25	Max 30%	20	Max 10%	-	Max 10%	10	Max 10%	10	65
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: KWAME BUILDING GROUP, INC.

BID SUMMARY FOR RFP# PS94-1213 Classroom Lighting Package 5											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "P" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Excel Energy Group, Inc.	\$529,700		MBE: 40% WBE: 0%								
Score	Max 40%	40	Max 30%	25	Max 10%	-	Max 10%	10	Max 10%	10	85
Schneider Electric	\$647,847		MBE: 40.42% WBE: 4.34%								
Score	Max 40%	30	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	80
Power Up Electric	\$670,000		MBE: 100% WBE: 0%								
Score	Max 40%	30	Max 30%	30	Max 10%	-	Max 10%	10	Max 10%	10	80
			MBE: 0% WBE: 0%								
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
			MBE: 0% WBE: 0%								
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
			MBE: 0% WBE: 0%								
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
			MBE: 0% WBE: 0%								
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
			MBE: 0% WBE: 0%								
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
			MBE: 0% WBE: 0%								
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-





BOARD RESOLUTION

Date: February 12, 2013

Agenda Item: 02-14-13-22

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. James Henderson, Chief Human Resource Officer

Action to be Approved: Contract

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

SUBJECT: To approve a contract with Aspex Solutions to provide an online application manager and applicant screener system for the period of March 15, 2013 to June 30, 2014 at a cost not to exceed \$14,550.00. The annual cost will be \$13,950. There will be an additional one-time charge of \$600.00 for onsite training for all principals and administrators.

BACKGROUND: Aspex Solutions will provide an online application manager and applicant screener system called AppliTrack. This system better fits the current needs of the District. The system will provide additional functionality at a slightly lower cost than our current system. Some of the additional functionality includes the following: a seamless paper staffing requisition process, custom integration, customized forms, proven teacher and administrator screening tests and free ongoing, online training. Additionally, to ensure a smooth transition, the company will provide free service beginning March 14, 2013 to June 30, 2013 when our current contract with Netchemia expires.

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: 990-00-110-2832-6319	GOB	Requisition #:
Amount: \$14,550.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$14,550.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: TBD

Department: Human Resources

Requestor: Dr. James Henderson

Angela Banks, Budget Director

Dr. James Henderson, Chief Human Resource Officer

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



February 11, 2013

MEMORANDUM

TO: Dr. Kelvin Adams

FROM: Charles Burton

RE: Bid for Online Application Manager and Applicant Screener System

The evaluation took place on February 8, 2013. The evaluation committee consisted of the following:

Dr. James Henderson	Chief Human Resources Officer
Charles Burton	Director Employee Relations
Clarissa Buckley	Director of HRIS

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

Company Name	Bid Amount	Rating	Award (Y/N)
Netchemia	\$15,049	43	No
Winocular	\$59,901	53	No
Aspex Solution	\$14,550	95	Yes

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

Charles Burton
Executive Director, Communications

RFP Evaluation Summary

Online Application Manager

Name of Vendor	Evaluation Pts Total	Ranking (1,2,3, etc)	Comments
Netchemia (School Recruiter)	43	3	
Winocular	53	2	
Aspex Solution (AppliTrack)	95	1	

ITEM#:

03-14-13-23

PULLED



BOARD RESOLUTION

Date: February 11, 2013

Agenda Item: 13-14-13-24

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 06-26-12-34 Hazardous Materials Consulting

Prior Year Cost \$95,000

SUBJECT: Request approval to renew a contract with Environmental Consultants, LLC to provide Hazardous Materials Consulting as needed for District schools and buildings for a cost not to exceed \$165,000.00 which includes a 10% contingency of \$15,000, for the period beginning July 1, 2013 and ending June 30, 2014, pending legal review and availability of funds. The contract extension will be funded through the District's GOB funds.

BACKGROUND: In order to adhere to the guidelines of the Asbestos Hazard Emergency Response Act of 1986 (AHERA) Public Law 99-159, the State of Missouri mandates that a licensed asbestos abatement consultant must design and oversee the abatement of any hazardous materials. The contract will allow for the District to update the mandatory three-year District-wide AHERA plan and continue the periodic surveillance required at least once every six months. The contract includes project design, sampling and testing for hazardous material concerns throughout the District at a cost not to exceed \$165,000.00.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

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

Fund Source: 905-00-110-2624-6333	GOB	Requisition #: TBD
Amount: \$165,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$165,000.00	X Pending Funding Availability	Vendor #: 600013796

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

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

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of Report: Final Quarterly <input checked="" type="checkbox"/>		Report Date: 01/31/13
Dept / School: District Wide		Reported By: Linda C. McKnight
Vendor: Environmental Consultants		Vendor #: 600013796
Contract # / P.O. #: 4500163062		Contract Name: Hazmat Consulting-District Wide
Contract Amount: \$ 95,000.00		Award Date: July 1, 2012
Purpose of Contract: Provide HAZMAT Consulting and AHERA inspection for District-Wide buildings.		
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	5 4 3 2 1	Provides solutions to problems and performs quality workmanship
Timeliness of Delivery or Performance	5 4 3 2 1	Very quick to respond
Business Relations	5 4 3 2 1	Good customer service, easy to contact
Customer Satisfaction	5 4 3 2 1	Had no problem or complaints with the customers
Cost Control	5 4 3 2 1	Met all performance requirements; Minor problems; Effective corrective actions
Average Score	5	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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

ITEM#:
03-14-13-25

APPROVED
(SPECIAL MEETING – March 5, 2013)

ITEM#:
03-14-13-26

APPROVED
(SPECIAL MEETING – March 5, 2013)

ITEM#:
03-14-13-27

APPROVED
(SPECIAL MEETING – March 5, 2013)

ITEM#:
03-14-13-28

APPROVED
(SPECIAL MEETING – March 5, 2013)

ITEM#:
03-14-13-29

APPROVED
(SPECIAL MEETING – March 5, 2013)

ITEM#:
03-14-13-30

APPROVED
(SPECIAL MEETING – March 5, 2013)



BOARD RESOLUTION

03-14-13-31

Date: February 11, 2013

Agenda Item : _____

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Nahed Chapman, Exec. Dir., ESOL

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 12-16-11-15

Prior Year Cost \$50,205

SUBJECT: To approve a sole source contract renewal with Webster University to design and deliver elementary math content training for 45 elementary teachers and math mentoring with previously-participating teachers for the period March 15, 2013 to September 30, 2013. The contract will not exceed \$33,000.00.

BACKGROUND: This is the third year of a three-year partnership with Webster University as part of the Math Science Partnership grant "Math Success for ELLs". Webster University will design and deliver math content training during a week-long summer Math Academy. Webster University will continue with a subgroup of 10 teachers who have been mentored in math concepts and delivery during the 2011-12 school year. In addition, they will continue to offer graduate credit for the summer Math Academy. The purpose is to deepen teachers' math content knowledge and improve ELLs' math performance as measured by the MAP and teacher assessment, evaluation requirements of the grant. Design and implementation will be from March 15, 2013 - September 30, 2013.

Accountability Plan Goals: Goal II: Highly Qualified Staff

Objective/Strategy: II,D

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

Fund Source: 838-VU-293-1152-6319	Non-GOB	Requisition #:
Amount: \$33,000		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$33,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 60006323

Department: ESOL Program

Angela Banks, Budget Director

Requestor: Nahed Chapman

Leon Fisher, CFO/Treasurer

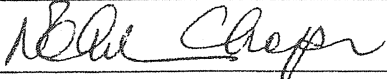
Nahed Chapman, Exec. Dir., ESOL

2/13/2013
Dr. Nicole Williams, Dep. Supt., Academics

Dr. Kelvin R. Adams, Superintendent



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Nahed Chapman	Date: January 28, 2013
Department / School: ESOL Program	Phone Number: 314-664-1066
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
Design and deliver presentation of a five-day summer Math Academy for 45 elementary teachers, continue math mentoring for 10 project teachers, and the continue the conferral of graduate credit for summer Math Academy for those teachers seeking credit.	
Vendor Name: Webster University	Email: www.webster.edu
Vendor Contact: Dr. Brenda Fyfe	Phone Number 314-968-7490
Justification Information	
1. Why the uniquely specified goods are required?	
The <i>Math Success for ELLs</i> MSP grant requires a partnership with a university, which has a mathematics, an education and a TESOL department, through which long-term sustainability of the grant initiative can be established.	
2. Why good or services available from other vendors /competitors are not acceptable?	
Webster University has provided training for ELL instruction for St. Louis Public Schools' teachers for many years. Because the partnership between the SLPS ESOL Program and Webster's TESOL program has been long-standing, the commitment to a three-year grant plus the probability of integrating knowledge of teaching ELLs in mainstream classrooms into Webster's pre-service and in-service programs was very high.	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
4. List the Names of other Vendors contacted & Price Quotes:	
<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>	
Your sole source request will not be approved without the required signatures below:	
	January 28, 2013
Department Head	Date
CFO	Date
Superintendent	Date



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>	Report Date: January 28, 2013
Dept / School: ESOL Program	Reported By: Naled Chapman
Vendor: Webster University	Vendor #: 600006523
Contract # / P.O. #: 4500157594	Contract Name: Math-Content Training
Contract Amount: \$50,205	Award Date: 12/6/11

Purpose of Contract (Brief Description): To design and deliver elementary math content training for 50+ teachers at two full-day Saturday trainings during the school year and three days of math content training in July/August. In addition, Webster University will provide math mentoring through classroom observations and follow-up discussions to interested participants.

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)
Quality of Goods / Services	5 ④ 3 2 1	Content and presentation were generally of high quality.
Timeliness of Delivery or Performance	⑤ 4 3 2 1	Highly professional and efficient.
Business Relations	5 ④ 3 2 1	Collaboration was sometimes challenging, but all participants were willing to make adjustments.
Customer Satisfaction	⑤ 4 3 2 1	Participants responded with highly favorable feedback to the quality and relevance of the presentations.
Cost Control	⑤ 4 3 2 1	Fair market value when compared to the level of service and delivery.
Average Score	4.6	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: right;">Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		



BOARD RESOLUTION

Date: February 11, 2013

Agenda Item: 03-14-13-31

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 04-12-12-08

Prior Year Cost \$11,500.00

SUBJECT: To approve a sole source contract renewal with Dr. Elizabeth Sale for evaluation services of the 21st Century Learning Center Programs to be provided March 28, 2013 through June 15, 2013 at a cost not to exceed \$16,000.00.

BACKGROUND: Outside evaluation of the program is required by the grant. Dr. Sale has provided evaluation since the inception of the program. Consistency with evaluator from year to year has provided evaluations which exceed State and Federal requirements. Evaluations are used to determine the quality of the program as well as to identify areas for improvement for future programming.
The cost of Dr. Sale's services increased because of the award of two new grants and the addition of two new sites.

Accountability Plan Goals: Goal I: Student Performance **Objective/Strategy:** 1.A.1

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

Fund Source: 827-W5-293-1663-6319	Non-GOB	Requisition #: 10132822
Amount: \$8,000.00		
Fund Source: 827-V4-293-1663-6319	Non-GOB	Requisition #: 10132821
Amount: \$8,000.00		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$16,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 60012950

Department: Community Education

Requestor: Judith King

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

John Windom, Exec. Director, Full Service Schools

Dr. Kelvin R. Adams, Superintendent



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Judith King	Date: January 4, 2013
Department / School: Community ED	Phone Number: 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>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
Vendor Name: Dr. Elizabeth Sale	Email: Liz.Sale@mimh.edu
Vendor Contact: Dr. Elizabeth Sale	Phone Number 314-877-6483
Justification Information	
1. Why the uniquely specified goods are required?	
The program is uniquely designed to evaluate students ages 5-21 in 21 st Century Community Learning Centers as required by the grant. The evaluator is written into each grant as required by DESE therefore providing consistency with the evaluator from year to year.	
2. Why good or services available from other vendors /competitors are not acceptable?	
The program is in need of evaluators who support and are trained in the evaluation of programs for children and can identify best practices for sound programming for children at risk in an after school environment. See attached scope of work.	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
It is a requirement by the grant to provide yearly evaluation of the program. By using the same evaluator, a seamless flow of data is produced. We are currently in the 3 rd year of the five year grant.	
4. List the Names of other Vendors contacted & Price Quotes:	
<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>	
Your sole source request will not be approved without the required signatures below:	
Department Head	Date
CFO	Date
Superintendent	Date

Sole Source Checklist

1. Check one of the following:

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

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

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

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

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

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

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

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

- Document a search for additional suppliers

Delivery Date Only one supplier can meet necessary delivery requirements.

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

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

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

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

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

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

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

- Sole supplier (i.e. Regional Distributor)

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

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

- Complete Emergency Purchase Form

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

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



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: September 2012
Dept / School: Community Education		Reported By: Judith King
Vendor: Dr. Elizabeth Sale		Vendor #: 6000010160
Contract # / P.O / #:		Contract Name: Elizabeth Sale
Contract Amount: \$ 11,500.00		Award Date: 04-12-12
<p>Purpose of Contract (Brief Description): Outside evaluation of program is required by the grant. Dr. Sales has provided evaluation since the inception of the program. Consistency with evaluator from year to year has provided evaluations which exceed State and Federal requirements. Evaluations are used to determine the quality of the program as well as to identify areas for improvement for future programming.</p>		
<p>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</p>		
Category	Rating	Comments (Brief)
Quality of Goods / Services	⑤ 4 3 2 1	Provides a detailed over view of the academic and social effects of after school programs on students and their families.
Timeliness of Delivery or Performance	⑤ 4 3 2 1	Provides all document in a timely manner following the state guidelines.
Business Relations	⑤ 4 3 2 1	Vendor is able to work with teachers, students and parents at a variety of sites in a professional manner.
Customer Satisfaction	5 ④ 3 2 1	Vendor discusses findings with staff and explains findings. Vendor is also willing to work with sites in giving suggestions to assure high quality programming..
Cost Control	5 ④ 3 2 1	Service amount has declined since the decline of the grant last year.
Average Score	5	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: right;">Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		



BOARD RESOLUTION

Date: February 13, 2013

Agenda Item : 03-14-13-33

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Louis F. Kruger, Exec. Dir., Business Operations

Action to be Approved:
Memorandum of Understanding

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

SUBJECT: Request approval to negotiate a Memorandum of Understanding between the District and the Missouri History Museum regarding the disposition of the District Archives and its contents, currently located in the former Gratiot School at 1615 Hampton Ave.

BACKGROUND: The District Archives and its contents are currently housed in a 121 year old facility which lacks modern climate controls, offers only limited accessibilty, and is inadequate for purposes of preserving the collections kept at the site. Funds to keep an Archivist on staff, to improve the Gratiot site to appropriate condition, and to properly maintain the collections are not available. The Missouri History Museum will be consulted regarding the maintenance, oversight and ownership for portions of the collections to be determined in the Memorandum of Understanding negotiations.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy:

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

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

Department: Business Operations

Requestor:

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Louis F. Kruger, Exec. Dir., Business Operations

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: February 11, 2013

Agenda Item: 03-14-13-34

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Chip Jones, Assoc. Supt., Student Support Serv

Action to be Approved:
Memorandum of Understanding

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

SUBJECT: To approve a Memorandum of Understanding (MOU) with Avalon Garden Nursing Home to provide school to work transitional/recreational training for students with disabilities. The MOU will be for the period March 15, 2013 through June 30, 2014.

BACKGROUND: Avalon Garden Nursing Home will provide school to work transitional training in the operation of the nursing home. The students will learn how to properly interact with individuals in the community. Avalon Garden will provide St. Louis Public School students with a list of recreational programs they can participate in with residents, and assist the nursing home staff where deemed appropriate. The program is designed to give the students meaningful social skills and work experience to be successful in the community.

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

Department: Student Support Services

Requestor:

Angela Banks, Budget Director

Dr. Chip Jones, Assoc. Supt., Student Support Serv

Patrick Wallace, Exec. Dir., Communication

Patrick Wallace, Exec. Dir., Communication

Dr. Kelvin R. Adams, Superintendent

Patrick Wallace, Exec. Dir., Communication

MEMORANDUM OF UNDERSTANDING
(NON-FUNDRAISING)

This Memorandum of Understanding ("MOU") is entered into by and between the Saint Louis Public Schools ("SLPS") and Avalon Garden Nursing Home on this 15th day of March 2013.

The purpose of this Memorandum of Understanding is to establish a partnership between Avalon Garden Nursing Home and the St. Louis Public Schools in order to provide school to work transitional/recreational training for students with disabilities.

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:

- Collaborate with Avalon Garden's Nursing Home in developing a recreational/transitional work program for students with disabilities.
- Provide certified special education teachers.
- Provide student volunteers
- Slps staff will communicate regularly with Avalon Garden Nursing Home staff
- Provide on-going observation of students on premises

The terms of the document titled MOU with Avalon Garden Nursing Home and attached hereto as Exhibit A are also incorporated herein, except where specifically noted.

6. Obligations of Avalon Garden Nursing Home:

- Provide St. Louis Public School with a list of recreational program they can participate in with residents.
- To create an environment in which the student volunteer may develop the ability and motivation to learn skills that will help them become successful socially and in the working community.

The terms of the document titled MOU with Avalon Garden's Nursing Home and attached hereto as Exhibit A are also incorporated herein, except where specifically noted.

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

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

- **Ten (5) or more students will complete the program with favorable performance evaluation.**
- **The program will include at least 5 students from the Gateway STEM High School of the SLPS District.**

8. Term and Termination: The term of the MOU will be from March 15, 2013 to June 30, 2014. Either party shall have the right to terminate this MOU without cause with thirty (30) days written notice to the person who has signed as a representative of the parties below.

Saint Louis Public Schools

Avalon Garden Nursing Home

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____



BOARD RESOLUTION

Date: February 11, 2013

Agenda Item: 03-14-13.35

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved:
Memorandum of Understanding

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

SUBJECT: To approve the Memorandum of Understanding (MOU) with Webster University to provide group and individual music lessons for SLPS students. The MOU will be for the period of March 15, 2013 to June 30, 2014 at no cost to the District.

BACKGROUND: Webster University has been involved in giving group and private music lessons at several SLPS schools. The program is coordinated by Webster University and uses Webster University students to provide the services.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy:

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

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

Department: Community Education

Requestor: John Windom

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

Patrick Wallace
Patrick Wallace, Exec. Dir., Communications

Angela Banks
Angela Banks, Budget Director

Leon Fisher
Leon Fisher, CFO/Treasurer

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

MEMORANDUM OF UNDERSTANDING
(NON-FUNDRAISING)

This Memorandum of Understanding (“MOU”) is entered into by and between the Saint Louis Public Schools (“SLPS”) and Webster University (“Agency”) on this 15th day of _March, 2013.

The purpose of this Memorandum of Understanding is to establish a partnership between Webster University and the St. Louis Public Schools to provide group and private music lessons to SLPS students.

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 the music instruction

- (b) Distribute flyers to the students to offer these services

- (c) _____

6. Obligations of Agency:

- (a) Provide qualified students to teach music lessons

- (b) Communicate schedules directly with parents

- (c) Monitor quality of program and instruction

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 services to a minimum of 25 students

- (b) Provide semi-annual report on progress of students

- (c) _____

8. Term and Termination: The term of the MOU will be from March 15, 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

Webster University

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____



BOARD RESOLUTION

Date: February 8, 2013

Agenda Item : 03-14-1336

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 (MOU) with the Lutheran Family and Children's Services of Missouri to provide youth development and group mentoring services to students to the 7th and 8th grade at Long Middle School for the period March 15, 2013 to June 30, 2013 at no cost to the district.

BACKGROUND: Lutheran Family and Children's Services of Missouri will provide staff & materials to carry out LFCS' CALL and CHOICES Mentoring programs with emphasis on promoting good mental health, prevention of substance abuse, alternatives to violence, enhancement of social skills, and increase the ability of students in grades 7 & 8 to recognize & sustain healthy relationships. Behavioral health presentations will be given to participating students using promising or evidenced based curricula or activities. Performance targets that LFCS is committed to achieving for each curriculum prior to beginning the curriculum, & performance targets verifications such as pre/post surveys, assessments, pre/post-tests, teach back assessments and other relevant data at the completion of each curriculum & a final report prior to the end of the school year will be provided.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy:

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

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

Department: Academics

Requestor: Brenda Smith

Paula Knight, Assoc. Supt., Elementary Schools

Dr. Nicole Williams, Dep. Supt., Academics

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 Lutheran Family and Children’s Services of Missouri (LFCS) (“Agency”) on this 15th of March, 2013.

The purpose of this Memorandum of Understanding is to establish a partnership between the Lutheran Family and Children’s Services of Missouri and the St. Louis Public Schools in order to provide youth development and group mentoring services to students to the 7th and 8th grade at Long Middle School.

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

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

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

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

5. Obligations of SLPS:

(a) Provide complimentary in kind support for the LFCS programs including appropriate on-site space, internet access if needed, and copying as needed.

(b) Promote the LFCS services, refer youth to the program and assist with the scheduling of LFCS’ programs during in-school times. Offer suggestions to LFCS staff about service needs of participating youth, and how best to provide program content to complement school’s existing curricula and the needs of participating students.

(c) Provide feed-back or reports on progress of participating youth as related to LFCS programming as a part of the documentation for reporting requirements. Provide appropriate student body demographic data as needed to meet tracking and reporting requirements

6. Obligations of Agency:

(a) Provide staff and materials to carry out LFCS’ CALL and CHOICES Mentoring Programs with emphasis on promoting good mental health, prevention of substance abuse, alternatives to violence, enhancement of social skills, and increase the ability of students in grades 7 and 8 to recognize and sustain healthy relationships.

(b) Provide behavioral health presentations to participating students using promising or evidenced based curricula or activities. Encourage participants to set and achieve one short-term behavioral, personal or academic goal. Provide one on one time with a selected number of youth, if needed and recommended by Long Middle School.

(c) Provide performance targets that LFCS is committed to achieving for each curriculum prior to beginning the curriculum, and performance targets verifications such as pre/post surveys, assessments, pre/post-tests, teach back assessments and other relevant data at the completion of each curriculum and final report prior to the end of the school year.

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) 80% of the students who complete the program will improve their conflict resolution skills, initiate alternatives to physical or verbal aggression in the classroom or program setting and demonstrate alternative course of action to resolve problems. Verification: completion tracked by session notes, sign-in-sheets, related assessments or pre/post surveys or tests. Facilitator reports and teachers' feedback or surveys.

(b) 80% of the students who complete the program will show improvement in social, emotional and resistance skills. Verification: sign-in sheets, assessments/surveys and teach-back exercises, facilitators' and teachers' feedback or reports, student self-reporting

(c) 75% of the students who complete the program will demonstrate improved self-advocacy (written and verbal communication skills. Verification: sign-in sheets, session documents, session activities, student presentations/teach-back and teacher(s) feed-back.

8. Term and Termination: The term of the MOU will be one year from the Effective Date, 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

Lutheran Family & Children's Services

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____



BOARD RESOLUTION

Date: February 15, 2013

Agenda Item: 03-14-13-37

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 (MOU) with the BJC School Outreach and Youth Development (SOYD) to provide a program called "Intersections" for all 7th grade students at Long Middle and one (1) session on the hidden fat in popular fast or convenient foods to all PE students for the period March 15, 2013 to June 30, 2013 at no cost to the district.

BACKGROUND: Define and understand the difference between Intelligence Quotient and Emotional Quotient; Recognize the hallmarks of emotional intelligence; Understand the way they see and react to the world around them; Recognize the power of positive thinking; Define and understand the 4 styles of communication; Identify communication styles in everyday situations; Recognize the value of good, assertive communication; Reframe common mistakes in communication to teach assertiveness; Define and understand the importance of nonverbal communication; Understand the value of assertive communication in relation to nonverbal cues; Define and understand the importance of listening and empathy; Understand the value of assertive communication in relation to verbal and nonverbal cues; Understand the difference between values and ideals; Recognize the importance of friendship; Participate in a group activity while being respectful to others; Fast Food Nutrition Presentation: Students will learn how to determine the amount of fat through label reading.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy:

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy:

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

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

Department: Academics

Requestor: Brenda Smith

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

Angela Banks
Angela Banks, Budget Director

Leon Fisher
Leon Fisher, CFO/Treasurer

Dr. Nicole Williams 2/12/2013
Dr. Nicole Williams, Dep. Supt., Academics

Dr. Kelvin R. Adams
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 BJC School Outreach and Youth Development (SOYD) ("Agency") on this 15th of March, 2013 (Date needs to be 6 weeks after submission).

The purpose of this Memorandum of Understanding is to establish a partnership between the SOYD and the St. Louis Public Schools in order for students at Bevo-Long Community Education Full Service School to develop and/or improve effective communication skills, building and maintaining friendships through gaining emotional intelligence knowledge and training. Students will also gain knowledge about nutrition facts about fast food restaurants.

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) Select and coordinate student participants.

(b) Coordinate use of room for agency.

(c) Ensure school staff member will be in classroom along with agency staff.

6. Obligations of Agency:

(a) BJC SOYD Coordinator will schedule and confirm dates with school personnel. Program cost is funded through BJC Healthcare as long as the school has submitted a scholarship form and reviewed by appropriate parties.

(b) Implement "Intersections" for all 7th grade students at Long Middle School. Intersection is 6 one-hour sessions addressing emotional intelligence and strategies to help students become better communicators and building relationships.

(c) Receive pre and post data assessment and final program report showing outcome related data on improvement.

(d) Provide one 45 to 53 minute session to all PE students on the hidden fat in popular fast or convenient foods.

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:

For Intersections Program: - MAP Skills:

1. Evaluate the importance of effective communication and listening skills in building and maintaining friendships
2. Evaluate factors that influence relationships and their impact on self and others
3. Recognize the perspective of others

By the end of the Intersections Program – 6, one hour sessions, students will be able to:

1. Define and understand the difference between Intelligence Quotient and Emotional Quotient
2. Recognize the hallmarks of emotional intelligence
3. Understand the way they see and react to the world around them
4. Recognize the power of positive thinking
5. Define and understand the four styles of communication
6. Identify communication styles in everyday situations
7. Recognize the value of good, assertive communication
8. Reframe common mistakes in communication to teach assertive communication
9. Define and understand the importance of nonverbal communication
10. Understand the value of assertive communication in relation to nonverbal cues
11. Recognize the value of good, assertive communication
12. Define and understand the importance of listening and empathy
13. Understand the value of assertive communication in relation to verbal and nonverbal cues
14. Understand the difference between values and ideals
15. Recognize the importance of friendship
16. Participate in a group activity while being respectful to others
17. **Fast Food Nutrition Presentation:** Students will learn how to determine the amount of fat through label reading and how to determine a healthy snack based on sugar amount. This will be measured by a question and answer verbal survey.

8. Term and Termination: The term of the MOU will be one year from the Effective Date, 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

BJC HealthCare

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____



BOARD RESOLUTION

Date: February 13, 2013

Agenda Item : 03-14-13-08

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved:
Acceptance of Funds/Funding
Sale or Disposal of Surplus Equipment

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

SUBJECT: To approve the selling or disposal of surplus property, as determined by the District's Operations Department, and as required by Missouri Revised Statutes, Chapter 177, Section 177.073.

BACKGROUND: Following the St. Louis Board of Education Regulation R3510.2, the Operations Department has determined that the District's School Street warehouse, food service warehouse and several schools/offices contains discarded property (i.e. old furniture, shop equipment, kitchen equipment, and old electronic equipment) that is of no further use to the District. Approval is being requested to sell or dispose of the property as deemed necessary.

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: NA	GOB	Requisition #: NA
Amount: No Cost to the District		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed:	<input type="checkbox"/> Pending Funding Availability	Vendor

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

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

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent

Missouri Revised Statutes

Chapter 177 School Property and Equipment Section 177.073

August 28, 2012

Procurement of sites--sale or lease of property, procedure--deposit of proceeds.

177.073. 1. The board of directors or school board in urban school districts, metropolitan school districts, and school districts located totally or partially within a first class charter county adjoining a city not within a county, by an affirmative vote of not less than two-thirds of all the members, may:

(1) Select, direct and authorize the purchase of sites for and authorize the construction of libraries, schools, school offices, art galleries and museums; and the necessary janitors' houses, repair buildings, supply houses and parking facilities to be used in the operation and maintenance of the schools;

(2) Authorize and direct the purchase of additional ground needed for school purposes;

(3) Authorize and direct the sale and transfer or lease of any real or personal property belonging to the district which is not required for operation of the school program. Real property may be sold or leased by listing the property with one or more real estate brokers licensed by the state of Missouri and paying a commission upon such sale or lease. Real property not sold or leased through a real estate broker and all personal property shall be sold or leased to the highest bidder, except that any real or personal school property may be sold or leased to a community group or a city, state agency, municipal corporation, or any other governmental subdivision of the state located wholly or partially within the boundaries of the district, for public uses and purposes, at such sum as may be agreed upon between the school district and the community group or the city, state agency, municipal corporation, or other governmental subdivision of the state. If property is to be leased by bid, written proposals for lease terms shall be submitted by potential lessees. The lease proposal offering the most economically advantageous terms shall be considered the highest lease bid. A purchase proposal may include contingencies; the proposal offering the most economically advantageous terms shall be the highest bid. All bids for purchase or lease of real property shall be submitted formally as closed bids. Bids shall be opened at a meeting, which shall be an open meeting. The board may reject all bids, or negotiate an acceptable sale or lease with the highest bidder, if all bids are unsatisfactory. The records of the bid-opening meeting shall be an open record. If real property is not sold or leased through a real estate broker, notice that the board is holding real property for sale or offering it for lease, including a planned sale or lease to a community group or a city, state agency, municipal corporation, or other governmental subdivision of the state, shall be given by publication in a newspaper within the county in which all or a part of the district is located which has general circulation within the district, once a week for two consecutive weeks, the last publication to be at least seven days and not more than fourteen days prior to the date of the bid opening. The term of a lease may be for any period which the board finds is advantageous and meets the needs of the district. The lease or deed of conveyance shall be executed by the president and attested by the secretary of the board. If the district has a seal, it shall be affixed to the deed or lease. The proceeds derived from sale of real property shall be placed to the credit of the incidental fund of the district. The proceeds from sale of nonrealty and from leases shall be placed to the credit of the incidental fund.

2. The board may receive, in behalf of the school district, any grants, gifts, or devises made for the benefit of the district or its schools, or any public library, art gallery or museum under the control of the board.

(L. 1983 H.B. 258 § 1, A.L. 1990 S.B. 525, A.L. 1993 S.B. 380)

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Missouri General Assembly



BOARD RESOLUTION

Date: February 11, 2013

Agenda Item: D3-14-13-39

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Purchase of Good (s)

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

SUBJECT: To approve a sole source purchase with Pearson Psychological Corporation for psychological educational assessment and evaluation test kits, supplemental protocols and scoring software for use by school psychological educational assessment services personnel and school social workers District wide for an amount not to exceed \$ 13,843.34

BACKGROUND: This purchase is in alignment with the District's Accountability Plan 'Differentiated Instruction & Supplemental Programs: Objectives 131, 132, 138, 139 by ensuring all resident children with disabilities receive comprehensive services, as required by the Individuals with Disabilities Education Act (IDEA) and Chapter 162, RSMo through an integrated component of the district's educational program.

It is also in response to MSIP Standard 7.1, 7.1.1, 7.1.2, 7.1.3, and 7.1.4 as it regards provisions for all resident students being afforded comprehensive services if identified with a disability(s) and having access to the general education curriculum, receiving appropriate supports, services, and modifications to address their individual needs; and provide post-secondary educational and employment opportunities as a disabled person.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: Object 1.D.

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


Fund Source: 828-00-272-2332-6411	Non-GOB	Requisition #: 10133520
Amount: \$13,843.34		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$13,843.34	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600001830

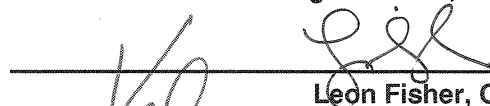
Department: PEAS/SPED

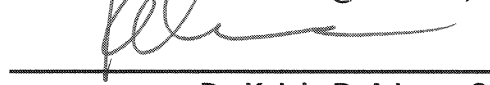
Requestor: Joseph 'Chip' Jones


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


Dr. Sheryl Davenport, Exec. Dir., Early Childhood


Angela Banks, Budget Director


Leon Fisher, CFO/Treasurer


Dr. Kelvin R. Adams, Superintendent



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Joseph "Chip" Jones	Date: February 8, 2013
Department / School: Special Education / PEAS	Phone Number: 345-2250
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
These assessments are only sold through this vendor and are trademark and copyright law protected.	
Vendor Name: Pearson Psychological Corp.	Email: tiffany.laszlo@pearson.com
Vendor Contact: Tiffany Laszlo	Phone Number: (800) 627-7271 Ext 267052
Justification Information	
1. Why the uniquely specified goods are required?	
Goods are used to conduct psychological educational assessments for the purpose of identifying students' disabilities.	
2. Why good or services available from other vendors /competitors are not acceptable?	
Materials are sold through their publishing company. They are protected through trademark and copyright laws. They are not available from other publishers.	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
4. List the Names of other Vendors contacted & Price Quotes:	
Material listed on the attached SAP requisition form are only available through the vendor listed above.	
<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>	
Your sole source request will not be approved without the required signatures below:	
Department Head	Date
CFO	Date
Superintendent	Date

Sole Source Checklist

1. Check one of the following:

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

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

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

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

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

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

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

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

- Document a search for additional suppliers

Delivery Date Only one supplier can meet necessary delivery requirements.

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

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

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

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

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

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

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

- Sole supplier (i.e. Regional Distributor)

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

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

- Complete Emergency Purchase Form

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

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

SAP Purchase Requisitions

Date Submitted 01/30/2013 Date Received by Supervisor _____

Name of Teacher/Department Placing the Order Sanceria 'Sandy' Thomas

School PEAS @ McKinley Code _____ Class/Program Psychological Educational Assessment Services

Room Number G080

Vendor's Name/Address PEARSON CLINICAL ASSESSMENTS/ PsychCorp
ORDERING DEPARTMENT
P.O. BOX 599700; San Antonio, TX 78259

Vendor's Telephone Number(s) 800-627-7271

Vendor's Fax Number 800-232-1223

Vendor's Email/Website Address WWW.PsychCorp.com or PearsonAssessments.com

For Office Use Only			
Location: _____	Fund: _____	G/L: _____	Cost Center _____

Special Instructions:

Page	Quantity /UOM	Item	Catalog Number	Color	Unit Price	Extended Price
Online	6 / PACK	BASC-3 TRS-P (25)	30030	----	32.35	\$ 194.10
Online	6 / PACK	BASC-2 TRS-C (25)	30031	----	32.35	194.10
Online	6 PACK	BASC-2-TRS-A (25)	30032	----	32.35	194.10
Online	6 PACK	BASC-2 PRS-A (25)[12-21]	30035	----	32.35	194.10
Online	6 PACK	BASC-2 PRS-P (25)[2-5]	30033	----	32.35	194.10
Online	5/PACK	WISC-IV RECORD FORMS (25)	0158979079	----	124.00	620.00
Online	6 PACK	BASC-2 SELF – SRP (8-11)	30037	----	32.35	194.10
Online	6 PACK	BASC-2 SELF-SRP (6-7)	30036	----	32.35	194.10
Online	6 PACK	BASEC-2 SELF – SRP (12-21)	30038	----	32.35	194.10
Online	4/PACK	BASC-2 SELF-SRP (18+)	30039	----	32.35	129.40
						\$2,302.20

Sub-Total \$2,302.20 + 3,191.40 + 3,331.25 + 3,760.00 = \$12,584.35

(percent:10%) Shipping & Handling 1,258.49

Order Total\$ 13,843.34

Teacher Signature Sandy Thomas

Principal's Signature _____

Special Education Supervisor's Signature _____

SAP Purchase Requisitions

Date Submitted 01/30/2013 Date Received by Supervisor _____

Name of Teacher/Department Placing the Order Sanceria 'Sandy' Thomas

School PEAS @ McKinley Code _____ Class/Program Psychological Educational

Assessment Services

Room Number G080

Vendor's Name/Address PEARSON CLINICAL ASSESSMENTS/ PsychCorp
ORDERING DEPARTMENT

P.O. BOX 599700; San Antonio, TX 78259

Vendor's Telephone Number(s) 800-627-7271

Vendor's Fax Number 800-232-1223

Vendor's Email/Website Address WWW.PsychCorp.com or PearsonAssessments.com

For Office Use Only			
Location: _____	Fund: _____	G/L: _____	Cost Center _____

Special Instructions:

Page	Quantity /UOM	Item	Catalog Number	Color	Unit Price	Extended Price
Online	6 / PACK	BASC-2 PRS (6-11)	30034	----	32.35	194.10
Online	6 /PACK	WISC-IV RESPONSE BOOKLET #1	015-8979-087	----	79.00	474.00
Online	5 / PACK	WISC-IV INTEGRATED RECORD FORM (25)	015-8982-878	----	160.50	802.50
Online	6 / PACK	WISC-IV INTEGRATED RESPONSE BOOKLET (25)	015-8982-894	----	71.25	427.50
Online	5 /PACK	VINELAND-II SURVEY RECORD	31012	----	81.85	409.25
Online	3 / PACK	VINELAD-II TEACHER	31032	----	76.15	228.45
Online	4 / EACH	DSM-IV DSK RF	0890420270	----	63.00	252.00
Online	2/ KIT	BSRA-3 COMPLETE KIT	015-8033-078	----	172.00	344.00
Online	2 / PACK	BSRA-3 English Forms	015-8033-876	----	29.80	59.60
Online				----		
Online				----		

Sub-Total \$ 3,191.40

(percent:) Shipping & Handling _____

Order Total\$ _____

Teacher Signature Sandy Thomas

Principal's Signature _____

Special Education Supervisor's Signature _____

SAP Purchase Requisitions

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For Office Use Only			
Location: _____	Fund: _____	G/L: _____	Cost Center _____

Special Instructions:

Page	Quantity /UOM	Item	Catalog Number	Color	Unit Price	Extended Price
Online	1 / each	BAYLEY-III ADMIN MANUAL	015-80270280	----	179.50	179.50
Online	2 / PACK	BAYLEY-III COG, LANG, & MOTOR RECORD FORM (25)	015-8027-302	----	117.00	234.00
Online	2 / PACK	Bayley-III Social-Emotional-Adaptive Behavior Questionnaire	015-8027-566	----	100.00	200.00
Online	5 / PACK	BROWN ADD SCALES FORMS PARENT READY SCORE (8-12)	015-8029-372	----	77.65	388.25
Online	5 / PACK	BROWN ADD SCALES-PARENT(3-7)	015-8029-348	----	77.65	388.25
Online	5 / PACK	BROWN ADD SCALES-TEACHER READY SCORE	015-8029-356	----	77.65	388.25
Online	5/PACK	BROWN ADD SCALES-TEACHER (8-12)	015-8029-364	----	77.65	388.25
Online	5 / PACK	BROWN ADD SCALES-SELF REPORT /ANS RECORD	015-8029-380	----	77.65	388.25
Online	5 / PACK	BROWN ADD SCALES – SELF (12-18)	015-8029-453	----	77.65	388.25
Online	5 / PACK	BROWN ADD SCALES-SELF REPORT FORM	015-8029-461	----	77.65	388.25
Online				----		

Sub-Total \$3,331.25

(percent:) Shipping & Handling _____

Order Total\$ _____

Teacher Signature Sandy Thomas

Principal's Signature _____

Special Education Supervisor's Signature _____

SAP Purchase Requisitions

Date Submitted 01/30/2013 Date Received by Supervisor _____

Name of Teacher/Department Placing the Order Sanceria 'Sandy' Thomas

School PEAS @ McKinley Code _____ Class/Program Psychological Educational

Assessment Services

Room Number G080

Vendor's Name/Address PEARSON CLINICAL ASSESSMENTS/ PsychCorp

ORDERING DEPARTMENT

P.O. BOX 599700; San Antonio, TX 78259

Vendor's Telephone Number(s) _____

800-627-7271

Vendor's Fax Number _____

800-232-1223

Vendor's Email/Website Address _____

WWW.PsychCorp.com or PearsonAssessments.com

For Office Use Only			
Location: _____	Fund: _____	G/L: _____	Cost Center _____

Special Instructions:

Page	Quantity /UOM	Item	Catalog Number	Color	Unit Price	Extended Price
Online	2/ kit	WPPSI-IV SOFT CASE KIT	0158984900	-----	1,120.00	2,240.00
Online	5 / PACK	RECORD FORMS [2:603:11] (25)	0158984980	-----	79.00	395.00
Online	5 / PACK	RECORD FORMS-[4:7-7:3](25)	0158984994	-----	99.00	495.00
Online	5 /PACK	RESPONSE BOOKLET (Animal Coding-25)	015898501X	-----	47.00	235.00
Online	5 /APCK	WPPSI-IV Response Booklets 1 & 2 (25)	0158985095	-----	79.00	395.00
						\$3,760.00

Sub-Total \$ 3,760.00

(percent:) Shipping & Handling _____

Order Total\$ _____

Teacher Signature Sandy Thomas

Principal's Signature _____

Special Education Supervisor's Signature _____



BOARD RESOLUTION

Date: February 11, 2013

Agenda Item : 03-14-13-40

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Purchase of Good (s)

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

SUBJECT: To approve the purchase of equipment and supplies from TSI, INC. (\$9,931.44), DCRS Solutions (\$6,322.00) and National Fixture (\$24,005.29) to upgrade the Culinary Arts Program at Beaumont Technical High School. Total cost not to exceed \$40,258.73.

BACKGROUND: These new upgrades will better serve the students by providing state-of-the-art equipment to provide more hands-on experience. The equipment and vendors have been approved by DESE under the 2012-13 Enhancement Grant. The grant reimburses the district 75% of the cost of equipment and 50% for the cost of supplies approved by DESE.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1.B.2.a

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

Fund Source: 826-K5-110-2492-6411	GOB	Requisition #: 600015301
Amount: \$12,859.48		
Fund Source: 826-K5-110-2492-6541	GOB	Requisition #:
Amount: \$27,399.25		10133278,10133236,10133234
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$40,258.73	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600014814

Department: Career and Technical Ed.

Requestor: Tim M. Murrell

Timothy Murrell, Exec. Dir., Career Technical Ed

Dr. Nicole Williams, Dep. Supt., Academics

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



January 30, 2013

MEMORANDUM

TO: Dr. Kelvin R. Adams
FROM: Tim M. Murrell
RE: Bid Process for CTE Culinary Arts Program at Beaumont Technical High School

The evaluation took place January 14 through January 25, 2013. The evaluation committee consisted of the following:

Tim M. Murrell Executive Director – Career and Technical Education
Marlene Kolbe Program Specialist – Career and Technical Education
Paul Cady Financial Affairs Assistant – Career and Technical Education

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

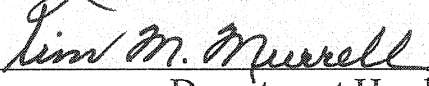
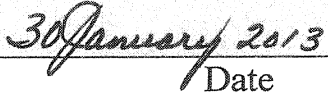
Company Name	Bid Amount	Rating	Award (Y/N)
National Fixture, Inc.	\$24,005.29		yes
B & J Food Service Equipment	\$24,292.11		no
Ford Hotel Supply Co.	\$25,292.11		no

One copy of each evaluation is on file along with this evaluation record in the Career and Technical Education Department.

Tim M. Murrell
Tim M. Murrell
Executive Director, Career & Technical Education



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Tim M. Murrell	Date: January 30, 2013
Department / School: Career & Tech. Ed.	Phone Number: 314-345-4530
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
Provide ceiling mounted cameras and displays for the Career and Technical Education Culinary Program at Beaumont Technical High School. Four vendors were contacted and only two were able to provide bids with TSI providing the lowest bid.	
Vendor Name: TSI, Inc.	Email: kkenning@tsi-global.com
Vendor Contact: Kerry Kenning	Phone Number: 636-949-8889
Justification Information	
1. Why the uniquely specified goods are required?	
2. Why good or services available from other vendors /competitors are not acceptable?	
Four vendors were contacted to submit bids on the project. Only two vendors said they were able to provide the entire scope of the project with TSI, Inc. being the lowest bidder.	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
N/A	
4. List the Names of other Vendors contacted & Price Quotes:	
Schillers - \$10,968.75 DCRS Solutions – Cannot provide. Office Source – Cannot provide.	
<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>	
Your sole source request will not be approved without the required signatures below:	
 Department Head	 Date
CFO	Date
Superintendent	Date



Proposal
Project Number: 10800

1/15/2013

Beaumont Culinary Arts HD Camera

700 Fountain Lakes Blvd.
St. Charles, MO 63301
636-949-8889, Fx 636-925-2111
Attn: Kerry Kenning
Beaumont Culinary Arts
Marlene Kolbe
CTE Program Specialist
63106

Tel. 618-719-1966

Mfr-Part No.	Qty	Description	Unit Price	Extended
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Thank you for the opportunity to submit a proposal for a HD Camera and (2) 42" displays at Beaumont Studio.

TSI installed the Camera and displays at Clyde C Miller Academy. TSI did not provide or install the Micros e7 Restaurant System. We are not a dealer/provider for the Micros e7 Restaurant System. The attachment is an updated proposal for a HD Camera with (2) 42" displays as shown for Clyde C. Miller. Please call Kerry Kenning at TSI to discuss this project for Beaumont Studio.

Thank you

(636) 949-8889

Vaddio-999-3008-000	1	CeilingVIEW HD	3,808.73	3,808.73
Extron-60-681-01	1	Two Output RGBHV Distribution Amplifier	342.90	342.90
Extron-26-210-02	2	Four Conductor MHR - Mini High Resolution Cable: BNC Male to Male - 6' (1.8 m)	22.86	45.72
Extron-26-210-03	1	Four Conductor MHR - Mini High Resolution Cable: BNC Male to Male - 12' (3.6 m)	29.21	29.21
Extron-100-226-01	1	BNC Female to RCA Male Adapter - Qty 10	15.24	15.24
SKY3184012	2	Skywalker patch cable 10'	1.64	3.28
ALMOCORP-SHARP 42SV50U	2	Sharp 42" LCD	511.81	1,023.62
Peerless-PLCM-UNL	2	Universal Flat Panel Ceiling Mount for 32 - 60 " Screens, for Landscape Mounting Only. Ceiling plate sold separately, Black	245.62	491.24
TSI-MISC	1	Miscellaneous Equipment	571.50	571.50
		Installation Labor		1,800.00
		Project Management		300.00
		Engineering		450.00
		Shipping/Handling		300.00
		Testing/Checkout/Training		150.00
		Installation of 120VAC		600.00

Proposal is Valid for 30 Days.

Signature: Kerry Kenning, kkenning@tsi-global.com Date: _____ Project Total \$ 9,931.44



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Tim M. Murrell	Date: January 30, 2013
Department / School: Career & Tech. Ed.	Phone Number: 314-345-4530
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
Provide a point of sale system for restaurants with all necessary software and hardware for the Career and Technical Education Culinary Arts Program at Beaumont Technical High School. Three vendors were contacted and only one was able to provide a bid.	
Vendor Name: DCRS Solutions	Email:
Vendor Contact: Matt Kramer	Phone Number: 314-739-6666
Justification Information	
1. Why the uniquely specified goods are required?	
The point of sale system for restaurants will provide the students in the Culinary Arts Program a better hands-on experience of the business side of running a successful restaurant.	
2. Why good or services available from other vendors /competitors are not acceptable?	
Three vendors were contacted to submit bids on the project. Only one vendor was able to provide the entire scope of the project.	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
N/A	
4. List the Names of other Vendors contacted & Price Quotes:	
TSI, Inc. – no bid provided Schillers – no bid provided	
<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>	
Your sole source request will not be approved without the required signatures below:	
 Department Head	 Date
CFO	Date
Superintendent	Date

DCRS
System Quotation

Presented To:
STL Public School

Marlene

Required System:

33031-1 1/14/2013

Item	Qty	Part #	Description	Price	Ext Price
			** PRELIMINARY ESTIMATE **		
			MICROS e7 RESTAURANT SYSTEM		
			* without PC,CREDIT *		
1	1	177300-300sw	SOFTWARE,e7: 1/site *		
			*e7 POS Software/NO PC : POS Ops, Current & Historical Reports (System and Emp Balance, Tip, MenuItem Sales, Time & Attend), Reports+ (Drill-down to Check Detail), OnLine Help, Store ValueCard interface (SVC); No WAN. *OPTIONS: Credit SW&PC, 80Col Reports, Kitchen Display Sys. *NOTE: WITHOUT a PC, INVENTORY, PMS Interface and Certain 3rd-Party GIFT CARDS are NOT AVAILABLE (if needed,		
			Workstation5 15'-----		
2	1	000777-505	e7 Kit: 1Ws5a/Prt/SW; 1CD *	\$2,695.00	\$2,695.00
			*e7 KIT 1-Ws includes: ONE Workstation 5a (w/5 MagCards) and Software Key, 1-Serial Thermal Printer, 1-Cash Drawer. *STANDS OPTIONAL-----HW= M110, 604, 629		
			ADD TO KIT-----		
3	1	400825-001	Stand, Ws5/2015	\$95.00	\$95.00
4	1	700499-117	Kbd/Mse,USB:Ws5,LX,201x +CBLex	\$75.00	\$75.00
5	1	400431-305	CBL,USB ext: Ws5/15 Stnd,front	\$9.00	\$9.00
			-for database maintenance		
			Kitchen Video:		
6	1	700876-010	VideoCntrlr&Keypd,e7 +2Adptr*	\$995.00	\$995.00
7	1	300319-102x2	Adptr(2)RJ45>9m:Each VdoCnt>Ws	\$76.00	\$76.00
8	1	IM-LA9579	LCD, Widescreen 19'	\$199.00	\$199.00
			*Video Controller KIT (CE version for Micros e7): incl Software & Keypad w/10' Cable (ADD 2-RJ45 Adapters per Kit) *OPTIONS: 10'Keypad Extension Cable, LCD, and Brackets. *CONFIGURATIONS SHOULD BE PRE-APPROVED BEFORE ORDERING. *MAXIMUMS & LIMITATIONS*: 2 Controllers Per POS; 100' MAX Cable DISTANCE (CAT5 CABLE); 20' Cable (Keypad to Controller; 35 LINES/ORDER (includes Condiments); 64 ORDERS; 15 ORDER RECALL; and 18 CHARACTERS per line. *IF THESE MAX/LIMITATIONS ARE POTENTIALLY AN ISSUE, WE SUGGEST INSTALLING REMOTE PRINTERS or MICROS RES		
9	1	FPD100K1A	CeilingBRKT,Blk wBBarMnt +PIPE*	\$165.00	\$165.00
10	1	FPD200CPG1A	Pocket-Blk:storesContrlrOnBRKT	\$33.00	\$33.00

DCRS
System Quotation

Presented To:
STL Public School

Marlene

Required System:

Item	Qty	Part #	Description	Price	Ext Price
11	1	ROUTER4P	Router,IP4p:NoCreditSW +NSM St	\$78.00	\$78.00
12	2	VASTMGR	LiveMGR,1Usr:eaLvA&C site,Yr1*	\$198.00	\$396.00
			NETWORK-----		
13	4	CBL-NET	CBL,NET: 7 Feet,ColorCoded	\$13.00	\$52.00
			NetConnectors User-Installed		
14	1	F	FOB Origin: Freight to St.L	\$153.00	\$153.00
	1		SPECIAL DISCOUNT	(\$894.00)	(\$894.00)
			DISCOUNT TERMS: CASH or Approved Lease. Alternative Payment type requires discount be modified.		
15	1	SS	PREPARATION & PROJECT MANGMNT*	\$2,395.00	\$2,395.00
16	1	e7DBASE:sQSF	LABOR CREDIT: SMLe7Db/QSR only	(\$200.00)	(\$200.00)
			*e7 Preparation and Project Management (1-6 Ws) includes: *PLAN MEETING, Site Survey, Network & ELECTRICAL INSPECT *HW: Build, Connect Periphls, Burn-in, Test, Doc Ser#s. *Applic/OS SW: Survey, Design, Develop, DBase Build, Load, Personalize, Troubleshoot, Correct, Customer Review. *MANAGED SVCs: Alert&Connect, AV/ASpy, SonicWall Program. *DELIVERY/INSTALL: BringUp HW Netwrk/IP/RmtDvcs/SonicWall. *TRAIN KeyPerson, Mgrs, and assist Operator Train. *SUPPORT FOR LIVE, BALANCING, & POST-LIVE (MAX 16 HOURS) *90 DAYS LIVE PHONE SUPPORT; INSTALL/TRAIN OF SW OPTIONS CHOSEN AT TIME OF INSTALL (Inventory, SVC & PMS if). **USER REQUIREMENTS**: PULLED Netwrk CBL, Jacks/Faceplates, Patch Panel, INTERNET, 4x4 METAL BOXES & ELECTRICAL PER SPECS. SCAN FUNCTION PRINTER & WANs are NOT e7 COMPATIBLE.		
			WARRANTY-----		
	1		3mo ONSITE HW REPAIR,M-F,DCRS		
	1		3mo SW SUPPORT/HELPDESK,M-Sun		
			*SEE SUPPORT PLAN for details!		
			OPTIONAL*****		
	1		DISCOUNTED SUPPORT to12mo: 9mo ONSITE HW REPAIR,M-F,DCRS*	\$ 261	
	1		9mo SW SUPPORT/HELPDESK,M-Sun	\$ 486	
	1		NEW SYSTEM 1stYR DISC w9moHDsk	- \$ 261	

DCRS
System Quotation

Presented To:
STL Public School

Marlene

Required System:

33031-1 1/14/2013

Item	Qty	Part #	Description	Price	Ext Price
	1		----- NET TL 12mo w/ORDER \$ 486 *DISCOUNTED NET AMOUNT (IF EXTENDED) PROVIDES ONSITE NEW HW REPAIR & SW SUPPORT for 12 MONTHS. AVAILABLE ONLY WHEN NEW SYSTEM SALES ORDER IS PROCESSED, & PAID ON DELIVERY ***** THANK YOU FOR YOUR BUSINESS!		

Terms: Payment on delivery, F.O.B. Origin, ADD SALES TAX

Subtotal: \$6,322.00

This Quotation is Subject to the standard Terms & Conditions
of DCRS Equipment Order and Software License Agreement.
Quotation Valid for 30 Days.

Grand Total: \$6,322.00

Lease quotations are approximate and may vary by
credit status. Lease Application approval required.

Lease Options:	Fair Mkt Value	\$1.00 Buy Out	Support Options:	Per Month*
36 Months per Mo	\$203.00	\$228.00	7 day HelpDesk, Parts; 5 day OnSite	\$83.00
60 Months per Mo	\$143.00	\$148.00	7 day HelpDesk; Incl SEL&CrdtAuth	\$54.00
Plus sales tax & downpayment with approved application.			*Per Month Cost Based on Annual Payment.	

Invoice

Date

2/14/2013

Project:
St. Louis School

From:
National
Nick Van Dyke
6830 S. Broadway
St. Louis MO 63102
(314) 638-2200 (Phone)

Project Code: ST_LOUI

Item	Qty	Description	Sell	Sell Total
1	1 ea	SMOKER Southern Pride Model No. DH-65 Packed: ea Dinner House Rib Machine Smoker Oven, electric, 65 slabs of ribs capacity, steam cooker, smoker, (5) vertical rib racks, 4500 watt main heating element, 140-325° F programmable digital controls, 750 watt internal steam element, 300 watt internal smoker element, convection fan, chip box (for woodchips or charcoal), stainless steel, liner & exterior, casters, 5.55 kW total load, UL, ULC, NSF 1 ea 120/208v/60/1, 30 amp service required, 4 wire connection, standard	\$6,539.61	\$6,539.61
2	1 ea	HOT FOOD SERVING COUNTER Duke Manufacturing Model No. DPAH-4-HF Packed: ea EconoMate Hot Food Portable Buffet, 58-3/8"L, (4) hot wells w/infinite switch, s/s top, 22-1/2"W steel enclosed base w/powder coat finish & sliding doors, 36-1/2"W clear acrylic canopy, 5" casters 1 ea Voltage to be determined - SPECIFY AT TIME OF ORDER 1 ea #217125 Textured Black- powder coat paint	\$2,978.64	\$2,978.64
3	1 ea	INDUCTION RANGE Spring USA Model No. SM-181C Packed: ea MAX Induction™ Range, countertop, single, Smartsan™ thermostatic controls, cook or temp mode, tempered black smoked glass faceplate, LED display, heavy duty knurled on-off knob, pan-present indicator message, adjustable legs won't skid or scratch 1 ea 1 year parts & labor warranty	\$376.05	\$376.05
4	1 ea	INDUCTION FRY PAN Spring USA Model No. 8478-60/20A Packed: ea Vulcano Induction Fry Pan, 1 quart, 7-7/8", multi-ply, non-stick with Teflon Platinum Professional coating, for gas and electric cooking	\$44.00	\$44.00

Initial: _____

National

Date

2/14/2013

Item	Qty	Description	Sell	Sell Total
5	1 ea	SAUSAGE STUFFER Klinger's Trading Model No. USSC-7KV Packed: ea Uniworld Sausage Stuffer, manual, vertical, 15 lb. capacity, three different size stuffing tubes, stainless steel construction	\$332.45	\$332.45
6	3 ea	FOOD PROCESSOR Robot Coupe Model No. R2N ULTRA Packed: ea Commercial Food Processor, 3 qt. s/s bowl w/handle, kidney-shaped opening, vegetable prep attachment with external ejection, "S" blade, 27577 5/64" (2mm) grating disc and 27566 5/32" (4mm) slicing disc, continuous feed, bowl attachment designed for vertical cutting and mixing, on/off & pulse switch, single speed, 1725 RPM, 120v/60/1-hp, 7 amps, 1 HP, ETL electrical and sanitation, cETL 3 ea 1-Year parts & labor warranty	\$806.60	\$2,419.80
7	2 ea	BAR BLENDER Blendtec Model No. EZ-ES3 Packed: ea EZ® blender package (100358), on-counter, (2) 2qt FourSide™ jars (soft lids, 3" wingtip blades, BPA-free Tritan™ containers), 30 pre-programmed blend cycles, 5 programmable cycle buttons and pulse, 3 HP, 13 amp/1560 watt direct drive motor, 120V/50/60/1-PH, ETL, NSF, 1 year warranty parts and labor (limit 5,000 cycles). 2 ea 1 yr. or 5,000 cycles parts & labor; lifetime motor drive socket warranty (standard)	\$435.46	\$870.92
8	3 ea	DISH CART Vollrath Model No. ADC-2 Packed: ea Dish Caddy, adjustable top, 40"L x 30" W x 31-1/16" H, 2 posts, 4 stacks, 11-5/8" - 12-1/2" plates(note: tilt plate when loading plates for largest size stated), dual side handles, two casters with brakes, cover included, black, NSF	\$662.39	\$1,987.17
9	4 st	KNIFE SET Mercer Tool Model No. M21810 Packed: 3 st Genesis® Knife Case Set, 10-piece, includes: 3-1/2" paring knife, 5" utility, 6" boning, 7" santoku-granton edge, 8" chef's knife, 8" bread knife, 10" carver, 6" carving fork & 10" sharpening steel, high carbon, no-stain, German steel, black non-slip Santoprene® handles, NSF certified	\$217.46	\$869.84

Initial: _____

National

Date

2/14/2013

Item	Qty	Description	Sell	Sell Total
10	3 ea	UTILITY CART Lakeside Manufacturing Model No. 744 Packed: ea Utility Cart, open, 3 shelf, shelf size 21" x 33", stainless steel frame w/push handle, 700 lb. capacity, (2) 5" swivel and (2) 8" fixed casters 3 ea Casters, (2) 5" swivel, (2) 8" fixed cushion tread, std.	\$651.10	\$1,953.30
11	1 ea	MOBILE STORAGE RACK New Age Model No. 1481 Packed: ea Poly Box Rack, mobile, full height, open sides, with slides for (8) 18" x 26" or 12" x 20" food boxes, slides on approximately 7-1/2" centers, welded aluminum construction, end loading, 5" platform casters (2) with brakes, NSF 1 ea Lifetime warranty against rust & corrosion, 5 year construction warranty, std.	\$311.33	\$311.33
12	3 ea	BAR BLENDER Vita-Mix Model No. 748 Packed: ea (VM0100) Drink Machine, 64 oz. (2 liter) high-impact, clear container w/ice blades, 2 speed, grey base, 2 peak HP, 120V, 50/60 Hz, 11.5 amps, UL, cUL listed, NSF certified 3 ea 120 volt standard, std.	\$389.87	\$1,169.61
13	2 ea	MANDOLIN Matfer Bourgeat Model No. 215000 Packed: ea Mandoline, with pusher, stainless steel (Stocked in U.S.A.)	\$219.01	\$438.02
14	2 ea	WAFFLE BAKER Star Mfg. Model No. SWB7RBE Packed: ea Belgian Waffle Baker, single, 7" round, 1-1/2" thick waffle grid 2 ea 1 Yr, parts & labor warranty, std. 2 ea 120v/60/1-ph, 1.00 kw, 8.3 amps, cord w/NEMA #5-15P std.	\$831.82	\$1,663.64
50	1 ea	MOBILE HEATED CABINET Carter-Hoffmann Model No. HL1-18 Packed: ea hotLOGIX Heated Holding Cabinet,-Logix1 Series, full height, forced air heating system, mechanical controls, fixed wire universal slides, capacity (18) 18" x 26" pans or (36) 12" x 20" pans, solid single pane glass door in extruded aluminum frame, non-insulated aluminum construction, 5" casters (2 w/brakes), 120v/60/1-ph, 1750W, 15.0amps, NEMA 5-20P, ETL, ETLsan (RapidShip) 1 ea 1 Year parts and labor 1 ea Solid single pane glass door in extruded aluminum, standard	\$1,627.56	\$1,627.56

Initial: _____

National

Date

2/14/2013

Item	Qty	Description	Sell	Sell Total
51	1 ea	BUN PAN RACK New Age Model No. 6331 Packed: ea Pan Rack, full height, open sides, with angle guides on 3" centers, capacity 20 - 18" x 26" sheet pans, all-welded tubular aluminum frame, end loading, 5" stem type swivel casters, NSF 1 ea Lifetime warranty against rust & corrosion, 1 year construction warranty, std.	\$273.35	\$273.35
52	1 ea	FREIGHT Custom Model No. FREIGHT Packed: ea FREIGHT AND LOCAL DELIVERY		

Merchandise	\$23,855.29
Freight	\$150.00
Total	\$24,005.29

Acceptance: _____

Date: _____

Printed Name: _____



BOARD RESOLUTION

Date: February 11, 2013

Agenda Item: 03-14-13-41

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Purchase of Good (s)

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

SUBJECT: To approve the purchase of equipment and supplies from Office Source to upgrade the Business Management Program at Gateway STEM High School. Total cost not to exceed \$16, 431.51.

BACKGROUND: These new upgrades will better serve the students by providing state-of-the-art equipment to provide more hands-on experience. The equipment and vendors have been approved by DESE under the 2012-13 Enhancement Grant. The grant reimburses the district 75% of the cost of equipment and 50% for the cost of supplies approved by DESE.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1.B.2.a

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

Fund Source: 826-K5-110-2492-6411	GOB	Requisition #: 10133282
Amount: \$3,470.01		
Fund Source: 826-K5-110-2492-6541	GOB	Requisition #: 10133280
Amount: \$12,961.50		
Fund Source:		Requisition #:
Amount:		
\$16,431.51	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600015202

Department: Career and Technical Ed.

Requestor: Tim M. Murrell

Timothy Murrell, Exec. Dir., Career Technical Ed

2/13/2013
Dr. Nicole Williams, Dep. Supt., Academics

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



January 30, 2013

MEMORANDUM

TO: Dr. Kelvin R. Adams
FROM: Tim M. Murrell
RE: Bid Process for CTE Business Management Program at Gateway STEM High School

The evaluation took place January 14 through January 25, 2013. The evaluation committee consisted of the following:

Tim M. Murrell Executive Director – Career and Technical Education
Felita Williams Program Specialist – Career and Technical Education
Paul Cady Financial Affairs Assistant – Career and Technical Education

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

Company Name	Bid Amount	Rating	Award (Y/N)
Office Source	\$14,231.51	\$2,200 bid on last item	yes
Office Max	\$14,687.77	No bid last item	no
Best Buy	\$14,274.24	No bid last item	no
Universal Business Supply	\$15,780.51	No bid last item	no
Office Essentials	n/a	Could not bid –many items	no

One copy of each evaluation is on file along with this evaluation record in the Career and Technical Education Department.

Tim M. Murrell
Executive Director, Career & Technical Education



719 Rudder Rd.
 Fenton, MO 63028
 ph: 636-349-5101
 fax: 636-349-5109

PHONE
 636-349-5101

DATE 02/14/13	ORDER # 1868-0
------------------	-------------------

SALESMAN 110 TIME 10:10:54
 WRITER 113 PAGE 1
 FEDERAL # 43-1863461

CUSTOMER # 14435 DEPT

QUOTE

PO #

BILLING ADDRESS

INVOICE

SHIPPING ADDRESS

ST. LOUIS PUBLIC SCHOOLS
 ATTN ACCTS PAYABLE
 801 N 11TH ST
 ST LOUIS MO 63101

ROUTE # 3
 BEING HELD

ST. LOUIS PUBLIC SCHOOLS
 ATTN ACCTS PAYABLE
 801 N 11TH ST
 ST LOUIS MO 63101

ITEM NBR.	CO.	DESCRIPTION	ORDER		B/O	SHIP	UNIT D	EXTENDED
			UN	QTY				
ICMF7470	CNM	COPIER, LSR, DGT, NTKW,	EA	1		1	2636.500 N	2636.50
M300X-UC	NEC	LCD PROJECTOR 720P H	EA	1		1	881.350 N	881.35
CD03734W1-	ITI	QUICKBOOKS PRO 3 USE	EA	1		1	523.812 N	523.81
CQ109A-UC	HEW	Z6200 LG FORMAT PRIN	EA	1		1	8125.000 N	8125.00
COMPANION5	BOS	BOSE COMPANION 5 SPE	EA	1		1	444.430 N	444.43
HDRCX210B-	SON	CAMCORDER FLASH MEMO	EA	1		1	410.750 N	410.75
PN51E450A1	SMG	51" PLASMA TV	EA	1		1	588.878 N	588.88
GT1500-UC	EPS	WORKFORCE SCANNER	EA	1		1	246.567 N	246.57
97397	VER	DRIVE, USB 3.0, PORTBL	EA	1		1	100.223 P	100.22
803100C-UC	OSI	PORTABLE PROJECT SCR	EA	1		1	274.000 N	274.00
		SHIPPED WEIGHT (111.070)				
CAREER AND TECH QUOTE							TOTAL	14231.51



719 Rudder Rd.
 Fenton, MO 63026
 ph: 636-349-5101
 fax: 636-349-5109

PHONE
 636-349-5101

DATE 02/14/13	ORDER # 1895-0
------------------	-------------------

SALESMAN 110 TIME 10:12:37
 WRITER 113 PAGE 1
 FEDERAL # 43-1863461

CUSTOMER # 14435 DEPT

QUOTE
 INVOICE
 ROUTE # 3
 BEING HELD

PO #

BILLING ADDRESS
 ST. LOUIS PUBLIC SCHOOLS
 ATTN ACCTS PAYABLE
 801 N 11TH ST
 ST LOUIS MO 63101

SHIPPING ADDRESS
 ST. LOUIS PUBLIC SCHOOLS
 ATTN ACCTS PAYABLE
 801 N 11TH ST
 ST LOUIS MO 63101

ITEM NBR.	CO.	DESCRIPTION	ORDER UN	QTY	B/O QTY	SHIP QTY	UNIT PRICE	D T	EXTENDED
-----------	-----	-------------	----------	-----	---------	----------	------------	-----	----------

QRF732-UC	OSI	AUDIENCE RESPONSE SY	EA	1		1	2200.000	N	2200.00
								TOTAL	2200.00

July 13, 2012

Dr. Kelvin R. Adams
Superintendent
St. Louis City School District
801 N. 11th Street
St. Louis, MO 63101-1401

Dear Dr. Adams:

We are pleased to inform you that the Vocational-Technical Education Enhancement Grant Proposal you submitted has been approved for Fiscal Year 2013. The one-year grant begins July 1, 2012.

The following criteria were used to determine funding priorities in the order listed:

- Address high demand occupations in local workforce investment areas.
- Address high demand occupations statewide.
- Documentation indicating at least ten (10) exiters/completers per year in an employment related area at a rate of 80% or higher for the two previous years.

Due to more requests than available funding, a percentage reduction procedure was established. Schools requesting over \$200,000.00 in grant funds received a 15% reduction; those less than \$200,000.00 received a 10% reduction. You may determine where to make the reductions. A summary sheet of approved expenditures and the approved *Application for Authorization of Career Education Expenditures (FV-4)* are enclosed. The grant amount represents the Department's share of your total anticipated expenditures. For a new program to receive funding, it must be taught in Fiscal Year 2013.

Criteria to consider when purchasing items:

- Items reimbursed will be reflective of actual enrollment as entered in Core Data for Fiscal Year 2013.
- Business Programs—Instructors requesting equipment must be teaching at least three (3) high demand courses all year to receive reimbursement. High demand courses can be found on page 39 of the *Administrative Planning Guide Fiscal Year 2013, Vocational-Technical Education Enhancement Grant Award*. (<http://dese.mo.gov/divcareered/grants.htm#admin>)
- Reimbursement for instructor training will only include the actual cost of the training; items such as travel, meals, lodging, and other incidentals will not be reimbursed.

The eligible recipient is aware that all state funds granted to it are conditioned upon the availability and appropriation of such funds by the Missouri General Assembly. These funds are subject to reduction or elimination by the Missouri General Assembly at any time, even following award and disbursement of funds. Except as otherwise provided by law, the eligible recipient shall hold the Department harmless for any reduction or elimination of state funds granted to it. In the event of non-appropriation or reduction of appropriation and notice, the eligible recipient shall immediately cease further expenditures under any state project.

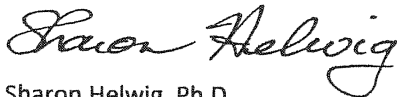
7/25/12

Dr. Kelvin Adams
Page 2
July 13, 2012

Reimbursement percentages (75% equipment, 50% all others) will be used to calculate your actual reimbursement on the FV-2 to be submitted on or before March 31, 2013. If you have the local match, you may wish to submit new FV-4's for career education 50/50 equipment funds to the appropriate section director. Do not submit items for 50/50 reimbursement that have been approved for an Enhancement Grant, unless the reimbursement will exceed the grant amount awarded.

Thank you for your interest in improving career education in Missouri. If you have questions or need assistance with the Enhancement Grant process, please contact Kristie Davis, Assistant Director of Administration and Accountability Services, at (573) 526-4987.

Sincerely,

A handwritten signature in cursive script that reads "Sharon Helwig".

Sharon Helwig, Ph.D.
Assistant Commissioner

Enclosures

c: Kristie Davis



BOARD RESOLUTION

Date: February 11, 2013

Agenda Item: 03-14-13-12

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Kelvin R. Adams, Superintendent

Action to be Approved: Purchase of Good (s)

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

Previous Board Resolution # 05-05-11-36

Prior Year Cost \$100,300.00

SUBJECT: To approve the purchase of hygienic kits, uniforms, supplies and backpacks from Backpack Gear Co. for the 2012-2013 school year for students who are in transition with housing/homelessness, at a cost not to exceed \$100,010.95.

BACKGROUND: Backpack Gear Co. will provide 1,655 personal hygiene kits along with other cleaning essentials (bath towels, detergent, uniforms and undergarments) and 3,500 book bags containing basic school supplies along with additional items (dictionary, thesaurus, flashcards, activity books and calculator) essential to learning and/or experiencing academic success. Currently, the Students-In-Transition Office serves approximately 3,500 students; 2,839 students living doubled up; 139 living in hotel/motels; 497 living in shelters and 76 living unsheltered.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.D.3.b

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

Fund Source: 822-RM-233-2336-6411	Non-GOB	Requisition #: 10133362 & 10133364
Amount: \$100,010.95		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$100,010.95	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600014111

Department: Students-In-Transition

Requestor: Deidra C. Thomas-Murray

Deidra C. Thomas-Murray for

Deidra C. Thomas-Murray/dcm
Deidra C. Thomas-Murray, Students-In-Transition Coordinator

Angela Banks

Angela Banks, Budget Director

Leon Fisher
Leon Fisher, CFO/Treasurer

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



February 11, 2013

MEMORANDUM

TO: Dr. Kelvin Adams

FROM: Deidra Thomas-Murray

RE: Bid –Supplies, Uniforms and Hygiene Kits, Students in Transition

The evaluation took place on February 1, 2013. The evaluation committee consisted of the following:

Deidra C. Thomas-Murray
Monica Sykes
Robert Evans
Derica Granger

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

Company Name	Bid Amount	Overall Ranking	Award (Y/N)
Backpack Gear	\$100,010.95	1	Yes
Kits for Kidz	\$70,960.52	2	No
Office Source	\$51,670.00	4	No
Office Essentials	\$80,645.50	3	No

Three of the four responses received could not fulfill the complete request.

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

Deidra Thomas-Murray, MSW, LMSW
Students-In-Transition Coordinator

Backpack Gear, Inc.

P.O. Box 593235
 Orlando, Florida 32859-3235
 Phone: (407) 240-2343 Contact Toronto Liverpool
 Fax: (407) 240-2342

Customer Quote

Date	Estimate #
1/29/2013	2444

Customer:
St. Louis Public School Deidra Thomas-Murray 801 N. 11th Street St. Louis, Missouri 63101

Payment Terms	Rep
Net 30	JD

Item#.	Description	Quote Qty	Case Price	Case Qty	Total
BPG325-S	600 Denier Backpack: Main/2Accessory Pockets, 2Padded Mesh Water Bottle Pockets, Contoured/Padded Arm Straps, Cell Phone/MP3 Pocket with Portal, Padded Back and I.D. Window. Measure: H16"xW11.5"xD6"	500	15.50		7,750.00
SSK-PreK-2nd ...	Kindergarten Grade Kit: 1 -Ruler 2-Folders, 1-Blunt Scissors, 24PK Crayons, 12-#2 Pencils, Crayola Markers, 1-Large Glue Stick, 1-Pencil Sharpener, 100 Pg. Compositions book, Pencil Box, Flash Cards - Addition and Subtraction, Activity/Coloring Learning Book, 2 Tissue Pak				
001-BPG-369	Backpack, dimension 18"x13"x6", 600 Denier Backpack: 2 Tone, 2 Compartments, 2 Mesh Water Bottle Pockets,	1,000	16.00		16,000.00
SSK-3rd-5th G...	Elementary School Supply Kit: 1-Ruler, 3-Folders, 1-Blunt Scissors, 24PK Crayons, 12-#2 Pencils, Crayola Markers, 1-Large Glue Stick, 1 Wedge Eraser, 1-Pencil Sharpener, Spiral Notebooks - 70 pg. & 150 ct. Notebook Filler Paper, 2 Highlighters, Pencil Pouch, Colored Pencils				
BPG-174	600 denier Backpack: 1Main/3Accessory Compartments, CD/MP3 Pocket, Headphone Portal, Support Buckles, 2/Mesh Pockets, Padded & Contoured Arm Straps. Colors: Black/Black, Red/Black, Gray/Black, Sky Blue/Black & Navy/Black.	1,000	17.00		17,000.00

Quote Accepted By: _____ Date _____

Total

Backpack Gear, Inc.

P.O. Box 593235
 Orlando, Florida 32859-3235
 Phone: (407) 240-2343 Contact Toronto Liverpool
 Fax: (407) 240-2342

Customer Quote

Date	Estimate #
1/29/2013	2444

Customer:
St. Louis Public School Deidra Thomas-Murray 801 N. 11th Street St. Louis, Missouri 63101

Payment Terms	Rep
Net 30	JD

Item#.	Description	Quote Qty	Case Price	Case Qty	Total
SSK-6-8th	School Supply Kit: 1-Ruler, 3-Folders, 1-Blunt Scissors, 24PK Crayons, 12-#2 Pencils, Crayola Markers, 1-Large Glue Stick, 1 Wedge Eraser, 1-Pencil Sharpener, 100 Pg. Compositions book or Spiral Notebooks - 70 pg. & 150 ct. Notebook Filler Paper, Basic Calculator, Dictionary, 3pk Highlighters, Pencil Pouch, Colored Pencils				
BPG-336	Backpack -Large Compartments with Padded Shoulder, 2 Side Mesh Pockets Convenient Front Zipper Pockets and Cell Phone Pocket on Shoulder Straps. Colors:Black,Charcoal/Navy,Navy/Black, Red/Black, Olive/Charcoal. Dim: 18"x13"x6"	1,000	18.00		18,000.00
SSK-9th-12th	9-12th Grade Kit: 1 Ruler, 4 Folders, 3 Pak Liquid Highlighters, 12 pk Assorted Pens, 12 pk-#2 Pencils, 1 Large Or 2 pk Glue Sticks, 1 Wedge Eraser, Pencil Sharpener,2-70 pg. C/R Spiral Notebook & 2-150 ct. Filler Paper, Basic Calculator, Dictionary 3pk Highlighters, Pencil Pouch, Colored Pencils,Index Cards				0.00

Quote Accepted By: _____ Date _____

Total

Backpack Gear, Inc.

P.O. Box 593235
 Orlando, Florida 32859-3235
 Phone: (407) 240-2343 Contact Toronto Liverpool
 Fax: (407) 240-2342

Customer Quote

Date	Estimate #
1/29/2013	2444

Customer:
St. Louis Public School Deidra Thomas-Murray 801 N. 11th Street St. Louis, Missouri 63101

Payment Terms	Rep
Net 30	JD

Item#.	Description	Quote Qty	Case Price	Case Qty	Total
003-PHK008	Deluxe Personal Hygiene Kit: Toothbrush Toothpaste Shampoo 3pk soap Wet wipes First aid kit Lotion Hand Sanitizer Deodorant Comb & Brush Cotton Balls and Swabs Bath Tissue Wash Cloth Clear Drawstring Tote	1,155	12.99		15,003.45
003-KCK008	Deluxe Kid's Personal Care Kits	500	10.00		5,000.00
SSPPS-A	Adult Long Short Sleeve Polo Shirts	250	7.99		1,997.50
SSPPS-A	Adult Short Sleeve Polo Shirts	250	6.50		1,625.00
SSPPS-C	Short Sleeve Polo Shirts	350	5.00		1,750.00
Misc.	ADULT Assorted Uniforms - Pants - Sizes Navy and Khaki	250	10.50		2,625.00
Misc.	Youth Assorted Uniforms - Pants - Sizes Navy and Khaki	250	8.50		2,125.00
Misc.	Capri Pants Assorted Sizes	150	9.99		1,498.50
BPG-Tshirts	3pk T-shirts -Undergarment	100	3.00		300.00
BPG-Boxers	Boy's/Young Means Boxers	100	4.50		450.00
BPG-GUnder	Girls Animals Underwear - 6pk	50	6.00		300.00
BPG-GUnder	Junior Girls Underwear -	100	1.50		150.00
BPG-Bras	Bras _ Assorted Sizes	75	5.00		375.00
BPG-Gloves	Gloves and Hats	200	3.00		600.00
BPG-BELTS	Youth Belts - Assorted Sizes	250	3.00		750.00
BPG-Socks	White Socks - 3 pk Assorted Sizes	300	2.75		825.00

Quote Accepted By: _____ Date _____

Total

Backpack Gear, Inc.

P.O. Box 593235
 Orlando, Florida 32859-3235
 Phone: (407) 240-2343 Contact Toronto Liverpool
 Fax: (407) 240-2342

Customer Quote

Date	Estimate #
1/29/2013	2444

Customer:
St. Louis Public School Deidra Thomas-Murray 801 N. 11th Street St. Louis, Missouri 63101

Payment Terms	Rep
Net 30	JD

Item#.	Description	Quote Qty	Case Price	Case Qty	Total
BHW3PK	3pk Bath/Hand/ & Wash Cloth Set. Colors: Ivory, Blue & Pink	500	7.00		3,500.00
FLD2GB	Flash Drive 8GB	50	9.99		499.50
007-TP2450	Toilet Paper Bath, 2 Ply, 450 sheets	300	0.79		237.00
BPG-Deter	Tide Laundry Detergent 260 gr.	300	2.00		600.00
BPG-DishDet	Ivory or Dawn Dish Detergent	300	2.50		750.00
005-21422	Fem pads(10ct) and tampons (20 ct)	200	1.50		300.00
SH	Free Shipping & Handling Charges 20 pallets		0.00		0.00

Quote Accepted By: _____ Date _____

Total	\$100,010.95
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BOARD RESOLUTION

Date: February 15, 2013

Agenda Item : 03-14-13-43

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Debra Falkiner, Director of Parent and Student Engagement

Action to be Approved: Contract Amendment

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

Previous Board Resolution # 07-10-12-19

Prior Year Cost \$1,040,000

SUBJECT: To approve the amendment of Board Resolution Number 07-10-12-19, a contract with the Achievement, Commitment and Excellence (ACE) program to increase the dollar limitation by \$41,600 for the purchase of an additional 20 slots. The Board originally approved a limitation of \$1,040,000 per the referenced Resolution Number. If this request is granted, the total dollar limitation will now be \$1,081,600.00.

BACKGROUND: ACE's goals are to recover students who have dropped out of school or who are at-risk of dropping out of school. ACE provides and maintains a course of instruction for alternative education as approved by DESE.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1.B.2.a

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

Fund Source: 822-C6-110-2336-6319	GOB	Requisition #:
Amount: \$41,600		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$41,600.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600007514

Debra Falkiner, Director of Parent and Student Engagement

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: March 7, 2013

Agenda Item : 04-25-13-01

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved:
Acceptance of Funds/Funding
RFP/Bid #

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

SUBJECT: To accept a donation from the Clinton Global Initiative Brightergy for up to a 25 kW solar system to the St. Louis Public Schools' Gateway STEM High School located at 5101 McCree, St. Louis, MO 63110. This donation will be at no cost to the District.

BACKGROUND: The donation also includes classroom activities called BrighterClassroom™ which provides terrific tools for teachers and students to learn about solar energy. The program consists of:
•Professional development / training workshops;
•Classroom lessons that focus on the importance of energy forms and sources, understanding energy conservation and efficiency, the value of renewable energy - specifically solar energy;
•An online monitoring system that will allow the school's solar-panel array to become a hands-on visual tool for research. The system tracks electric generation and will allow any student who has access to the website to learn about solar energy generation;
•In addition, this learning project is correlated to Missouri State Standards.

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: NA	GOB	Requisition #: NA
Amount: No Cost to the District		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed:	<input type="checkbox"/> Pending Funding Availability	Vendor

Department: Operations

3/11/2013
Dr. Nicole Williams, Dep. Supt., Academics

Angela Banks, Budget Director

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

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: March 8, 2013

Agenda Item : 04-25-13-02

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Patrick Wallace, Exec. Dir., Communications

Action to be Approved:
Acceptance of Funds/Funding

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

SUBJECT: To approve the acceptance of instruments from Mr. Holland's Opus Foundation and Fidelity Investments for Soldan High School's Instrumental Music Department. The instruments have a total combined value of \$22,000+.

BACKGROUND: Soldan's Instrumental Music Departmental has been awarded musical instruments which include: three alto saxophones, three flutes, five clarinets, one piccolo, one 3/4 tuba and one xylophone. The Mr. Holland's Opus Foundation keeps music alive in our schools by donating musical instruments to under-funded music programs, giving youngsters the many benefits of music education, helping them to be better students and inspiring creativity and expression through playing music.

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

Department: Soldan High School

Requestor: Dr. Thomas Cason

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Patrick Wallace, Exec. Dir., Communications

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: March 7, 2013

Agenda Item : 04-25-13-03

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Summer School

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

SUBJECT: Request for approval to operate Summer School 2013. There will be a 19-day session for students in PK-12 grade for enrichment and remediation beginning June 3-June 27, 2013 with the closing date for staff on June 28, 2013. The cost of the summer school program is not to exceed \$3,000,000.00.

BACKGROUND: The St. Louis Public School District will provide summer school instruction to a target of 5700 students to improve academic achievement. A differentiated program model that is problem-based for students in K-8 will be offered to provide students with increased opportunities for educational experiences, as well as reinforce and extend the regular school year. Summer school is designed for the following groups: 1) Identified P4 students entering kindergarten fall of '13 who need extra support, 2) Grade 3-4 students who qualify for services under Senate Bill 319, 3) K-8 students who want to extend their learning, 4) students with IEPs and are eligible for extended services, 5) 8th graders identified in the High School Initiative Grant, 6) high school students who need to earn academic credits, 7) high school students who need extra support with core classes as interventions, 8) CTE internships, 9) AP Camp, 10) Biomedical Camp. A pre and post test will be administered for SB319 students. Attendance and credit toward graduation will be evaluated.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 4

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

Fund Source: Multi funded: GOB, Title, Deseg	Non-GOB and GOB	Requisition #:
Amount: \$3,300,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
\$3,300,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Academic

Requestor: Sheila Smith-Anderson

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

3/13/2013

Dr. Nicole Williams, Dep. Supt., Academics

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: March 7, 2013

Agenda Item : 04-25-1304

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Deanna Anderson, Exec. Dir., Transportation

Action to be Approved: Policy Adoption/Change

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

FY13-14 Calendar

SUBJECT: Request approval to adopt the FY13-14 School Calendar.

BACKGROUND: Attached is the FY13-14 School Calendar submitted for approval. In the FY13-14 School Calendar, please note the following: 6 Professional Development days; the first day for students occurs on Monday, August 12, 2013; last class day occurs Friday, May 23, 2014; winter break is scheduled for 5 days; spring break is scheduled for 5 days; two (2) recordkeeping days; and six(6) snow days are in the calendar as required by Missouri State Statutes. There is a total of 176 student days totaling 1,135.2 hours. The hours of instruction per school day are 6 hours and 27 minutes.

Accountability Plan Goals:

Objective/Strategy:

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: Transportation

Requestor: Deanna J. Anderson

Deanna Anderson, Exec. Dir., Transportation

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



St. Louis Public School District

2013-2014 Academic Year Calendar

Wk	S	M	T	W	Th	F	Sa	Notes	Teachers	Students
								July '13		
21	22	23	24	25	26	27		22 11 Month Staff Returns to Work		
28	29	30	31					29 10.5 Month Staff Returns to Work		
								August '13		
4	5	6	7	8	9	10		5 10 Month Staff Returns to Work		
11	FCD	13	14	15	16	17		5-9 Opening Activities Days (2 District-wide Professional Development; 2 Classroom Prep.; 1 Principal's Day)		
18	19*	20	21	22	23	24		12 First Class Day		
25	26	27	28	29	30	31		19* Early Childhood/Early Childhood Special Ed. begins		
								September '13		
1	H	3	4	5	6	7		2 Holiday-Labor Day District Closed		
8	9	10	11	12	PR	14		13 Interim Progress Reports for Quarter 1		
15	16	17	18	19	20	21		27 Professional Development (no students)		
22	23	24	25	26	PD	28				
29	30									
								October '13		
6	7	8	9	10	11	12		11 Quarter 1 ends 43 days/277.35 hours		
13	SQ*	15	16	17	PCD*	19		14 Second Quarter begins		
20	21	22	23	24	25	26		18 *Parent Conferences (no students) <i>Conferences to be held 3 hrs. after school on 10/17 and 3.5 hrs. morning of 10/18</i>		
27	28	29	30	31						
								November '13		
3	4	5	6	7	8	9		11 Holiday-Veteran's Day District Closed		
10	H	12	13	14	PR	16		15 Interim Progress Reports for Quarter 2		
17	18	19	20	21	22	23		27 No school for non 12 month staff; 12 Month Staff Works/Schools Closed		
24	25	26	27/NS*	H	H	30		28-29 Holiday-Thanksgiving District Closed		
								December '13		
17	8	9	10	11	12	13		19 Quarter 2 ends 44 days/283.8 hours		
18	15	16	17	18	19	RK	21	20 Record Keeping (no students)		
19	22	WB	H	H	WB	WB	28	23-31 Winter Break (no school)		
20	29	WB	WB					24-25 Holiday-Christmas District Closed		
								First Semester 87 days/561.15 hours		
								January '14		
21			H	PD	PD	4		1 Holiday-New Year's Day District Closed		
22	5	TQ/CR	7	8	9	10	11	2-3 Professional Development (no students)		
23	12	13	14	15	16	17	18	6 Third Quarter/Classes Resume		
24	19	H	21	22	23	24	25	20 Holiday-Martin Luther King Day District Closed		
25	26	27	28	29	30	31				
								February '14		
26	2	3	4	5	6	PR	8	7 Interim Progress Reports for Quarter 3		
27	9	10	11	12	13	PD	15	14 Professional Development (no students)		
28	16	H	18	19	20	21	22	17 Holiday-President's Day District Closed		
29	23	24	25	26	27	28				
								March '14		
30	2	3	4	5	6	7	8	7 Quarter 3 ends 42 days/270.9 hours		
31	9	FQ*	11	12	13	PCD*	15	10 Fourth Quarter begins		
32	16	SB	SB	SB	SB	SB	22	14 *Parent Conferences (no students) <i>Conferences to be held 3 hrs. after school on 03/13 and 3.5 hrs. morning of 03/14</i>		
33	23	24	25	26	27	28	29	17-21 Spring Break (no school)		
34			1	2	3	4	5			
								April '14		
35	6	7	8	9	10	PR	12	11 Interim Progress Reports for Quarter 4		
36	13	14	15	16	17	18/NS*	19	18 No school for non 12 month staff; 12 Month Staff Works/Schools Closed		
37	20	21	22	23	24	25	26			
38	27	28	29	30						
								May '14		
39	4	5	6	7	8	9	10	16 Record Keeping (no students)		
40	11	12	13	14	15	RK	17	23 Last Class Day/Quarter 4 ends 47 days/303.15 hours		
41	18	19	20	21	22	23	24	23 Last Day for 10 Month Employees		
	25	H	27/SN	28/SN	29/SN	30/SN	31	27-30 Snow Days		
								30 Last Day for 10.5 Month Employees		
								Second Semester Totals 89 days/574.05 hours		
								June '14		
8	9	10	11	12	13	14		2-3 Snow Days	6	Last Day for 11 Month Employees
15	16	17	18	19	20	21				
22	23	24	25	26	27	28		2-27 Summer School		
29	30									
								July '13		
6	7	8	9	10	11	12		4 Holiday-Independence Day		
13	14	15	16	17	18	19				
20	21	22	23	24	25	26				
27	28	29	30	31						
<p>Totals for the 2013/2014 School Year days; hours; Student 176 days @ 6 hr. 27 min. (6.45/day)=1135.2 Teacher 210 Days (176 teaching days,34 without students (5 days for winter break; 5 days for spring break; 9 holidays; 2 record keeping days; 2 no school days; 6 professional development days; 2 parent conference days; 2 classroom prep. days; 1 Principal's day)</p>										



BOARD RESOLUTION

Date: March 11, 2013

Agenda Item : 07-25-13-05

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Leon Fisher, CFO/Treasurer

Action to be Approved: Policy Adoption/Change

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

SUBJECT: To approve the Safety and Risk Management Handbook for the 2012-13 school year. The Handbook supports the District Policy P3511 and District Regulation R3511 that was amended and approved by the Board as Board Resolution 06-24-10-16.

BACKGROUND: The Safety and Risk Management Handbook was drafted in 2010 as a priority objective of the Safety and Risk Management Committee. The Policy is included as page 2 of the Handbook that each employee is required to acknowledge in writing (or online) that they have read and understand the safety program and guidelines in the Handbook.

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: Risk Management

Requestor: Kevin Coyne

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

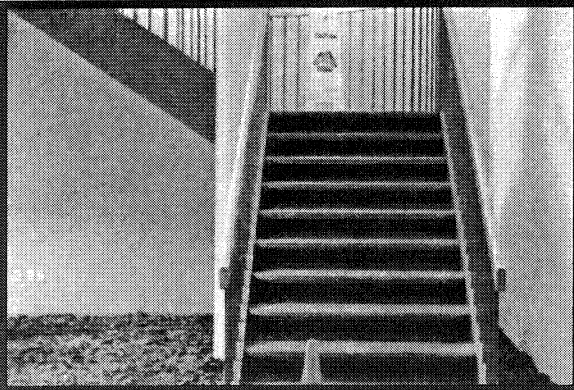
Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



SAFETY and RISK MANAGEMENT HANDBOOK

To ensure that safety procedures, guidelines, and policies are followed, the District has developed a school district safety program that is outlined in this St. Louis Public Schools Safety and Risk Management Handbook.



July 2012

**St. Louis Public Schools
801 North 11th Street
St. Louis, MO**

Special Administrative Board Members

Rick Sullivan - CEO
Melanie Adams
Richard K. Gaines

Superintendent of Schools

Dr. Kelvin R. Adams

Chief of Staff

Dr. Alice Roach

The Special Administrative Board of the Transitional School District of the City of St. Louis ("Board") does not discriminate on the basis of race, color, national origin, sex, sexual orientation, age or disability in admission or access to, or treatment or employment in its programs and activities. For more information, please contact the Chief Human Resources Officer, 801 North 11th Street, Saint Louis, MO 63101, or by telephone at 314-345-2295.

Published by:

St. Louis Public Schools' Safety and Risk Management Committee
July 2012



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SECTION I

SCHOOL BOARD POLICY

SAFETY & RISK MANAGEMENT HANDBOOK SIGNATURE PAGE

The safety of all St. Louis Public School (SLPS) personnel, students, and visitors is of vital importance. To this end, it shall be the policy and practice of SLPS to prevent accidents, occupational injuries, and illnesses by taking reasonable precautions to protect the safety of all students, employees, visitors and others present on District property or at school sponsored events.

SLPS shall strive to provide safe working conditions for all staff members and will give prompt consideration to remediate those conditions that may present a threat to the health and safety of all staff members. To that end, SLPS will mandate and provide workshops to instruct staff on safe work practices so that work, teaching, and learning can be accomplished without threat to life, health or loss of property.

SLPS will respond to employee requests for reasonable accommodations when an employee has a disability as defined by Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008.

The Superintendent shall have the overall responsibility for the safety program. SLPS administrators, as the Superintendent's designees, will ensure that all employees are kept informed of current state and local requirements related to occupational safety. Administrators and principals shall be responsible for administration and supervision of the safety program within their assigned areas of responsibility.

To ensure safety procedures, guidelines, and policies are followed, SLPS has developed a safety program that is outlined in this handbook. Every SLPS employee will receive a copy of this handbook; new employees shall be given a copy upon employment. All employees will receive annual reviews and updates on the SLPS safety program and protocols.

As a condition of employment I acknowledge that I have read, understand, and will adhere to the safety program and guidelines contained in the St. Louis Public Schools Safety & Risk Management Handbook.

JULY 2012

Date: _____ Printed Name: _____
Employee Signature: _____

Title: _____ Department/School: _____

Signed copy of this statement will be kept on file in the Human Resources Division.

Safety and Risk Management Policy Statement

The St. Louis Public Schools District (District) is committed to providing and maintaining a safe, orderly, and healthy workplace for all students, employees, visitors and others present on district property, or at a school sponsored event. Proactive procedures shall be in place to prevent accidents, occupational injuries, and illnesses.

Prevention activities to reduce lost work time shall be promoted by the District. The District shall strive to provide a safe, orderly, and healthy workplace environment along with providing the appropriate training on safe working procedures, guidelines, and policies. To ensure safety procedures, guidelines, and policies are followed the District has developed a school district safety program that is outlined in the St. Louis Public Schools Safety and Risk Management Handbook.

The St. Louis Public School Board expects the cooperation of all St. Louis Public School staff for the maintenance of the safe, orderly, and healthy workplace environment.

Adopted: June 24, 2010

Section II

SAFETY & RISK MANAGEMENT COMMITTEE

SAFETY & RISK MANAGEMENT COMMITTEE ORGANIZATION

A safety and risk management committee has been established as a management tool to recommend improvements to our workplace safety program, address safety issues for our students and visitors, and to identify corrective measures needed to eliminate or control recognized safety and health hazards. The safety and risk management committee is comprised of representatives from the Special Administrative Board (Board), Academics, Information Technology, Human Resources, Finance, Food Services, Risk Management, Operations, Safety and Security, Teachers Union – Local 420, and Cannon Cochran Management Services, Inc. (CCMSI).

Responsibilities

The safety and risk management committee will be responsible for assisting the Board in:

1. Communicating procedures for evaluating the effectiveness of control measures used to protect employees, students and visitors from safety and health hazards in the District.
2. Reviewing and updating workplace safety rules based on accident investigation findings, any inspection findings, and employee reports of unsafe conditions or work practices; and accepting and addressing suggestions from employees.
3. Updating the workplace safety program by evaluating employee injury and accident records, identifying trends and patterns, and formulating corrective measures to prevent recurrence.
4. Evaluating employee accident and illness prevention programs, and promoting safety and health awareness and co-worker participation through continuous improvements to the workplace safety program.
5. Participate in safety training and be responsible for assisting management in monitoring workplace safety education and training to ensure that it is in place, that it is effective, and that it is documented.

Meetings

The District Safety Committee will meet monthly or as needed and the Subcommittees will meet on an as needed basis.

Section III

SAFETY RULES, POLICIES AND PROCEDURES

The safety rules contained in this section have been prepared to protect you in your daily work. Employees are to follow these rules, review them often and use good common sense in carrying out assigned duties. The safety rules in this section are general in nature and apply to all employees. More specific safety rules may exist for various buildings or departments. Employees must be aware of all safety rules that apply to their employment.

ALL EMPLOYEES

General

1. Being impaired by, or under the influence of, alcohol or illegal drugs while at work, is strictly prohibited. If taking prescription drugs, please follow physician recommendations and notify the administration if medications make you drowsy, etc.
2. Fighting, horseplay, practical jokes or other disorderly conduct is strictly prohibited.
3. Threatening, intimidating, or using abusive language to other employees is strictly prohibited.
4. Whenever employees are driving, or a passenger in a District vehicle/or personally owned vehicle, during the course and scope of employment, they shall wear seat belts.
5. Employees must immediately report all injuries, no matter how minor, to their supervisor. Failure to report an injury in a timely manner may jeopardize your Workers' Compensation benefits.
6. Employees shall report any safety hazards/conditions immediately to management.
7. No employee shall perform any activity which is higher than they can reach unless they have received the proper training in the use of ladders, step stools and the like. Furthermore, employees shall not stand or attempt to stand on chairs, tables, and etc.

Prevent Slips and Falls

1. Wear appropriate footwear on snow and ice. If necessary, bring a change of shoes for inside the building.
2. Report slippery surfaces to the administration immediately.
3. Clean up spills immediately. If immediate cleanup is not possible, use traffic cones or other warning signs to mark spills or slippery surfaces.
4. Do not take short cuts. Only walk on sidewalks that have been cleared of snow and ice.
5. Use handrails on stairways.
6. Use extra caution when carrying objects on ice and snow.

Lifting/Pushing/Pulling Procedures

1. Plan the move before lifting; ensure that you have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. Maximum weight limit for one person for lifting/pushing/pulling is 50 lbs. If you need help with a lesser weight **ask for help**.
4. If the load is too heavy or bulky get assistance from a co-worker or by submitting a work order request.

How to Lift Safely

1. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
2. Face the load.
3. Bend at the knees, not at the back.
4. Keep your back straight.
5. Get a firm grip on the object using your hands and fingers. Use handles when they are present.
6. Hold the object as close to your body as possible.
7. While keeping the weight of the load in your legs, stand to an erect position.
8. Perform lifting movements smoothly and gradually; do not jerk the load.
9. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
10. Set down objects in the same manner as you picked them up, except in reverse.
11. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
12. Never lift anything if your hands are greasy or wet.
13. Wear protective gloves when lifting objects that have sharp corners or jagged edges.

Housekeeping

1. Do not place materials such as boxes or trash in walkways and passageways.
2. Mop up water around drinking fountains and drink dispensing machines immediately. Report larger spills to the custodians immediately.
3. When an immediate clean up is not possible, mark and/or barricade the area with traffic cones or some other conspicuous marker to alert on comers of the hazard.
4. Do not store or leave items on stairways.
5. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
6. Straighten or remove rugs and mats that do not lie flat on the floor.
7. Return tools to their storage places after using them.
8. Do not use gasoline for cleaning purposes.
9. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.

Electrical

1. Do not use frayed, cut or cracked electrical cords.
2. Submit work order request or contact maintenance if cords are damaged or outlet cover plates are missing
3. Do not plug multiple electrical cords into a single outlet.
4. Do not use extension or power cords that have the ground prong removed or broken off.
5. Use a cord cover or tape the cord down when running electrical cords across aisles, between desks or across entrances or exits.
6. Keep electrical cords and power strips away from sinks and other sources of water.
7. Use appropriate personal protection equipment (safety glasses, gloves, boots, etc.)
8. District policy is to purchase and use UL rated/listed equipment at all times.
9. Do not exceed the rated capacity of any extension cord used. Do not connect two extension cords together. Do not use extension cords as a substitute for permanent wiring.

Stairs

1. Use the handrails when ascending or descending stairs or ramps.
2. Do not store or leave items on stairways.

3. Do not run on stairs or take more than one step at a time.
4. Report all hazardous conditions found on stairways to the administration.
5. Step well into the step, not on the edge.
6. Avoid distractions while on stairs.

Driving

1. Reduce speeds. Remember that the posted speed limit is for ideal travel conditions.
2. Allow for extra travel time or consider delaying trips if the weather is inclement.
3. Always use headlights during inclement weather.
4. Make sure windshield wipers, batteries, tires and defrosters are working and in good condition.
5. Carry blankets, flares and other equipment that would be helpful in an emergency.
6. Maintain a safe distance between you and other vehicles.
7. Be courteous to other drivers.
8. Keep to the right except to pass, using turn signals to alert other drivers of your intentions.
9. Always buckle seatbelts.

Walk Defensively

1. Slippery sidewalks, parking lots, streets and entryways pose extra dangers.
2. Use crosswalks.

Avoid Overloading

1. Keep your balance.
2. Keep your packages together.
3. Don't block your vision.

Parking Lot Safety

1. Watch your footing when getting out of your vehicle.
2. It takes a vehicle much longer to stop on ice and snow.

Choose Proper Footwear

1. Wear footwear with maximum traction.
2. Winter boots.
3. Non-slip soles or overshoes.

OFFICE / CLASSROOM SAFETY**General Rules**

1. Do not stand on furniture to reach high places.
2. Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a fellow employee.
7. Do not throw matches, cigarettes or other smoking materials into trash baskets.
8. Do not tilt the chair you are sitting in. Keep all chair legs on the floor.
9. Do not burn candles in classrooms. Open flames are only allowed in controlled environments such as science experiments.

Files

1. Open only one file cabinet drawer at a time. Close the filing cabinet drawer you are working in before opening another filing drawer in the same cabinet.
2. Put heavy files in the bottom drawers of file cabinets.
3. Use the handle when closing drawers and files.

Sharp Objects

1. Store sharp objects, such as pens, pencils, letter openers and scissors in drawers or with the tips pointing down in a container.
2. Carry pencils, scissors and other sharp objects with the tips pointing down.

Paper Cutter/Shredder

1. Position hands and fingers on the handle of the paper cutter before pressing down on the blade.
2. Keep the paper cutter handle in the closed or locked position when it is not being used.
3. Do not use paper-cutting devices if the finger guard is missing.
4. Do not place your fingers in or near the feed of a paper shredder.
5. Do not allow students to use paper cutters or shredders.

Staplers

1. Point the ejector slot away from yourself and bystanders when refilling staplers.
2. Keep fingers away from the ejector slot when loading or testing stapling devices.
3. Use a staple remover, not your fingers, for removing staples.

RESEARCH SCIENCE / LAB SAFETY

1. Do not store reagents on the lab bench.
2. Do not eat, drink, or chew gum in a science laboratory or storage area. Do not store food or beverages in the refrigerator located in the lab.
3. Safety glasses must be worn at all times in the lab area.
4. Wash your hands before and after working in the lab, and after spill cleanups.
5. Wear your lab smock when working in the lab.
6. Never leave gas burners, hot plates, heating mantles, or other heat sources unattended when they are on.
7. Do not lean into fume hoods when the hood is on and open containers of chemicals have been placed under the hood.
8. Do not use fume hoods for storage.
9. Obtain and read Material Safety Data Sheets (MSDS) for each chemical you will be using before beginning any experiment. Read and follow the safety instructions and use the stated personal protective equipment.

10. Ensure chemicals are properly labeled and stored in accordance with MSDS.
11. Never store chemicals in unlabeled containers.
12. Do not mix chemicals in the sink drain.
13. Do not block access to the laboratory eyewash, safety showers, fire extinguisher, or fire alarm pull station.
14. Wear shoes or boots that cover your feet completely; do not wear open toed shoes or sandals.
15. Do not block escape routes from the lab.
16. Never block fire doors open.
17. Never store materials in lab or storage area aisles.

Hazardous Materials

1. Know the location of MSDS and follow the instructions on the label and in the corresponding MSDS for each chemical product you will be using in your workplace to include using the recommended personal protective clothing and storage guidelines.
2. Do not use protective clothing or equipment that has split seams, pinholes, cuts, tears, or other visible signs of damage.
3. Before using the chemical exhaust hood, flip the fan motor switch to the "On" position.
4. Do not use chemicals from unlabeled containers or unmarked cylinders.
5. Do not perform "hot work", such as welding, metal grinding or other spark producing operations, within 50 feet of containers labeled "Flammable" or "Combustible".
6. Do not drag containers labeled "Flammable."
7. All chemical containers must be labeled. If any unlabeled containers are found, they must be removed and turned in to Support Services.

MAINTENANCE / CUSTODIAL

General Guidelines

1. Any personal protective equipment (PPE) should meet standards set by ANSI (American National Standards Institute).
2. Hard hats—wear ANSI approved hard hats when working on or near construction projects, trimming trees, and doing any work that has potential for head injury.
3. Safety glasses and goggles—wear ANSI approved safety glasses/goggles that are appropriate for protecting the eyes from extremely bright light and ultraviolet radiation (UV rays), flying objects, and very hot, poisonous, and irritating liquids.
4. Ear plugs or muffs—wear appropriate ear protection to protect ears from excessive noise exposure.
5. Respirators—wear respirators as required while working in an environment where there is danger of breathing air contaminated with toxic gases, vapors, fumes and dusts. Employees must be medically cleared and fit tested prior to wearing a respirator.
6. Safety footwear—wear safety footwear with metal box toe and puncture resistant sole while doing grounds keeping or maintenance work.
7. Gloves—wear appropriate type of gloves when working with chemicals, solvents, or toxic substances as well, to protect hands from flying objects and from contact with vibrating machines.

Use of Ladders and Step Ladders

1. Never substitute furniture such as tables and chairs for ladders.
2. Read and follow the manufacturer's instruction label affixed to the ladder. Place the ladder feet 1/4 of the ladder's working length away from the base of the structure.

3. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber footpads, or are otherwise visibly damaged.
4. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt.
5. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will detour traffic away from your work.
6. Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.
7. Allow only one person on the ladder at a time.
8. Face the ladder when climbing up or down it.
9. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.
10. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
11. Do not stand on the top two rungs of any ladder.
12. Do not stand on a ladder that wobbles, or that leans to the left or right of center.
13. When using a straight or extension ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
14. Secure the ladder in place by having another employee hold it if it cannot be tied to the structure.
15. Do not move a rolling ladder while someone is on it.
16. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
17. Do not carry items in your hands while climbing up or down a ladder.
18. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
19. Do not use a ladder as a horizontal platform.

Electric Power Tools

1. Do not use power equipment or tools you have no experience with until you have been trained by a qualified operator.
2. Ground Fault Circuit Interrupter (GFCI) is required to be used while working with power tools. GFCI should be plugged in directly to the outlet.
3. Keep power cords away from the path of drills, grinders, and presses.
4. Do not carry plugged in equipment or tools with your finger on the switch.
5. Do not carry equipment or tools by the cord.
6. Disconnect the tool from the outlet by pulling on the plug, not the cord.
7. Turn the tool off before plugging or unplugging it.
8. Do not leave power tools "ON" that are unattended.
9. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
10. Do not operate spark-inducing tools such as grinders, drills or saws near containers labeled "Flammable".
11. Turn off the electrical tool and unplug it from the outlet before attempting repairs or service work. Tag the tool "Out of Service".
12. Do not remove the ground prong from electrical cords. Do not use cords with ground prongs removed.
13. Do not use an adapter such as a cheater plug that eliminates the ground.
14. Do not run extension cords through doorways, through holes in ceilings, walls or floors.

15. Do not drive over, drag, step on or place objects on a cord.
16. Do not use a power hand tool to cut wet or water soaked building materials or to repair pipe leaks.
17. Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
18. Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cord in your hand. Hold all portable power tools by the plastic handgrips or other nonconductive areas designed for gripping purposes.
19. Visually inspect all tools before use. Do not use broken or damaged tools.

Machine Guarding / Machine Safety

1. Replace the guards, before starting machines and after making adjustments or repairs to the machine.
2. Use lockout tag out procedure when working on equipment.
3. Do not remove, alter or bypass any safety guards or devices when operating any piece of equipment or machinery.
4. Read and obey safety warnings posted on or near any machinery.

Hand Tool Safety

1. Carry all sharp tools in sheath or holsters.
2. Gloves are required when using box cutters, utility knife, etc.
3. Tag worn, damaged or defective tools "Out of Service" and do not use them.
4. Do not use a tool if the handle surface has splinters, burrs, cracks or splits.
5. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
6. Do not carry sharp or pointed hand tools such as probes or knives in your pocket unless the tool or your pocket is sheathed.
7. Do not perform "make-shift" repairs to tools.
8. Do not throw tools from one location to another or from one employee to another.
9. Transport hand tools only in toolboxes or tool belts.

Tool Boxes/Chests/Cabinets

1. Use the handle when opening and closing a drawer or door of a toolbox, chest, or cabinet.
2. Tape over or file off sharp edges on toolboxes, chests or cabinets.
3. Do not stand on toolboxes, chests or cabinets to gain extra height.
4. Lock the wheels on large toolboxes, chests or cabinets to prevent them from rolling.
5. Push large chests, cabinets and toolboxes; do not pull them.
6. Do not open more than one drawer of a toolbox at a time.
7. Close and lock all drawers and doors before moving the tool chest to a new location.
8. Do not use a toolbox or chest as a workbench.
9. Do not move a toolbox, chest or cabinet if it has loose tools or parts on the top.

Pallet Jack Use

1. Only employer authorized personnel may operate the pallet jack.
2. Do not exceed the manufacturer's rated load capacity. Read the lift capacity plate on the pallet jack if you are unsure.
3. Do not ride on pallet jacks.
4. Start and stop the pallet jack gradually to prevent the load from slipping.
5. Pull manual pallet jacks; push them when going down an incline or passing close to walls or obstacles.

6. If your view is obstructed, ask a spotter to assist in guiding the load.
7. Stop the pallet jack if anyone gets in your way.
8. Never place your feet under the pallet jack.

Carts

1. Do not exceed the rated load capacity noted on the manufacturer's label on the cart.
2. Ask a spotter to help guide carts around corners and through narrow aisles.
3. Do not stand on a cart or float or use it as a work platform.

Hand Truck Operations

1. When loading hand trucks, keep your feet clear of the wheels.
2. Do not exceed the manufacturer's rated load capacity. Read the capacity plate on the hand truck if you are unsure.
3. Place the load so that it will not slip, shift or fall. Use the straps, if they are provided, to secure the load.
4. For extremely bulky or pressurized items, strap or chain the items to the hand truck.
5. Tip the load slightly forward so that the tongue of the hand truck goes under the load.
6. Push the tongue of the hand truck all the way under the load that is to be moved.
7. Keep the center of gravity of the load as low as possible by placing heavier objects below the lighter objects.
8. Push the load so that the axle and not the handles will carry the weight.
9. If your view is obstructed, ask a spotter to assist in guiding the load.
10. Do not walk backward with the hand truck, unless going up stairs or ramps.
11. When going down an incline, keep the hand truck in front of you so that it can be controlled at all times.
12. Move hand trucks at a walking pace.
13. Store hand trucks with the tongue under a pallet, shelf, or table.

Compressed Gas Cylinders Storage and Handling

1. Do not handle oxygen cylinders if your gloves are greasy or oily.
2. Store all compressed gas cylinders in the upright position.
3. Keep all cylinders not in use capped and secured with safety chain.
4. Do not lift compressed gas cylinders by the valve protection cap.
5. Do not store compressed gas cylinders in areas where they can come in contact with chemicals labeled "Corrosive".
6. Place cylinders on the cradle, sling board, pallet or compressed gas cylinder basket to hoist them.
7. Do not place compressed gas cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.
8. Do not hoist or transport cylinders by means of magnets or choker slings.
9. Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene, or near combustible material such as oil or grease.

Use of Compressed Gas Cylinders

1. Do not use dented, cracked or other visibly damaged cylinders.
2. Use only an open ended or adjustable wrench when connecting or disconnecting regulators and fittings.
3. Close the cylinder valve when work is finished, when the cylinder is empty or at any time the cylinder is moved.

4. Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene, or near combustible material such as oil or grease.
5. Stand to the side of the regulator when opening the valve.
6. If a cylinder is leaking around a valve or a fuse plug, move it to an outside area away from where work is performed, and tag it to indicate the defect.
7. Do not use compressed gas to clean yourself, equipment or your work area.
8. Do not remove the valve wrench from acetylene cylinders while the cylinder is being used.
9. Open cylinder valves slowly. Open the valve fully when the compressed gas cylinder is being used, in order to eliminate possible leakage around the cylinder valve stem.

Hazardous Materials

1. Know the location of Material Safety Data Sheet (MSDS) and follow the instructions on the label and in the corresponding MSDS for each chemical product you will be using in your workplace to include using the recommended personal protective clothing and storage guidelines.
2. Do not use protective clothing or equipment that has split seams, pinholes, cuts, tears, or other visible signs of damage.
3. Before using the chemical exhaust hood, flip the fan motor switch to the "On" position.
4. Do not use chemicals from unlabeled containers or unmarked cylinders.
5. Do not perform "hot work", such as welding, metal grinding or other spark producing operations, within 50 feet of containers labeled "Flammable" or "Combustible".
6. Do not drag containers labeled "Flammable."
7. All chemical containers must be labeled. If any unlabeled containers are found, they must be removed and turned in to Support Services.
8. No smoking in district vehicles.
9. Limit cell phone use and use hands free cell phone equipment when available.

References: Harrison School District
Colorado Springs, CO

Section IV

EMERGENCY PROCEDURES

Advance planning for emergencies and disasters is necessary to provide for the safety of students and staff. Therefore, the superintendent shall be responsible for developing all-hazard plans that meet federal, state and local requirements for preparedness. Details of these plans are contained in the **EMERGENCY OPERATIONS PLANS**, which is located at the Central Office and in each school. These plans deal with all phases of Emergency Management.

In all emergency response situations remain **Calm, Alert, Informed and Responsive**.

When the school staff remains calm, it can help to prevent an emergency from developing into a disaster. The following deals with responses (Response phase of Emergency Management) to various emergency situations:

Bomb Threat (See Sample Form in Appendix A)

1. When a threat is made, report it and record it:
 - a) If you find a written threat (note, computer screen, etc.), do not touch it. Protect the evidence. Notify the building leader immediately. Complete the Bomb Threat Record Form.
 - b) If you are the recipient of a threatening call:
 - i. Keep the caller on line as long as possible and do not hang up. If a student answers the telephone, have an adult take the call if possible.
 - ii. Using the Bomb Threat Record Form, record the time the conversation began and the caller ID number.
 - iii. Have someone alert the principal's office.
 - iv. Write down everything the caller says.
 - v. Make an educated guess as to caller's sex, age, race, and accent.
 - vi. Listen for and make a record of background noises.
 - vii. Record the time the call ends.
2. Staff may be directed by messenger to conduct a room search for items that seem out of place. Divide the room into various search levels. The first sweep covers all objects resting on the floor or built into the walls, up to your waist. The second step is a scan of the room from the waist to chin height. The final scan is from the top of the head to ceiling height, including air ducts, window tops and light fixtures. Do not touch suspicious items. Report them immediately to the administration.
3. Discontinue use of cellular telephones and FM radio transmitters.
4. Teachers may be told to evacuate the building in designated buddy room teams. Fire evacuation procedures will be followed, except that bells will be turned off and evacuation will be initiated by word-of-mouth.
5. If there is an evacuation, students and staff may be told to "leave as you are" and take no bags, backpacks, etc. to the Safe Zone. Another option is to have the students and staff take their bags, backpacks, etc. with them, which makes a search of the building following evacuation easier and reduces the liability for property left behind. Under the second option, the bags and backpacks should be screened before being admitted into the Safe Zone.

Earthquake

1. Drop! Cover! Hold! Earthquakes strike without warning and the immediate need is to protect students and staff by taking the best available cover.
 - a) Talk calmly to students to avoid panic.
 - b) Get beneath a desk, table or bench.
 - c) Cover head with a coat, clothing or hands.
 - d) If no cover is available, crouch against an inside wall and cover head.
 - e) Stay away from outside walls, windows or expanses of glass.
 - f) Students and staff outside the building should move away from the building and any overhead electrical wires.
 - g) All doors should be left open to minimize jamming if the building shifts.
2. Stay in the protective position until tremors stop and debris stops falling.
3. Be prepared to drop, cover, and hold for aftershocks.
4. Wait for a directive from the building leader to evacuate. However, if the fire alarm sounds, immediately evacuate to a safe distance from the building. If the primary route is blocked, the leader will select an alternate route. If electricity is out, the alternate fire alarm will be sounded. [Some fire evacuation routes will not be suitable for earthquake evacuation, due to overhead power lines, exposed gas lines, etc.]
5. If outside, when the earthquake or aftershock occurs:
 - a) Get clear of all buildings, trees, exposed wires, or other hazards that may fall. The safest place is in the open.
 - b) Assume the “drop and cover” position until the quake is over.
6. Check for injuries among the students and staff.
7. Await further instructions. Do not return to the building until instructed to do so by the administrator.

Fire

1. When a fire is detected (visible flames, visible smoke, or the smell of smoke), sound the fire alarm using one of the pull stations located in each hallway.
2. Evacuate building out of your primary evacuation route. If the primary route is blocked, select an alternate route. Making sure doors and windows are closed and lights are turned off. Account for students and staff. Teachers, take the class roll and the class copy of emergency procedures with you.
 - a) When exiting out the external fire doors, insert a door jam or other device between the door frame and the door in order that the door does not completely close and lock. This will allow the students and staff to reenter the building quickly (reverse evacuation) if the hazard outside the building is greater than the hazard inside the building.
 - b) Members of the building emergency response team will remove the door jams and secure the door if it is confirmed that there is a fire (in order to close off oxygen to the fire) and when the key for reentry is immediately available.
3. Stay low and avoid breathing smoke. Smoke can sear the lungs and can impair physical (vision, etc.) and mental functions.
4. The building has a designated search and rescue team that is trained in light fire suppression. If the fire is small and contained, they are the staff members who may decide to use the appropriate fire extinguisher to engage the fire. All other staff members should only use a fire extinguisher when it is necessary to assist in the evacuation of the school. Considerations when making the decision to use a fire extinguisher are:

- a) *The evacuation of the building has been initiated and no one is dependent on you to assist in their evacuation.*
 - b) *The fire department has been called.*
 - c) *The fire is small and confined to the immediate area where it started.*
 - d) *The portable fire extinguisher you have available is in good working order and is the proper type for the fire you are fighting.*
 - e) *You are trained to use the extinguisher and can operate it safely.*
 - f) *You are supported by another adult who monitors the exit route and carries a back up fire extinguisher.*
5. When in the assembly area outside the building, and a safe distance from the building, teachers should take roll. If there are any students missing, determine when the student was last seen and the probable location of the missing student.
 6. Await further instructions. Do not return to the building until instructed to do so by the administrator.

Intruder

1. There should be no unsecured access to the building/school from outside. Signs are posted directing all visitors to report to the office to be signed in and cleared for visits to other parts of the building. Visitors who are cleared will be given a badge that has been marked with today's date. Strangers in the building not displaying a valid "visitor" badge should be stopped by any member of the staff and directed to the office for screening and authorization.
2. If the intruder is inside the building and becomes violent or displays a weapon, staff may be notified to "lockdown" or evacuate the building.
 - a) The "lockdown" announcement will be made over the intercom system. For a "lockdown," close and secure doors. Everyone in the room should sit on the floor against the wall on the side of the room where the entrance is. If the door has a window, cover it. No talking. If someone knocks on the door, do not respond. There should be no readmission, if caught outside during a "lockdown." They are to report to one of the designated offices. Schools should have turned off the bell system. Students and staff shall disregard any bells, if they do ring.
 - b) If the "lockdown" is initiated during a passing period for schools, get all students in your vicinity inside your room and secure the door. Prepare a roster of the students in your room. If possible, transmit the roster to the office over the intranet.
3. Be prepared, when directed by law enforcement or the building leader, to evacuate the building. Teachers, take the class roll and the class copy of emergency procedures with you. Law enforcement officials may not have the intruder isolated at the time of the evacuation. Under those circumstances, law enforcement officials will be concerned that the intruder(s) might mix in with the evacuating students/staff in order to escape or cause further damage. Evacuating students/staff should be prepared to put their hands on their heads when directed by the police and until they have been checked by law enforcement officials.
4. When in the assembly area outside the building, and a safe distance from the building, teachers take roll.
5. Await further instructions. Do not return to the building until instructed to do so by the administrator or law enforcement officials.
6. If teachers are with students outside the building or if staff is outside when a violent intruder comes on campus, notify the administration to initiate the lockdown while you and your students drop to the ground in their present location. If the threat is directed toward you or your students, stay low and move quickly to the best shelter (the school building or other nearby structure).

Tornado/Storm

When a *Tornado Watch* (conditions are right for a tornado) is issued for our area, teachers will be notified about the watch and they will not take their classes outside the building until the watch is ended. During a Watch, monitor the NOAA radio as well as the primary radio outlet (KMOX-1120 AM/KTRS-550 AM) and/or television outlet (KSDK-TV Channel 5/KTVI-TV Channel 2/ KMOV-TV Channel 4).

If a *Tornado Warning* (a tornado has been spotted in our vicinity) is issued, the alarm (siren) will be sounded and these steps are to be followed:

1. When the alarm (siren) is sounded, move to the designated shelter. Each student and staff member should carry with them a hard covered book/notebook for use in covering the head in the shelter area. If the primary route is blocked, select an alternate route. Teachers should take the class roll and the emergency procedures with them.
2. When in the shelter, assume the protective squatting position, against the wall, holding a hard covered book/notebook over the head or with hands locked at the back of the neck.
3. After the storm passes, check the roll and check shelter occupants for injuries. Report on student accountability.
4. Await further instructions. Be prepared to evacuate the building. If evacuated, do not return to the building until instructed to do so by the administrator.

Section V

SCHOOL VIOLENCE AND RESTRICTIVE BEHAVIOR INTERVENTION POLICY

PURPOSE

Through the adoption of this policy, the Special Administrative Board expects to:

1. Promote safety and prevent harm to students, school personnel and visitors in the School District.
2. Foster a climate of dignity and respect in the use of discipline and behavior-management techniques
3. Provide school personnel with clear guidelines about the use of seclusion, isolation, and restraint in response to emergency situations.
4. Promote the use of non-aversive, behavioral interventions.

The SLPS District has the authority ¹ to manage student conduct by promoting good order and implementing disciplinary practices in a manner which is consistent with state law. School officials are authorized to hold students accountable for misconduct in school, on school property, during school-sponsored activities and for conduct away from school or in nonschool activities which affect school discipline.

Students may forfeit their right to a public school education by engaging in conduct prohibited in the SLPS Student Code of Conduct Handbook and related provisions. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events); the assignment of the student to another school; removal for up to ten (10) school days by school principals; extension of suspensions for a total of 180 days by the Superintendent/Designee; and longer term suspension and /or expulsion from school by the Board of Education.

DEFINITIONS

Aversive Behavioral Interventions: An intervention that is intended to inflict pain or discomfort upon a student for the purpose of eliminating or reducing dangerous behaviors.

Chemical Restraint: The administration of a drug or medication to manage a student's behavior that is **NOT** a standard treatment and dosage for the student's medical condition.

¹ School officials possess comprehensive authority to prescribe and control conduct of students in the public schools. *Tinker v. Des Moines Indep. Cmty. Sch. Dist.* 393 U.S. 503, 507 (1969). In Missouri, the school board is statutorily authorized to make all rules necessary for the organization, grading, and government of the school district. §171.011, RSMo 2000. Disruptive conduct on school premises can be prohibited by school officials to provide an environment conducive for learning. *Streeter v. Hundley*, 580 S.W.2d 282, 286 (Mo. Banc 1979).

Corporal Punishment: As relates to this policy, Corporal Punishment is the use of or threat of physical force for the purposes of discipline or punishment. Furthermore, the use of physical restraint by trained staff shall not be considered as Corporal Punishment.

Isolation: The confinement of a student alone in an enclosed space without locking hardware. Isolation does not include supervised in-school suspension, detention or time-out used as a disciplinary consequence in accordance to the District's student discipline code.

Mechanical Restraint: The use of any device or material attached to or adjacent to a student's body that restricts normal freedom and movement and which cannot be easily removed by a student. Mechanical restraint does **NOT** include: (1) an adaptive or protective device recommended by a physician or therapist (when it is used as recommended); (2) safety equipment used by the general student population as intended (e.g. seat belts, safety harnesses on student transportation).

Physical Escort: The temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out or eloping to walk to a safe location.

Physical Restraint: The use of person to person physical contact to restrict the free movement of all or a portion of a student's body. It does not include briefly holding a student without undue force for instructional or other purposes, briefly holding a student to calm the student, taking a student's hand to transport him or her for safety purposes, physical escort, or intervening in a fight.

Seclusion: The confinement of a student alone in an enclosed space from which the student is physically prevented from leaving by locking hardware.

Time-Out: Brief removal from sources of positive reinforcement that does not meet the definition of seclusion or isolation. The purpose of time-out is to separate the student from the attention of staff or other students.

A. SLPS BOARD OF EDUCATION POLICY – CORPORAL PUNISHMENT

SLPS District employees and volunteers are prohibited from administering corporal punishment to students attending the SLPS schools, and from causing such punishment to be administered.

B. SLPS BOARD OF EDUCATION POLICY – PHYSICAL RESTRAINT

Physical restraint will be used only when other means of preventing or stopping a breach of discipline have proved ineffective. Trained staff may use justifiable physical restraint on a student only when it is deemed reasonably necessary to²:

² Restraint is defined as an act, which may be forceful in nature, of holding back, limiting or controlling someone or something.

1. Prevent the student from hurting himself/herself.
2. Protect others.
3. Protect the staff's well-being.

Physical Restraint will:

1. Only be used for as long as necessary to resolve the actual risk of danger or harm that warranted the use of physical restraint.
2. Be no greater than the degree of force necessary.
3. Not place pressure or weight on the chest, lungs, sternum, diaphragm, back neck or throat that restricts breathing or circulation.
4. Not hyperextend any body part, put or keep the student off balance.
5. Be conducted with at least one other additional adult present and in line of sight, unless other school personnel are not immediately available due to the unforeseeable nature of the emergency situation.

Physical restraint which is administered in accordance with this section shall not be deemed corporal punishment as defined in Section A. above.

In the above cases physical restraint is justified when it is an alternative to a greater harm. When necessary, it should be applied without anger and as a restraint rather than as retaliation.

Trained staff members are permitted to use only the minimum amount of restraint reasonably necessary to accomplish the preventive measures required.

C. USE OF SECLUSION AND ISOLATION

Seclusion: The St. Louis Public Schools does not practice seclusion as defined in this policy to modify student behavior.

Isolation: Isolation shall only be used:

1. In an emergency situation in which a student's behavior poses a serious, probable threat of imminent physical harm to self or others, or
2. When less restrictive measures have not de-escalated the situation.

Isolation shall never be used as a form of punishment or for the convenience of District personnel.

A student in isolation must be monitored by District personnel who are in close proximity and able to see and hear the student at all times. The total time in isolation is to be reasonable, calculated based on the age of the student and the circumstances and is not to exceed 10 minutes without a reassessment of the situation and consultation with administrative staff, unless otherwise specified in the IEP, Section 504 plan or other plan to address a student's behavior.

The space in which the student is isolated should be a reasonably sized meeting room commonly found in the school setting with lighting, ventilation, heating, cooling and ceiling height and that is free of objects that could cause harm to the student.

D. MECHANICAL RESTRAINT

The St. Louis Public School District does not practice the use of mechanical restraints as defined in this policy to modify student behavior.

The use of vehicle safety restraints shall be used according to state and federal regulations.

Mechanical restraints employed by law enforcement officers in school settings should be used in accordance with appropriate professional standards and applicable policies.

E. CHEMICAL RESTRAINT

The St. Louis Public School District does not practice the use of chemical restraints as defined in this policy to modify student behavior.

F. USE OF TIME-OUT

Nothing in this policy is intended to prohibit the use of time-out as defined in this policy.

G. REPORTING/DEBRIEFING

If a staff member uses isolation or physical restraint on a student, the following must be done:

1. Report the incident to the Building Administrator immediately.
2. Prepare a written comprehensive report detailing the reason for using physical restraint, the type and manner of physical restraint, the amount of force used in the physical restraint.
3. The comprehensive report must be prepared within 24 hours.
4. The comprehensive report shall be forwarded to Building Administrator, Office of the Superintendent, Director of School Safety and Security.
5. The Building Administrator shall follow all regular District reporting procedures for external agencies as required by District Policies.
6. The Building Administrator shall conduct a debriefing for any incident that results in an injury.

H. TRAINING

The District will provide annual training to all staff concerning the District's use of seclusion, isolation and restraint. Annual training will also include, but will not be limited to, approved

methods of dealing with school violence, discipline of students with disabilities, and the requirements of student confidentiality.

In addition to the training to District staff, those who utilize isolation or restraint will also receive annual training in:

1. The appropriate use of physical restraint.
2. Professionally accepted practices in the use of restraint and isolation.
3. The appropriate use of isolation.

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AWARENESS AND AVOIDANCE

Before we have to manage a conflict or intervene in a physical altercation, we should develop an awareness and avoid sudden situations. According to the Masters Institute of Self-Defense Studies⁵, awareness makes up 90% of self-defense. The Institute recommends the same risk assessment levels that have been utilized by the Department of Homeland Security in the past. This can be applied to everyday life for the purpose of individual risk assessment. The levels are:

Threat Level Green

1. Feeling of security. Whether one is safe or not
2. Not aware of surroundings
3. Relaxed carefree state
4. Attackers feel most secure to attack when one is in this state
5. The assumption that everything is good and no threat can get to you

Threat Level Blue

1. A calm state of awareness.
2. Scanning environment for things that look out of the ordinary and going about normal business and routines
3. Using common sense to be aware and avoid potential areas of high risk

⁵ Masters Institute of Self-Defense Studies
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Threat Level Yellow

1. Proactive approach to awareness and avoidance
2. Internal or external alarm is scanning for threat and danger
3. Changing normal habits
4. Mentally rehearsing plans for aggression, cover and retreat
5. Working awareness and avoidance drills with co-workers, family and friends
6. Knowing that danger exist but it has not presented itself
7. Considering all weapons of opportunity that exist
8. Preparing for a threat that exists in society

Threat Level Orange

1. Internal and or external alarm sees, hears and/or feels the presence of threat
2. Taking action to avoid threat while maintaining the highest level of awareness
3. Making any and all time allowable adjustments to prepare for danger
4. Securing family and self
5. Mental activation of plan of action

Threat Level Red

1. You are in conflict with threat and/or danger
2. Decision has been made to take action
3. You are fighting, fleeing and or covering to sustain life
4. No indecisive moments mind is clear on what course of action to take
5. Taking any and all appropriate actions to sustain life and health of self or loved ones

SAFETY TIPS⁶

Preventing Auto-Related Crime

1. Always lock your vehicle, even if you are only leaving for a few minutes
2. When walking to your vehicle, always have your keys in hand so you won't have to fumble for them, making yourself an easy target for criminals
3. NEVER leave a running vehicle unattended
4. Completely close all your windows when you park the car
5. Consider installing an alarm
6. Don't leave valuables in your car. If you do, make sure they are kept out of plain sight—hide them under a blanket, or better yet, lock them in your trunk
7. When transporting valuables, place them in the trunk before you get to the location where you intend to park. Don't transfer them at the parking place in open view of other people
8. Always keep plenty of gas in your vehicle so you do not have to stop at unsafe locations or times
9. If you are being followed while driving your car, drive to the nearest police station or gas station. If there are no safe places to stop, honk your horn in short rapid blasts and turn on your emergency flashers. Call 911 and try to obtain a license plate number and description of the vehicle that is following you. NEVER drive home or pull to the side of the road
10. When leaving your vehicle, always remove detachable faces for stereos and GPS units

⁶ St. Louis Metropolitan Police Department
St. Louis Public Schools

Personal Safety Tips

1. **Trust Your Intuition.** If you feel threatened or something doesn't feel right, take action immediately
2. Pay close attention to your surroundings
3. Carry as few items as possible
4. Have a plan before you see trouble
5. Carry a small amount of cash, and only the credit cards that you intend to use
6. If carrying a wallet, carry it in a front pocket
7. Leave your expensive jewelry at home
8. Don't wear clothing or shoes that restrict your movement

DEALING WITH HOSTILE INDIVIDUALS

Managing Conflicts⁷

1. **Match Response to Gravity of Situation, the Level of Violence**
 - a) A threat without means to carry through
 - b) A violent physical confrontation without weapons
 - c) A person with a weapon
2. **Maintain Perspective on Your Role**
 - a) You are no longer an authority-you are a hostage
 - b) Maintain your role as a teacher/educator-not as long-term counselor or police officer
 - c) Do not assume subject will do as he or she is told
3. **Avoid Power Words and Positional Bargaining**
 - a) Don't say: "Because I'm the teacher and I said so"
 - b) "... Or else"
 - c) "... You will be sent to the principal"
 - d) Keep ego-yours and the subject's-out of it
4. **Treat participants with verbal respect**
5. **Don't name call or belittle**
6. **Be Sensitive to Substance Abuse**
 - a) Alcohol ...Illegal drugs... Prescription drugs
7. **Separate the People from the Problem:**
 - a) Address the behavior, not the person's character.
 - b) Deal with problem at hand--not the person.
 - c) Respect the individual's "space."
 - d) Be sensitive to culture, gender and other factors.
8. **Offer Alternatives:**
 - a) Give him/her a way out - a way to save face.
 - b) Say, "You haven't done anything so bad, how about...."
 - c) What do you think about

⁷ *Standard Tips on Managing Conflicts and Violence Based on New York State Police "Safe Schools Program" (St. Louis Public Schools Violence and Emergency/Safety Procedures)*

- d) Don't make demands- what do you do if they say no.
 - e) Allow them to leave.
 - f) Suggest. Don't issue orders.
9. **Listening is the Key!**
- a) Use good active reflective listening skills.
 - b) Keep listening. Make him/her believe you are listening.
 - c) Be a passive listener.
10. **Control your Voice and Body Language:**
- a) Even if you are scared, speak slowly and calmly.
11. **Allow Subject to Vent:**
- a) Don't physically intervene.
 - b) Allow the person to punch walls, throw chairs, etc.
12. **Maintain your Distance**
13. **Use Open Ended Questions: What, Where or How?**
- a) E.g.: "Where have you been that got you so upset?"
14. **Don't ask, "Why?"** This will antagonize.
15. **Say: "I hear."**
16. **"You sound angry/concerned/worried/upset."**
17. **Do Not Empathize.** Don't say "I understand."
18. **Don't Tell the Person to Relax or Calm Down.**
- a) He/she can't. You have to help.
19. **Don't Lie or Conspire.**
20. **Emphasize That You, and Others, are Human.**
21. This makes it more difficult for the person to subject you to violence.
22. **If Possible, Get the Subject to Say He Won't Hurt You.**
- a) This forces the subject to make a more difficult decision before he/she takes any type of action.
23. **Avoid Closure.**

Supportive Stance

1. You should avoid approaching a volatile subject from behind; in general, an arcing 45-degree angle of approach is the least threatening. (*Therapeutics For Aggressions: Psychological/Physical Intervention* By Michael Thackrey, Ph.D., 1987, p. 50)
2. The "Non-threatening Protected Posture" is adopted when you want to avoid making the subject feel threatened and anticipates that he/she might attempt to punch, kick, or strike you with a held or a thrown object. (Thackrey, p. 90)
3. Strength, balance and mobility require that you keep the knees slightly bent rather than locked straight, that the weight be distributed mainly over the balls of the feet rather than over the heels and that the feet remain about one shoulder's width apart. Standing sideways toward the subject utilizes the strongest dimension of the stance; standing sideways also permits you to lean sideways (away from the subject) faster and farther. (Thackrey, p. 79). . .
4. The supportive stance communicates respect and is less challenging and safer. (National Crisis Prevention Institute)

FIGHT INTERVENTION

Fights are the most common violence-related civil disturbance in schools, and must be dealt with quickly and effectively.

1. **Verbally intervene using a calm but firm voice. Use the students' names. ("John and Joseph stop fighting and back up.")**
2. **Disperse the on-lookers. Send for help.**
3. **Send for Help.** If the combatants do not follow your directions and continue to fight, send a responsible on-looker for other members of the security team. Direct the other students to move out of the area.
 - a) Assess the situation while continuing to calmly talk to the fighting students and while moving any dangerous objects out of their way (items that they could bump their heads on or which could be used as a weapon).
 - b) If this is a situation in which one student is on the attack and the other student seems to be acting in self-defense, focus your remarks on the attacking student. If the attacking student lets up, direct the defending student to go to the office by himself and keep the attacking student with you.
 - c) Physical intervention, as required, by a trained team while following the District Intervention Guidelines.
4. **Physical Intervention as Necessary** (Follow the District's School Violence Intervention Policy) When other members of the team arrive, report to them with the names of the students and how they have responded to your directions. The team leader will take over. The team continues to give verbal direction to the combatants.
 - a) Additional team members may arrive. It takes a minimum of four adults, and desirably six adults (three per combatant), to safely separate two fighting students and physically restrain them until they regain self-control or until law enforcement arrives.
 - b) The restraint team must be well trained in approved procedures for safeguarding the students and the staff members. They should not wear glasses, wrist watches, rings or other jewelry while engaging a restraint.
 - c) Members of the team with long hair should have their hair tied back. The team must know where they will take the restrained combatants while awaiting law enforcement.
 - d) These separate holding areas should be private rooms free of any objects which could be used as weapons. Members of the mental health team are capable of conducting a post-trauma debriefing with the combatants. Members of the first aid team know how to provide any necessary medical assistance for combatants or team members
5. **Safeguard against blood-borne pathogens.**
6. **Move traumatized participants to privacy in order to regain self-control and dignity.**
7. **Initiate due process.**

OTHER INTERVENTIONS

CLASSROOM

Classroom dangers include persons with weapons, fights, disruptive students, and assaults against staff. The school staff should consider the safety of all persons in the classroom when responding to an incident. Rushing into a situation may cause it to exacerbate and cause further disruption.

Response

1. Isolate the person and/or situation-remove bystander and seal off the area.
2. Make deliberate movements, especially if someone has a weapon.
3. Call for assistance and let the site administrator know what is happening.
4. Summon medical assistance if necessary.

5. Keep an escape route open.
6. Try to return the situation to "normal" so learning can resume.

CAFETERIA

Response

1. Assess the situation before rushing in.
2. Use your best verbal intervention skills.
3. Walk; don't run into the area to lessen the effect on the crowd. The actions of the school staff can create a sense of "mass hysteria" if the incident is not approached properly.

Section VI

INJURY PREVENTION/TREATMENT

The District's Workers' Compensation Procedures are to be followed any time an employee has an injury or accident on the job.

INJURY TREATMENT

The Health Services Office at each school site has a first aid kit; if you sustain an injury or become involved in an accident while on the job site requiring minor first aid treatment seek assistance from the school nurse. If the school nurse is not available follow these steps:

1. Inform your supervisor of the injury
2. Administer first aid treatment to the injury or wound
3. Complete a SLPS Employee/Supervisor Injury Report Form and take it with you to one of the authorized medical provider
4. Seek medical attention per the SLPS Workers' Compensation Procedures

EMERGENCY MEDICAL TREATMENT

If you sustain a severe injury or become involved in an accident while on the job requiring emergency treatment call for help and seek assistance from a co-worker. If the school nurse is in the building she is to be summoned for provision of emergency health care. If an assessment is made for you to be transported to receive immediate medical assistance 911 will be called. Your supervisor will complete the SLPS Employee/Supervisor Injury Report Form and submit to Human Resources.

HYPERTHERMIA (HEAT EXHAUSTION)

Heat exhaustion is the body's response to an excessive loss of the water and salt contained in sweat. Warning signs of heat exhaustion include:

1. Heavy sweating
2. Paleness
3. Muscle cramps
4. Tiredness and weakness
5. Dizziness or fainting
6. Headache
7. Nausea or vomiting

When these signs are present do the following:

1. Rest in a cool, preferably air-conditioned, area
2. Loosen clothing
3. Drink plenty of cool water or non-alcoholic and caffeine free beverages
4. Seek medical attention if symptoms worsen or last longer than an hour

HYPOTHERMIA (SEVERE FROSTBITE)

Hypothermia is an abnormally low body temperature caused by the general cooling of the body and can quickly become life threatening. Warning signs of severe frostbite include:

1. Uncontrollable shivering
2. Numbness

3. Glassy stare
4. Apathy
5. Weakness
6. Impaired judgment
7. Drowsiness
8. Slow or slurred speech
9. Exhaustion
10. Loss of consciousness

When these signs are present do the following:

1. Call 911 for immediate medical assistance
2. Move to a warm place
3. Remove wet clothing
4. Dry off, if necessary
5. Warm the body core first, then the extremities

Section VII

WORK RELATED INJURY/ACCIDENT INVESTIGATION

INTRODUCTION

St. Louis Public Schools self-insures its workers' compensation exposure for employees injured on the job. In order to handle this exposure, the District requires the following:

1. Prompt and proper notification of the accident/injury
2. Investigation of the accident/injury
3. Provision of approved medical care
4. Determination of the availability of modified or light duty job opportunity
5. Elimination and reduction of losses by enforcement of the district safety programs

The St. Louis Public Schools District has contracted with a third party administrator (TPA) to provide claims and loss control services to the District. The District requires the full and complete cooperation of every employee and administrator in reporting, handling and investigating claims. Uniform claims handling procedures have been established and are to be followed by all employees.

CLAIMS REPORTING

1. Time Requirements

All claim forms should be completed and forwarded immediately, or within 24 hours of the first knowledge of an occurrence of a work-related accident/injury. Failure of the District to file within the state statutory limit of ten (10) days could result in a penalty being assessed, **including termination of the District's self-insured status**. All employees should be made aware of the procedures for reporting a work-related accident/injury.

In the event of a serious injury such as death, amputation, head injury, etc., call the Human Resource office immediately and follow up with the necessary forms later.

Send medical bills, suits, petitions, notices, etc. to:

Workers' Compensation Unit Director
St. Louis Public Schools
Human Resource Division
801 N. 11th Street
St. Louis, MO 63101
Phone: (314) 345-2251 ~ Fax: (314) 244-1808
E-mail: work.comp@slps.org

2. Where to Report

All claims, suits, injuries or losses are to be reported to the Human Resources Division to the attention of:

Workers' Compensation Unit Director
St. Louis Public Schools
Human Resource Division
801 N. 11th Street
St. Louis, MO 63101
Phone: (314) 345-2251 ~ Fax: (314) 244-1808
E-mail: work.comp@slps.org

3. Form to Use (See Sample Form in Appendix B)

WC1-2 Form - Employee/Supervisor Injury Report and Medical Treatment Authorization Form

This is a District form that has been revised to include both the reporting of the accident/injury and the authorization for initial medical treatment. This form can be found on the SLPS website under "Employees", "St. Louis Public Schools Safety", "Workers' Compensation", "WC1-2, St. Louis Public Schools Employee/Supervisor Injury Report." It should be completed by the

employee and signed by the supervisor on the day the accident/injury occurs and **within 24 hours** of notification of the occurrence. The supervisor must sign the form even if he/she did not witness the injury. The supervisor executed form must be faxed immediately to:

Workers' Compensation Unit Director
Human Resource Division
Fax: (314) 244-1808

The employee shall take the original copy of the completed form to the authorized medical provider, either Concentra Medical Center or SSM Work Health.

Concentra Midtown and Concentra Westport are open until 8:00 p.m. daily to provide medical attention to injured employees after hours. Concentra Westport is also open on Saturdays from 8:00 a.m. – 1:00 p.m. to provide medical services. A list of the approved provider, their locations and office hours is attached.

- a) All requested information must be provided and the form must be signed by the site or location administrator.
- b) Make copies of the form and retain one copy for your Workers' Compensation file, in a secured file drawer or secured file on your computer.

CLAIMS MANAGEMENT

1. Introduction

Reporting of claims is only the first part of the procedures required to properly handle claims. The District's procedures are not complete without a section on claims management. Although the TPA will ultimately administer and pay the claim, there are other requirements to assure proper management of claims.

It is the policy of the District to pay only those claims for which we are legally obligated, as promptly as possible, after adequate investigation. In order to accomplish this, the following procedures have been established to address the three areas of claims management.

- a) **PRE-OCCURRENCE:**
Pre-occurrence handling procedures refer to those actions that can be taken before an injury occurs in order to be prepared to handle the claim. Such actions include informing all employees to report all injuries, no matter how minor as well as establishing procedures to investigate and process all reports of accidents/injuries.
- b) **OCCURRENCE:**
Occurrence handling procedures deal with those actions that must be taken once an accident/injury occurs in order to obtain necessary facts and data, avoid additional liability or damage, and ensure that the claimant receives proper treatment.
- c) **POST-OCCURRENCE:**
Post-occurrence handling procedures address such matters that must be done after the claim has been reported in order to maintain contact with the TPA, continue the flow of the new or additional information, control costs, as well as obtain updated information concerning the status of the claims.

2. Management of Claims

a) PRE-OCCURRENCE

Files should be maintained on every employee to include:

- i. Prior workers' compensation claims
- ii. Violations of safety rules
- iii. Attendance information

b) Selection of a local medical facility for proper treatment and diagnosis has already been determined by the district. If an employee refuses to go to a pre-selected facility, then the employee may go to the physician of his/her choice but at his/her own expense.

c) During staff meetings, all employees should be informed about all safety issues, however minor, and report all incidents immediately.

d) OCCURRENCE

- I. Medical Treatment
 - i. First aid on site
 - ii. Refer to the medical facilities selected by the district.
- II. Reporting of the Claim
 - i. Form WC1-2 needs to be completed by the employee and supervisor and forwarded to the Human Resources Division within 24 hours.
 - ii. Collect statements for all witnesses.
 - iii. Inspect the injury site and document any unsafe conditions.
 - iv. Check any onsite cameras which may have recorded the injury.
 - v. Call Human Resources immediately for claims involving serious injuries.
 - vi. Call Human Resources if there are any questions regarding compensability or other related questions.
- III. Never accuse an employee of malingering or faking.
- IV. Notify the family and Human Resources of injuries of an emergency nature.
- V. Preserve evidence.

e) POST-OCCURRENCE

- I. Discuss and document with the employee:
 - i. Present condition or progress
 - ii. Return to work date
 - iii. Work restrictions
 - iv. Complaints on treatment
- II. Communication with Human Resources Division
 - i. All of the above information
 - ii. Return-to-work notification
 - iii. Any additional claim investigation facts
 - iv. Any suspicions or concerns
- III. Cooperation with the TPA
 - i. Verification or clarification of any submitted information
 - ii. Any additional claim investigation facts
 - iii. Any suspicions or concerns
 - iv. Implementation of recommended safety procedures

Current TPA – St. Louis Office

Location: CCMSI, Inc.
133 S. 11th Street
Suite 430
St. Louis, MO 63102
Phone: (314) 231-4094
Fax: (314) 231-7041

Account Manager: Mr. Tom Dressler
Phone: (314) 418-5515
E-mail: tdressler@ccmsi.com

Claims Supervisor: Mr. Chuck St. John
Phone: (314) 418-5511
E-mail: cstjohn@ccmsi.com

Lost Time Claims: Ms. Diane Lewis
Phone: (314) 418-5537
E-mail: dlewis@ccmsi.com

Ms. Jenna Poeptker
Phone: (314) 418-5514
E-mail: jpoeptker@ccmsi.com

**MEDICAL CENTER LOCATION INFORMATION
WORKERS' COMPENSATION AUTHORIZED MEDICAL FACILITIES**

<u>SSM WORK HEALTH</u>	<u>CONCENTRA</u>
SSM Work Health 2321 B McCausland Ave. St. Louis, MO.63143 (314)645-WORK (9675) Fax :(314)645-1559 Hours: M-F, 8 a.m. – 5:00 p.m.	Concentra Midtown 6726 Manchester St. Louis, MO. 63139 (314) 647-0081 Fax : (314) 647-5485 Hours: M-F, 8 a.m.-8 p.m.
SSM Work Health #1 Village Center, Suite A Hazelwood, MO 63042 (314) 731-WORK (9675) Fax: (314) 731-2522 Hours: M-F, 8 a.m. – 5 p.m.	Concentra Westport 83 Progress Parkway Maryland Heights, MO. 63043 (314) 434-8174 Fax: (314) 434-8706 Hours: M-F, 8 a.m.-8 p.m.
SSM Work Health 300 St. Peters Centre Blvd., Suite 150 St. Peters, MO 63376 (636) 928-WORK (9675) Fax: (636) 928-9011 Hours: M-F, 8 a.m. – 5 p.m.	Concentra North Broadway 8340 North Broadway St. St. Louis, MO 63147 (314) 385-9563 Fax: (314) 385-9350 Hours: M-F, 8 a.m. – 5 p.m.
	Concentra Soulard 1617 South Third Street St. Louis, MO 63147 (314) 421-2557 Fax: (314) 421-2046 Hours: M-F, 8 a.m. – 5 p.m.
	Concentra Fenton 1709 Gilsinn Lane Fenton, MO 63026 (636) 349-6850 Fax: (636) 349-6641 Hours: M-F, 8 a.m. – 5 p.m.
Diane Lewis CCMSI Work Comp Rep 314-418-5537	Concentra Airport 463 Lynn Haven Lane Hazelwood, MO. 63042 (314) 731-0448 Fax: (314) 731-0495 Hours: M-F, 7:30 a.m. – 5 p.m.
<u>24 HOURS EMERGENCY SERVICE</u>	<u>(ONLY if an Emergency)</u>
St. Mary's Hospital 6420 Clayton Road St. Louis, MO 63117 (314) 768-8360	St. Louis University Hospital 3635 Vista at Grand St. Louis, MO 63110 (314) 577-8777

Section VIII

OTHER INJURY/ACCIDENT INVESTIGATION

ACCIDENTAL BODILY INJURY REPORTS

All accidental bodily injuries to a party other than an employee must be reported to the Safety and Security Department and the Risk Management Department for handling. The Building Administrator is responsible for ensuring that the report is completed. The *notice must be in writing* and must provide sufficient information to identify the location of the injury, the time, the place and circumstances of the accident, and the names and addresses of the injured persons and witnesses, if any.

The Safety and Security Incident Report Form (See Sample Form in Appendix C) is the form to be used to report all injuries other than injuries to employees. The report should be completed as soon as possible after the injury and must be the Safety and Security Office within 24 hours.

The Safety and Security Incident Report Form can be found on the SLPS website under “Employees”, “St. Louis Public Schools Safety”, “Reporting Forms”, “Safety and Security Incident Report Form”.

INTENTIONAL INJURY AND PROPERTY DAMAGE REPORTS

All incidents should be reported to the Safety and Security Department for handling.

The Safety and Security Incident Report Form (See Sample Form in Appendix C) is the form to be used to report all incidents that do not involve accidental injury to a person.

The Safety and Security Incident Report Form can be found on the SLPS website under “Employees”, “St. Louis Public Schools Safety”, “Reporting Forms”, “Safety and Security Incident Report Form”.

Section IX

VEHICLE SAFETY

According to estimates provided by the National Highway Traffic Safety Association (NHTSA), an estimated 40,000 men, women and children die each year in vehicle crashes. Additionally, another three million are injured. Vehicle crashes represent the number one cause of death on the job. This section of the Safety & Risk Management Handbook has been prepared for the guidance of all employees of St. Louis Public Schools. Our primary concern is for your safety and the safety of other road users.

POLICY STATEMENT

The Vehicle Safety Policy set forth herein, establishes guidelines and procedures to be followed to protect the safety of individuals operating any motor vehicle on School District business. Protecting our employee drivers, their passengers, and the general public is of the highest priority to St. Louis Public Schools.

The commitment of management and employees is critical to the success of this program. Clear communication of and strict adherence to the program's guidelines and procedures are essential.

PROGRAM GOALS

The primary goal of the Vehicle Safety Program is to maintain a high level of safety awareness and foster responsible driving behavior.

"Driver" safety awareness and responsible driving behavior will significantly decrease the frequency of "Motor Vehicle" accidents and reduce the severity of personal injuries and property damage.

"Drivers" as defined in this program must follow the requirements outlined in this program. Violations of this program may result in disciplinary action up to and including suspension of driving privileges or dismissal.

PROGRAM RESPONSIBILITIES

Everyone shares in the responsibility to make the Vehicle Safety Program a success. To avoid confusion or misunderstanding, specific program responsibilities are outlined as follows:

Drivers should keep the following documents in all District owned/leased vehicles:

1. Insurance Card
2. Vehicle Accident Packet

Drivers are required to:

1. Read, understand and follow the requirements contained in this program;
2. Maintain a valid driver's license and adhere to license restrictions;
(An employee shall not drive a vehicle on District business if his/her license is suspended or revoked for any reason)

Use of Non-District Owned/Leased Vehicles for District Business

Employees who drive “Non-District Owned/Leased Vehicles” while conducting business for the District are subject to all of the provisions and standards of this program.

Additional Responsibilities include:

1. Maintaining automobile liability insurance limits of at least the state mandated minimum of \$25,000 per person, \$50,000 per accident, and \$10,000 property damage;
2. Maintaining current state vehicle inspection; and
3. Maintaining their “Non-District Owned/Leased Vehicle” in safe operating condition.

SAFETY REGULATIONS

1. Vehicle Safety Belts

The Driver and ALL OCCUPANTS are required to wear safety belts when operating or riding in a “Motor Vehicle”. The “Driver is responsible to ensure all passengers are wearing their safety belts.

2. Impaired Driving

A Driver may not operate a “Motor Vehicle” at any time, when his/her ability is impaired, affected, or influenced by alcohol, illegal drugs, medication, illness, fatigue or injury.

3. Traffic Laws

All Drivers are required to abide by all federal, state and local motor vehicle regulations, laws and ordinances.

4. Use of Cell Phones and Other Electronic Equipment

The use of technology (cellular phones, pagers, laptop computers, etc.) has proven to be very effective in improving productivity and customer services. However, there are serious risks associated with usage of this equipment while driving a District or personal vehicle. The availability of this technology is not intended to encourage dangerous behavior during the course of your work or personal life. Responding to pagers, using a laptop computer while driving and dialing or receiving calls are potentially dangerous. We, therefore, discourage this activity. The intended benefit of this technology is to help you eliminate the search for pay phones or other means of communication and allow you to place calls at a time and place that is convenient and safe for you. Your safety and the safety of others are of the utmost importance to the District. You must follow these guidelines to make safety your first priority when behind the wheel of a vehicle:

- a) Do not use your cell phone, pager or laptop computer while driving. If you receive a call, for example, pull off the road and park in a safe place before taking the call. The side of the road is not a safe location. Examples of safe locations are rest stops, parking lots and other areas away from traffic.
- b) If you have taken a call when it is not safe to do so, let the caller know you will return the call as soon as it is appropriate.
- c) Place your calls or use your laptop before you begin your trip or while you are stationary between appointments.
- d) **DO NOT TEXT** while driving.
- e) Do not dial, take notes, or look up numbers while driving. Know your cell phone and its features.
- f) If you must talk while driving, a hands free unit must be used.

ACCIDENT REPORTING

- 1. Accident Reporting (See Sample Form in Appendix D)**
 - a) Supervisor Notification - The driver is required to notify his/her immediate supervisor of any "Accident" as soon as is practical after the accident.
 - b) The Driver should complete the "Vehicle Accident Report" form. It is available on the District website under Employees, St. Louis Public Schools Safety, Reporting Forms and Vehicle Accident Report.
 - c) District Owned/Leased Vehicles - The driver should call the District Risk Manager as soon as is practical after the accident.
 - d) Non-District Vehicles - The driver should call his/her personal automobile insurance carrier.

- 2. Accident Reporting Kits – District Owned/Leased Vehicles**
 - a) Every District Owned/Leased Vehicle is required to have a "Vehicle Accident Report Kit" in the glove box. This kit should be used by the driver to record accident facts as soon after the accident as is reasonably feasible.
 - b) The Driver should give the completed "Vehicle Accident Report" to their immediate supervisor.
 - c) The supervisor should fax or email the form to the Risk Management Department and the Safety and Security Department, make a copy of the completed "Vehicle Accident Report" and then mail the original to the District Risk Manager.
 - d) The "Vehicle Accident Report" Form (form included as Appendix D) is the form to be used to report all vehicle accidents involving District Owned/Leased Vehicles.

- 3. Accident Reporting Kits – Non-District Vehicles**
 - a) The "Vehicle Accident Report" is available on the District website under Employees, St. Louis Public Schools Safety and Reporting Forms.
 - b) Keeping the "Vehicle Accident Report" form in the glove box will help record the important information about an accident and be a means for reporting the accident to the driver's personal automobile insurance carrier and well as providing the report to the driver's supervisor.

Section X

SAFETY & RISK MANAGEMENT PROGRAM TRAINING

SAFETY & RISK MANAGEMENT PROGRAM ORIENTATION

Workplace safety begins on the first day of initial employment. Each SLPS employee has access to a copy of this safety handbook, through his or her supervisor, for review and future reference. Employees will attend a workplace safety in-service, sign and remove the Safety & Risk Management Handbook signature page and give to Supervisor for submission to Human Resources.

JOB SPECIFIC TRAINING

Various job classifications will conduct additional training sessions. Supervisors will initially train employees on how to perform assigned job tasks safely. Supervisors will also:

1. Review with each employee the specific safety rules, policies, and procedures that are applicable
2. Maintenance/Custodial employees and all other employees who have the responsibility for the clean-up or handling of blood/bodily fluids should receive blood-borne pathogens training
3. Give employees verbal instructions and specific directions on how to do the work safely
4. Observe employees performing the work and if necessary, provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision
5. Provide all employees with safe operating instructions on seldom-used or new equipment before using the equipment
6. Review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures

PERIODIC RETRAINING OF EMPLOYEES

All SLPS employees will be retrained periodically on safety rules, policies and procedures, and when changes are made to the Safety and Risk Management Handbook.

Individual employees will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, and when a supervisor observes employees displaying unsafe acts, practices, or behaviors.

UNIVERSAL PRECAUTIONS

Universal precautions are infection control guidelines designed to protect workers from exposure to diseases spread by blood and certain body fluids.

Protocol for Universal Precautions

In response to the increase in hepatitis B and human immunodeficiency virus (HIV) infections, the Centers for Disease Control and Prevention (CDC) have recommended “universal blood and body-fluid precautions”. These measures are intended to prevent transmission of these and other infections, as well as to decrease the risk of exposure for care-providers and students. As it is currently not possible to identify all infected individuals, these precautions must be used with every individual, regardless of his/her medical diagnosis.

Universal precautions pertain to blood and body fluids containing blood, cerebrospinal fluid, synovial fluid, vaginal secretions, semen, and pericardial fluid. These precautions do not apply to other body products such as saliva, sputum, feces, tears, nasal secretions, vomitus and urine unless blood is visible in the materials. However, these other fluids and body wastes can be sources of other infections and should be handled as if they are infectious.

The single most important step in preventing exposure to and transmission of any infection is anticipating contact with infectious materials in routine as well as emergency situations. Based on the type of possible contact, the care-giver should be prepared to use the appropriate precautions and techniques prior to providing care. Diligent and proper hand washing, the use of barriers, appropriate disposal of waste products and needles, and proper decontamination of these measures will enhance protection of both the care-giver and the student.

Hand Washing

Proper hand washing is crucial to preventing the spread of infection. Texture jewelry on the hands or wrist (such as rings and stones) should be removed prior to washing and kept off until completion of the care procedure and hands are rewashed. Use of running water, lathering with soap and using friction to clean all surfaces of remaining jewelry and hands is key. Rinse well with running water and dry hands with paper towels. If soap and water are unavailable, wet towelettes or “hand-wipes” may be used.

Hands should be washed before physical contact with student and after the contact is completed. Hands should be washed after contact with any used equipment. If hands (or other skin) become soiled with blood or body fluids, they should be washed immediately before touching anything else. Hands should be washed whether gloves are worn or not and after gloves are removed.

Barriers include disposable gloves, protective eye wear and gown. The use of a barrier is intended to reduce the risk of contact with blood and body fluids for the care-giver as well as to control the spread of infectious agents from student to student. It is essential that appropriate barriers be used when contact with potentially infectious material is possible.

Gloves should be worn when direct care of the student may involve contact with blood and body fluids. For infection control, it is recommended that gloves be worn as well for contact with urine, feces, and respiratory secretions. Gloves should be disposed of after each use and not reused.

1. Gloves should be worn when changing a diaper or catheterizing a student.
2. Gloves should be worn when changing dressings or sanitary napkins.
3. Gloves should be worn when providing mouth, nose or tracheal care.
4. Gloves should be worn if the care-giver has broken skin on the hands (even around the nails).
5. Gloves should be worn when cleaning up spills of blood (e.g. nosebleeds) or body fluids and wastes, and soiled supplies.

Gowns or aprons may be worn to protect the care-giver’s clothing if spattering of body fluids is possible. The apron or gown should be laundered or disposed of after each care session and

should not be reused. In addition, protective eye wear and masks should be worn if splashing of body fluids is likely to occur (such as mouth suctioning or a coughing student).

Chux or other waterproof barriers should be used to cover any work surface if drainage or splashing with blood or body fluids is possible. The barrier should be disposed of after each care session and should not be reused.

Disposal of Waste

All used or contaminated supplies (including gloves and other barriers) except for syringes, needles and other sharp implements should be placed in a plastic bag which is then sealed. This bag should be placed in a second plastic bag, which is also sealed. The double-bagged waste can then be thrown in the garbage, out of the reach of children or animals.

Needles, syringes and other sharp objects should be placed in a metal or other puncture-proof container immediately after use. To reduce the risk of an accidental needle stick or cut, needles should not be recapped, bent or removed from the syringe before disposal. Once it is full, the container should be sealed, double bagged and then disposed of (in the garbage away from the reach of children). Bodily wastes such as urine, vomitus or feces should be disposed of in the toilet.

Clean Up

Spills of blood and body fluids that are covered under universal precautions should be cleaned up immediately. The CDC method is as follows:

1. Wear gloves.
2. Mop up the spill with paper towels or other absorbent material.
 3. Using a solution of one part household bleach (sodium hypochlorite) in ten parts of water, wash the area well.
4. Dispose of gloves, soiled towels and other waste in sealed double plastic bag in the garbage as outlined above.

Routine environmental clean-up facilities (such as the health room and bathrooms), does not require any modification unless contamination with blood or body fluids covered under universal precautions should occur. If so, the area should be decontaminated using the procedure outlined above. Regular cleaning on non-contaminated surfaces such as toilet seats and table tops can be done with the standard cleaning and removal of obvious soil. It is more effective than extraordinary attempts to disinfect or sterilize surfaces.

Laundry

Whenever possible, disposable barriers should be used, if contamination with body fluids or blood is possible. If sheets, towels or clothing do become soiled, they should be handled as little as possible. If sheets, towels or clothing do become soiled, they should be handled as little as possible. Wash with hot water and detergent for at least 25 minutes. Cool water washing is also acceptable if an appropriate detergent is used for the water temperature.

Accidental Exposure

Accidental exposure to blood, body products or body fluids places the exposed individual at risk of infection. This risk varies depending on the type of body fluid (blood vs. respiratory vs. feces), the type of infection (salmonella vs. HIV) and the integrity of the skin that is contaminated.

Pregnant Women

Pregnant women are at no higher risk of infection than other care providers as long as appropriate precautions are observed. However, due to the possibility of in-utero transmission of viral infections such as cyto-megalovirus (CMF) or HIV, as well as the potential for adverse outcomes with these congenitally acquired infections, pregnant women should be especially careful to observe universal precautions.

References: www.cdc.gov
Boston Public Schools

APPENDIX A

Bomb Threat Record Form

BOMB THREAT RECORD FORM

Date: _____

Time Threat Detected/Received: _____

How the Threat was Transmitted/Found: _____

Person Receiving/Finding the Threat: _____

1. Exact wording of threat: _____

2. Questions to ask if talking with the person making the threat:

- a. When is the bomb going to explode?
- b. Where is the bomb right now?
- c. What does the bomb look like?
- d. What kind of bomb is it?
- e. Did you place the bomb?
- f. Why did you do this?
- g. What is your name?
- h. What is your address and telephone number?

3. If the threat is received on a telephone, listen for background sounds (circle or note):

- | | |
|---------------|-----------------------|
| Street noises | Factory machines |
| Vehicles | Office machines |
| Dishes | Animal noises |
| Voices | Public address system |
| Music | TV/radio |

4. Sex of caller (circle): Male Female

5. Race of caller: _____

6. Age of caller based on voice: _____

7. Caller's voice (circle)

- | | | |
|-----------------|-----------|----------------|
| Calm | Nasal | Rasp |
| Angry | Stutter | Deep |
| Excited | Lisp | Soft |
| Slow | Rapid | Loud |
| Clearing Throat | Disguised | Cracking Voice |
| Accent | Slurred | Familiar |

APPENDIX B

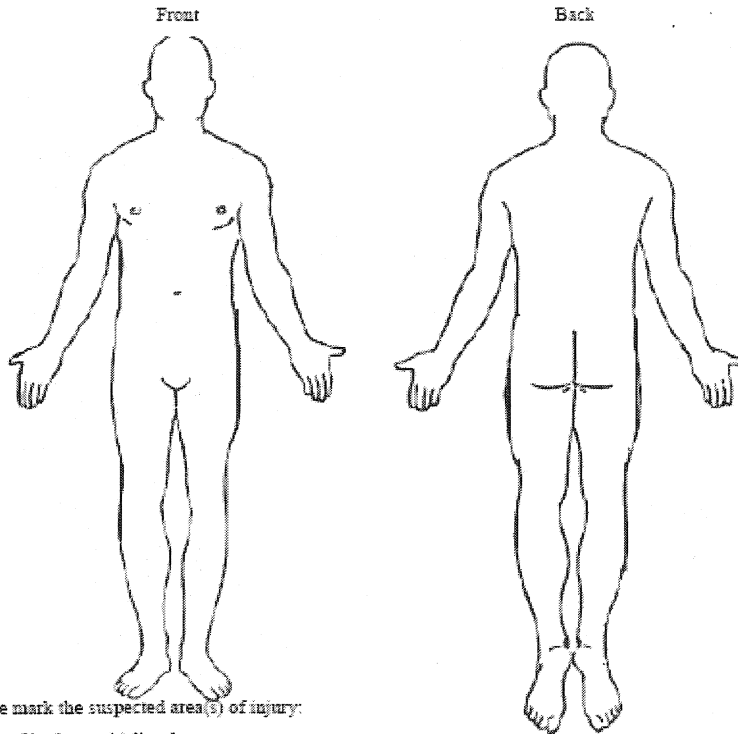
Workers Compensation Form

ST. LOUIS PUBLIC SCHOOLS EMPLOYEE/SUPERVISOR INJURY REPORT
EMPLOYEE REPORT OF INJURY (Typed and executed by Employee)
 Fax Immediately to Human Resources @ 314-244-1808

E M P L O Y E E	NAME (LAST, FIRST, MIDDLE):		DATE OF BIRTH:	SSN:	POSITION/TITLE:	
	HOME ADDRESS:			HOME PHONE #:	GENDER:	
	CITY/STATE ZIP CODE:			ALTERN. PHONE #:	WAS TIME LOST AT WORK? _____	
	TIME WORK BEGAN:	DATE OF ACCIDENT/INJURY:	TIME OF OCCURRENCE:		Location code of employee: _____	
	BUILDING LOCATION WHERE INCIDENT OCCURRED (SCHOOL-SITE):			SPECIFIC AREA IN THE BUILDING:		
	PLEASE DESCRIBE IN DETAIL HOW THE INJURY OCCURRED AND WHAT CAUSED THE INJURY TO HAPPEN:					
	DESCRIBE THE INJURY & PARTS OF BODY AFFECTED:			NAME OF WITNESSES TO ACCIDENT/INJURY:		
	WAS THE INJURY REPORTED IMMEDIATELY TO SUPERVISOR? (IF NO, EXPLAIN FAILURE TO GIVE NOTICE):			1. _____		
				2. _____		
				3. _____		
			NAME OF THE PERSON YOU FIRST REPORTED INJURY TO AND DATE OF REPORT: _____			
Employee refuses the offer of Medical attention:		If Yes, reason for refusal: _____				
How was Employee Transported to Physician/Clinic: _____						
Date Received 1 st Medical Treatment: _____			Who Accompanied: _____			
To Clinic/Physician: _____ <small>(enter the name of the Clinic, Hospital or physician visited)</small>			Location: _____			
MY SIGNATURE INDICATES THAT I FULLY UNDERSTAND THAT ANY FALSIFICATION OF ANY INJURY MAY SUBJECT ME TO DISCIPLINARY ACTION, INCLUDING TERMINATION OF MY EMPLOYMENT WITH THE ST. LOUIS PUBLIC SCHOOLS. EMPLOYEE SIGNATURE: _____ DATE: _____						
AUTHORIZATION TO RELEASE MEDICAL RECORDS TO BE COMPLETED BY THE EMPLOYEE I _____ HEREBY AUTHORIZE _____ TO _____ <small>(Employee Signature) (Clinic/Hospital)</small> YOU ARE HEREBY AUTHORIZED TO RELEASE ANY INFORMATION ACQUIRED IN THE COURSE OF MY TREATMENT TO MY EMPLOYER AND CCMSI. PLEASE FORWARD IMMEDIATELY A WORKERS' COMPENSATION REPORT. A COPY OF THIS AUTHORIZATION AND YOUR ITEMIZED BILLING STATEMENT TO: CCMSI ♦ 133 S. 11 th Street ♦ St. Louis, MO 63102 314-241-4994 (ALL BILLING AND SPECIALTY REFERRALS ARE HANDLED BY CCMSI)						
INITIAL MEDICAL TREATMENT AUTHORIZATION TO BE COMPLETED BY SUPERVISOR YOU ARE HEREBY AUTHORIZED TO RENDER NECESSARY MEDICAL TREATMENT TO THE ABOVE NAME EMPLOYEE OF THE ST. LOUIS PUBLIC SCHOOLS. THIS AUTHORIZATION IS LIMITED TO THE FIRST VISIT ONLY. FOLLOW UP VISITS MUST BE AUTHORIZED BY SLPS OR CCMSI AND MUST BE SCHEDULED BEFORE OR AFTER WORK HOURS. SUPERVISOR SIGNATURE: _____ DATE: _____						

ST. LOUIS PUBLIC SCHOOLS EMPLOYEE SUPERVISOR INJURY REPORT
INJURED BODY PART CHART (Typed and executed by Employee)

Injured Employee's Name:		Date of Injury:	
LOCATION:	PHONE:		
TITLE:	DATE COMPLETING REPORT:		



Please mark the suspected area(s) of injury:

Name of body part(s) listed: _____

EMPLOYEE SIGNATURE: _____

Fax Immediately to Human Resources @ **314-244-1808**
ST. LOUIS PUBLIC SCHOOLS EMPLOYEE/SUPERVISOR INJURY REPORT
Accident Investigation Report (Typed and executed by Supervisor or designee)

Injured Employee's Name:	Date of Injury:						
SUPERVISOR NAME:							
LOCATION:	PHONE:						
SUPERVISOR'S TITLE:	DATE COMPLETING REPORT:						
<p>PLEASE DESCRIBE IN DETAIL HOW THE INJURY OCCURRED AND WHAT CAUSED THE INJURY TO HAPPEN. TO BE COMPLETED BY SUPERVISOR (IF NOT PRESENT DESCRIBE WHAT WAS REPORTED TO YOU.)</p> <p>Describe how the injury occurred:</p> <p>What if any events or conditions caused the accident: (i.e. wet floor, fight, standing on unstable surface, etc.)</p> <p>Corrective action or plan to prevent reoccurrence:</p> <p>SUPERVISOR SIGNATURE: _____ DATE: _____</p>							
TO BE COMPLETED BY HUMAN RESOURCES ONLY:							
H R	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">HIRE DATE:</td> <td style="width: 33%;">WEEKLY WAGES:</td> <td style="width: 33%;">HR CONTACT:</td> </tr> <tr> <td>DATE RECEIVED:</td> <td></td> <td></td> </tr> </table>	HIRE DATE:	WEEKLY WAGES:	HR CONTACT:	DATE RECEIVED:		
HIRE DATE:	WEEKLY WAGES:	HR CONTACT:					
DATE RECEIVED:							

WC1-2 Revised 04/09 Fax Immediately to Human Resources @ **314-244-1808**

Fax Immediately to Human Resources @ 314-244-1808
ST. LOUIS PUBLIC SCHOOLS EMPLOYEE/SUPERVISOR INJURY REPORT
WITNESS STATEMENT (Typed and executed by Witness)

Injured Employee's Name:	Date of Injury:
WITNESS NAME:	
LOCATION:	PHONE:
TITLE:	DATE COMPLETING REPORT:
PLEASE DESCRIBE IN DETAIL HOW THE INJURY OCCURRED AND WHAT CAUSED THE INJURY TO HAPPEN. TO BE COMPLETED BY WITNESS	
Describe how the injury occurred:	
What if any events or conditions caused the accident: (i.e. wet floor, fight, standing on unstable surface, etc.)	
Corrective action or plan to prevent reoccurrence:	
WITNESS SIGNATURE: _____	

WCI-2 Revised 04/09 Fax Immediately to Human Resources @ 314-244-1808
Please print additional witness statement if necessary.

FAX copy Immediately to Human Resources – 314-244-1808
WORKERS' COMPENSATION REPORTING

GENERAL INSTRUCTIONS

INJURED EMPLOYEE:

- Step 1: The employee is required to report any injury sustained during working hours or while on authorized St. Louis Public Schools business to his/her immediate supervisor on the day the injury occurs and within 24 hours of the occurrence of the accident/injury.
- Step 2: The employee must complete the form WC1-2, *St. Louis Public Schools Employee/Supervisor Injury Report*, and submit the form to the supervisor for signature. If medical treatment is required, the employee must obtain the supervisor's signature for authorization of medical treatment. The employee must make a copy of the report for the site records and then take the original WC1-2 with him/her to the authorized medical provider, either Concentra or BarnesCare. See attached list of MEDICAL CENTER LOCATIONS.
- Step 3: Immediately following the visit to an authorized doctor, the employee must provide his/her supervisor with the *Doctor's Visit Summary Report* from BarnesCare or the *Work Status Report* from Concentra, either in person or by fax. The report should indicate that the employee was evaluated and a determination was made to either return to work for Regular Duty, return to work for Limited Duty with Restrictions, or Unable to Work.
- Step 4: Any medical charges incurred anywhere other than BarnesCare or Concentra will not be covered under Workers' Compensation and should be submitted to your group medical insurance carrier. The only exception to this rule shall be the rare occasion when injury requires emergency treatment as deemed necessary in the best judgment of the supervisor at the site of the injury.

PRINCIPAL SUPERVISOR:

- Step 1: Provide the injured employee with an Employee/Supervisor Injury Report/Medical Treatment Authorization Form (WC1-2). The employee will complete the majority of page 1 and all of page 2 of the forms, which is his/her account of the accident/injury.
- Step 2: Principal supervisor will complete authorize treatment by signing the bottom of page 1, which authorizes the employee to obtain medical treatment at either a BarnesCare or Concentra Medical Center. Additionally, the Supervisor shall complete and sign page 3 of the form, which is the supervisor's account of the accident/injury. She supervisor is not required to have firsthand knowledge of the incident. When the Supervisor does not have firsthand know the report shall indicated what was "alleged" to have happened.
- Step 3: Fax the completed WC1-2 immediately to the Human Resources Division at (314) 244-1808.
- Step 4: Retain a copy of the WC1-2 in a separate workers' compensation file at the respective location.
- Step 5: Code absences accordingly.

HUMAN RESOURCES DIVISION:

- Step 1: When the Doctor's Visit Summary Report indicates Unable to Work, the Human Resources Division will place the employee on "Inactive Service – Workers Compensation Without Pay" until the employee is released for duty. The first three (3) regularly scheduled work days following the last day worked are not payable under the Missouri Workers' Compensation law, unless the employee will be absent more than 14 consecutive days, at which time the first three days will be payable under workers' compensation.
- Step 2: Human Resources Division will maintain the inactive service status until receipt of the physician's statement indicating that the employee is released for regular duty or limited duty with restrictions.
- Step 3: For any *Doctor's Summary Report* indicating "Limited Duty with Restrictions", Human Resources Division will work with the appropriate site administrator to evaluate limited duty opportunities and determine the appropriate course of action. Each report will be evaluated on a case by case basis.


Questions: For question concerning this form contact Debra Whitley at 314-345-2210 or Charles Burton at 314-345-2251.

**MEDICAL CENTER LOCATIONS
WORKER'S COMPENSATION AUTHORIZED MEDICAL FACILITIES**

<u>SSM WORK HEALTH</u>	<u>CONCENTRA</u>
SSM Work Health 2321 B McCausland Ave. St. Louis, MO 63143 (314)645-WORK (9675) Fax: (314) 645-1559 Hours: M-F, 8 a.m. – 5:00 p.m.	Concentra Midtown 6726 Manchester St. Louis, MO. 63139 (314) 647-0081 Fax: (314) 647-5485 Hours: M-F, 8 a.m.-8 p.m.
SSM Work Health #1 Village Center, Suite A, Hazelwood, MO 63042 (314) 731-WORK (9675) Fax: (314) 731-2522 Hours: M-F, 8 a.m. – 5 p.m.	Concentra Westport 83 Progress Parkway Maryland Heights, MO. 63043 (314) 434-8174 Fax: (314) 434-8706 Hours: M-F, 8 a.m.-8 p.m.
SSM Work Health 300 St. Peters Centre Blvd., Suite 150 St. Peters, MO 63376 (636) 928-WORK (9675) Fax: (636) 928-9011 Hours: M-F, 8 a.m. – 5 p.m.	Concentra North Broadway 8340 North Broadway St. St. Louis, MO. 63147 (385) 385-9563 Fax: (314) 385-9350 Hours: M-F, 8 a.m.-5 p.m.
	Concentra Souland 1617 South Third Street St. Louis, MO. 63147 (314) 421-2557 Fax: (314) 421-2046 Hours: M-F, 8 a.m.-5 p.m.
	Concentra Fenton 1709 Gilsinn Lane Fenton, MO. 63026 (636) 349-8850 Fax: (636) 349-6641 Hours: M-F, 8 a.m.-5 p.m.
Diane Lewis CCMSI Work Comp Rep 314-418-5537	Concentra Airport 465 Lynn Haven Lane Hazelwood, MO. 63042 (314) 731-0448 Fax: (314) 731-0495 Hours: M-F, 7:30 a.m. – 5 p.m.
24 HOURS EMERGENCY SERVICE (Only if an Emergency)	
St. Mary's Hospital 6420 Clayton Rd. St. Louis, MO 63117 (314) 768-8360	Saint Louis University Hospital 3635 Vista at Grand St. Louis, MO 63110 (314) 877-8777

APPENDIX C

Security Incident Report Form

	SAFETY AND SECURITY 801 NORTH 11 TH STREET St. Louis, MO 63101-1015	STUDENT'S ID NUMBER (VICTIM #1) (SUSPECT #1) (SUSPECT #2) (SUSPECT #3) (WITNESS #1) (WITNESS #2)
	INCIDENT REPORT (TO BE FILED WITHIN 24 HOURS)	
NAME OF SCHOOL: _____ AREA: _____ DATE OF REPORT: _____		
TYPE OF INCIDENT (CHECK ONE OR MORE)		LOCATION OF INCIDENT (CHECK ONE OR MORE)
<input type="checkbox"/> ACCIDENTAL INJURY <input type="checkbox"/> ASSAULT <input type="checkbox"/> BURGLARY <input type="checkbox"/> DRUGS/ALCOHOL <input type="checkbox"/> FIGHTING <input type="checkbox"/> MISSING <input type="checkbox"/> PEACE DISTURBANCE	<input type="checkbox"/> ROBBERY <input type="checkbox"/> SEX OFFENSE <input type="checkbox"/> STEALING <input type="checkbox"/> TRESPASSING <input type="checkbox"/> WEAPONS <input type="checkbox"/> OTHER <input type="checkbox"/> BUS INCIDENT	<input type="checkbox"/> STAIRS <input type="checkbox"/> HALL <input type="checkbox"/> ROOM # <input type="checkbox"/> CAFETERIA <input type="checkbox"/> OTHER: SCHOOL YARD GYMNASIUM RESTROOM
DATE OF INCIDENT: _____		TIME OF INCIDENT: _____ PM _____ AM
Individuals Involved		
VICTIM 1'S NAME: _____ ADDRESS: _____ PARENT/CONTACT: _____		D.O.B. _____ PHONE #1 _____ PHONE #2 _____ RACE: _____ SSN# _____ STUDENT <input type="checkbox"/> STAFF <input type="checkbox"/>
VICTIM 2'S NAME: _____ ADDRESS: _____ PARENT/CONTACT: _____		D.O.B. _____ PHONE #1 _____ PHONE #2 _____ RACE: _____ SSN# _____ STUDENT <input type="checkbox"/> STAFF <input type="checkbox"/>
ALLEGED SUSPECT 1 ADDRESS: _____ PARENT/CONTACT: _____		D.O.B. _____ PHONE #1 _____ PHONE #2 _____ RACE: _____ SSN# _____ STUDENT <input type="checkbox"/> STAFF <input type="checkbox"/>
ALLEGED SUSPECT 2 ADDRESS: _____ PARENT/CONTACT: _____		D.O.B. _____ PHONE #1 _____ PHONE #2 _____ RACE: _____ SSN# _____ STUDENT <input type="checkbox"/> STAFF <input type="checkbox"/>
WITNESS 1: ADDRESS: _____ PARENT/CONTACT: _____		D.O.B. _____ PHONE #1 _____ PHONE #2 _____ RACE: _____ SSN# _____ STUDENT <input type="checkbox"/> STAFF <input type="checkbox"/>
WITNESS 2: ADDRESS: _____ PARENT/CONTACT: _____		D.O.B. _____ PHONE #1 _____ PHONE #2 _____ RACE: _____ SSN# _____ STUDENT <input type="checkbox"/> STAFF <input type="checkbox"/>
Police Involvement		
POLICE CALLED: <input type="checkbox"/> YES <input type="checkbox"/> NO		COMPLAINT #: _____ OFFICER: _____ BADGE/DSN: _____
EVIDENCE SEIZED: <input type="checkbox"/> YES <input type="checkbox"/> NO		POLICE STORAGE: <input type="checkbox"/> YES <input type="checkbox"/> NO OFFICER: _____
WEAPON: _____		DRUGS: _____ QUANTITY: _____
OTHER: _____		
WEAPON USED BY SECURITY: YES <input type="checkbox"/> NO <input type="checkbox"/> TYPE: _____		WEAPON USED BY OTHERS: YES <input type="checkbox"/> NO <input type="checkbox"/> TYPE: _____
INQUIRY: Yes <input type="checkbox"/> No <input type="checkbox"/>		
TYPE OF SURFACE (Tile, concrete, asphalt, carpeting), If applicable: _____ SURFACE CONDITIONS (moisture, steps, holes in surface, etc.), If applicable: _____ WEATHER CONDITIONS, If applicable: _____		
MEDICAL TREATMENT: (Attach Medical-Clinic Log, If Treated by School Nurse)		
<input type="checkbox"/> TREATMENT AT SCENE BY SCHOOL NURSE		<input type="checkbox"/> TREATMENT AT SCENE BY EMS
<input type="checkbox"/> TREATED BY PERSONAL PHYSICIAN		<input type="checkbox"/> TRANSPORTED TO HOSPITAL
<input type="checkbox"/> REFUSED MEDICAL ATTENTION		HOSPITAL NAME: _____

		DATE OF REPORT:	
DEPARTMENT / LOCATION:		DEPARTMENT FILE NO.:	
DATE OF INCIDENT:		PLACE OF OCCURRENCE:	
VICTIM / COMPLAINANT:		PAGE	OF PAGES

NARRATIVE:

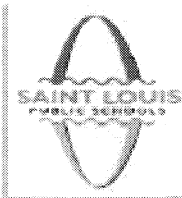
COPIES TO: DIRECTOR - SECURITY/SAFETY
 SAFETY & SECURITY OFFICE
 PRINCIPAL
 REPORTING OFFICER
 RISK MANAGEMENT

SIGNATURE
BADGE NUMBER

Revised: July 1, 2010

APPENDIX D

Vehicle Accident Report Form



St. Louis
Public
Schools

What To Do In Case of An Accident



STOP.

Turn off ignition. Do not smoke.



CALL.

1. Notify the police. It is unlawful to leave the accident without permission. Cooperate with the authorities.
2. Notify SLPS Safety and Security. (314) 865-2020



AVOID.

Do not accept responsibility for the accident or discuss the accident except with the police officer, the SLPS Safety and Security officer, your direct supervisor, or the Risk Management Department.



PROTECT.

Guard the scene from further damage.



ASSIST.

Render only what first aid you are qualified to give. Don't move injured persons unless absolutely necessary. For serious injury, call 911.



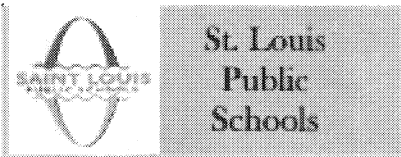
OBTAIN.

Get all the necessary information for an accurate report and complete the Vehicle Accident Report forms before leaving the scene, if not injured.



REPORT.

Notify SLPS Risk Management Representative within 24 hours of the accident and provide a copy of the Vehicle Accident Report to both Safety and Security and the Risk Management Department.



SEND TO:
 SLPS Security Office Risk Management Department
 Phone: (314) 265-3020 Phone: (314) 345-2397
 Fax: (314) 345-4514 Fax: (314) 345-2645

Vehicle Accident Report (Page 1 of 3)

Date of Accident	Day of Week	Time	AM/PM	Location	Location Code
Name of SLPS Driver			Name of Other Driver		
Address (Include City/State/Zip)			Address (Include City/State/Zip)		
Phone	Relation to SLPS	Job Title	Phone	Owner's Name (if not Driver)	
Drivers License #	VIN Number		Drivers License #	Insurance Company	
Vehicle Number	Licence Plate Number		VIN Number	Vehicle Number	Licence Plate #
Year	Make	Model	Year	Make	Model
Accident Location: Street Name/Number		City	State		
Description of Accident (use extra pages if necessary)					
At intersection with:		If not at intersection, show nearest landmark and indicate distance. Indicate location of traffic controls - such as signals, signs, lights, police markers, etc.			
<p>IMPORTANT</p> <p>Please fill in diagram printed at right, showing position of automobile and injured person (or other vehicle with which driver's vehicle collided) with direction in which both were proceeding.</p>		<p>Use arrow to indicate northward direction</p>			
Police Report	Yes No	Investigating Police Officer's Name		Police Department Name	
Safety Officer Report	Yes No	Investigating SLPS Officer's Name			
Witnesses					
Name		Phone	Address (include City/State/Zip)		
Name		Phone	Address (include City/State/Zip)		

Vehicle Accident Report (Page 2 of 3)

Check all items that describe conditions at time of accident.

<p>Accident Involved</p> <p><input type="checkbox"/> Vehicle - in traffic</p> <p><input type="checkbox"/> Vehicle - parked</p> <p><input type="checkbox"/> Motorcycle</p> <p><input type="checkbox"/> Pedestrian</p> <p><input type="checkbox"/> Train</p> <p><input type="checkbox"/> Bicyclist</p> <p><input type="checkbox"/> Fixed Object</p> <p><input type="checkbox"/> Other: _____</p> <p>Driver's Action Prior to Accident</p> <p><input type="checkbox"/> Traveling straight</p> <p><input type="checkbox"/> Changing lanes</p> <p><input type="checkbox"/> Turning - right</p> <p><input type="checkbox"/> Turning - left</p> <p><input type="checkbox"/> Turning - U turn</p> <p><input type="checkbox"/> Slowing</p> <p><input type="checkbox"/> Stopped - parked</p> <p><input type="checkbox"/> Stopped - in traffic lane</p> <p><input type="checkbox"/> Stopped - on shoulder</p> <p><input type="checkbox"/> Starting from parked position</p> <p><input type="checkbox"/> Starting in traffic lane</p> <p><input type="checkbox"/> Backing</p> <p><input type="checkbox"/> Other: _____</p> <p>Driver's Avoidance Maneuver</p> <p><input type="checkbox"/> Swerve - Other vehicle</p> <p><input type="checkbox"/> Swerve - Pedestrian</p> <p><input type="checkbox"/> Swerve - Animal</p> <p><input type="checkbox"/> Swerve - Accident scene</p> <p><input type="checkbox"/> Skidding</p> <p><input type="checkbox"/> Forced off roadway</p> <p><input type="checkbox"/> Other: _____</p> <p>Pedestrian Action Prior to Accident</p> <p><input type="checkbox"/> Crossing with signal</p> <p><input type="checkbox"/> Crossing against signal</p> <p><input type="checkbox"/> Crossing - no signal</p> <p><input type="checkbox"/> Crossing from behind obstruction</p> <p><input type="checkbox"/> At intersection</p> <p><input type="checkbox"/> Walking with traffic</p> <p><input type="checkbox"/> Walking against traffic</p> <p><input type="checkbox"/> Standing in roadway</p> <p><input type="checkbox"/> Standing on shoulder</p> <p><input type="checkbox"/> Working on or near roadway</p> <p><input type="checkbox"/> Other: _____</p>	<p>Road Defects</p> <p><input type="checkbox"/> Holes/bumps/dips</p> <p><input type="checkbox"/> Loose material on surface</p> <p><input type="checkbox"/> Roadway construction</p> <p><input type="checkbox"/> Low shoulder</p> <p><input type="checkbox"/> Soft shoulder</p> <p><input type="checkbox"/> No shoulder</p> <p><input type="checkbox"/> Advance warning of defect</p> <p><input type="checkbox"/> No defect</p> <p><input type="checkbox"/> Other: _____</p> <p>Traffic Control Device</p> <p><input type="checkbox"/> Stop/Go signal</p> <p><input type="checkbox"/> Stop sign</p> <p><input type="checkbox"/> Yield sign</p> <p><input type="checkbox"/> Caution sign/sign</p> <p><input type="checkbox"/> Officer/signman</p> <p><input type="checkbox"/> Railroad crossing lights</p> <p><input type="checkbox"/> Railroad crossing gates</p> <p><input type="checkbox"/> Audible signal</p> <p><input type="checkbox"/> None</p> <p><input type="checkbox"/> Other: _____</p> <p>Lighting</p> <p><input type="checkbox"/> Daylight</p> <p><input type="checkbox"/> Dawn</p> <p><input type="checkbox"/> Artificial Lighting</p> <p><input type="checkbox"/> Dusk</p> <p><input type="checkbox"/> Night</p> <p>Weather</p> <p><input type="checkbox"/> Clear</p> <p><input type="checkbox"/> Snow</p> <p><input type="checkbox"/> Sleet</p> <p><input type="checkbox"/> Rain</p> <p><input type="checkbox"/> Fog/smog</p> <p><input type="checkbox"/> Other: _____</p> <p>Visibility</p> <p><input type="checkbox"/> Clear</p> <p><input type="checkbox"/> Rain/snow/ice on windshield</p> <p><input type="checkbox"/> Obstruction: _____</p> <p>Oncoming headlights</p> <p><input type="checkbox"/> Sunlight</p> <p><input type="checkbox"/> Other: _____</p> <p><input type="checkbox"/> Sunglasses</p> <p><input type="checkbox"/> Prescription glasses</p>	<p>Road Character</p> <p><input type="checkbox"/> Level</p> <p><input type="checkbox"/> Hill</p> <p><input type="checkbox"/> In/crest</p> <p><input type="checkbox"/> Straight</p> <p><input type="checkbox"/> Curve</p> <p><input type="checkbox"/> One way</p> <p>Number of lanes: _____</p> <p>Driver was Traveling</p> <p><input type="checkbox"/> Uphill</p> <p><input type="checkbox"/> Downhill</p> <p><input type="checkbox"/> Cresting hill</p> <p><input type="checkbox"/> Level</p> <p>Condition of Road Surface</p> <p><input type="checkbox"/> Dry</p> <p><input type="checkbox"/> Wet</p> <p><input type="checkbox"/> Snow</p> <p><input type="checkbox"/> Ice</p> <p><input type="checkbox"/> Muddy</p> <p><input type="checkbox"/> Oily</p> <p><input type="checkbox"/> Traffic Smooth</p> <p><input type="checkbox"/> Other: _____</p> <p>Vehicle Defects</p> <p><input type="checkbox"/> No defects</p> <p><input type="checkbox"/> Brakes</p> <p><input type="checkbox"/> Steering</p> <p><input type="checkbox"/> Lights</p> <p><input type="checkbox"/> Windshield</p> <p><input type="checkbox"/> Mirrors</p> <p><input type="checkbox"/> Tires</p> <p><input type="checkbox"/> Other: _____</p> <p>Miscellaneous</p> <p><input type="checkbox"/> Speed Limit: _____</p> <p><input type="checkbox"/> Driver was familiar with road</p> <p><input type="checkbox"/> Driver was familiar with vehicle</p> <p><input type="checkbox"/> Photos taken of accident scene</p> <p><input type="checkbox"/> Photos attached</p>
---	---	---

Vehicle Accident Report (Page 3 of 3)

Driver's Notes

Complete this form before leaving the scene of the accident.
Please transfer information to accident reports enclosed in this kit.

Damage To Vehicles of Others			
Name of Other Driver	<input type="text"/>	Make of Car	Year <input type="text"/>
Address	<input type="text"/>	License Plate #	<input type="text"/>
Telephone Number	Age <input type="text"/>	Insurance Company	<input type="text"/>
Driver's License #		Owner (if not driver)	<input type="text"/>
		Address	<input type="text"/>
			<input type="text"/>

Damage To Property of Others	
Owner	<input type="text"/>
Address	<input type="text"/>
Telephone Number	<input type="text"/>
Property Damaged	<input type="text"/>
	<input type="text"/>

Injured Persons			
Name	<input type="text"/>	Name	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
Telephone Number	Age <input type="text"/>	Telephone Number	Age <input type="text"/>
Extent of Injuries	<input type="text"/>	Extent of Injuries	<input type="text"/>
Where Taken?	<input type="text"/>	Where Taken?	<input type="text"/>
<input type="checkbox"/> Driver - Other Car	<input type="checkbox"/> Passenger - your car	<input type="checkbox"/> Driver - Other Car	<input type="checkbox"/> Passenger - your car
<input type="checkbox"/> Pedestrian	<input type="checkbox"/> Passenger - other car	<input type="checkbox"/> Pedestrian	<input type="checkbox"/> Passenger - other car
Name	<input type="text"/>	Name	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
Telephone Number	Age <input type="text"/>	Telephone Number	Age <input type="text"/>
Extent of Injuries	<input type="text"/>	Extent of Injuries	<input type="text"/>
Where Taken?	<input type="text"/>	Where Taken?	<input type="text"/>
<input type="checkbox"/> Driver - Other Car	<input type="checkbox"/> Passenger - your car	<input type="checkbox"/> Driver - Other Car	<input type="checkbox"/> Passenger - your car
<input type="checkbox"/> Pedestrian	<input type="checkbox"/> Passenger - other car	<input type="checkbox"/> Pedestrian	<input type="checkbox"/> Passenger - other car

Important Note: Accidents must always be reported to SLPS Risk Management Department within 24 hours.
However, notify supervisor immediately if accident results in bodily injury or property damage to other than driving employee.

SEND WRITTEN REPORT TO:

SLPS Security Office	Risk Management Department
Phone: (314) 865-2020	Phone: (314) 345-2367
Fax: (314) 345-4014	Fax: (314) 345-2343



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BOARD RESOLUTION

Date: March 7, 2013

Agenda Item : 04-25-1306

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 February 2013.

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

Accountability Plan 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:

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

Mary M. Houlihan, Dep. Supt., Operations

Monthly Budget Report

Dates: 02-01-2013 - 02-28-2013

Fiscal Year: 2012 - 2012

110-TEACHERS FUND

1 SAP Hierarchy Doc #: 0502004294
SAP Entry Doc #: 0502004094

From:	120-1411	- 816-FY-120	- 6165	777.47-
	120-1411	- 816-FY-120	- 6231	59.48-
	120-1411	- 816-FY-120	- 6261	15.55-
To:	110-1411	- 816-FY-110	- 6384	852.50

Control No: B

From Amount: 852.50-
To Amount: 852.50

Text: Transferring budget from security/custodial overtime to meeting expenses to pay Building Commissioner invoice for security and custodial services

2 SAP Hierarchy Doc #: 0502004290
SAP Entry Doc #: 0502004091

From:	110-1421	- 833-00-110	- 6319	6,500.00-
To:	110-1421	- 833-00-110	- 6383	6,500.00

Control No: B

From Amount: 6,500.00-
To Amount: 6,500.00

Text: Transferring funds for Show Me State Games for Middle School Basketball - March 22-24, 2013 in Columbia, MO

3 SAP Hierarchy Doc #: 0502004187
SAP Entry Doc #: 0502003994

From:	110-2223	- 981-L3-110	- 6441	39,400.00-
	110-2223	- 981-L3-110	- 6319	21,000.00-
To:	110-2218	- 981-00-110	- 6443	60,400.00

Control No: B

From Amount: 60,400.00-
To Amount: 60,400.00

Text: To cover the upcoming purchase of IPADS, IPAD STORAGE POWER CARTS, HEADPHONES, & IPAD COVERS for all 4th grade students.

ST. LOUIS BOARD OF EDUCATION

Monthly Budget Report

Dates: 02-01-2013 - 02-28-2013

Fiscal Year: 2012 - 2012

4 SAP Hierarchy Doc #: 0502004051
SAP Entry Doc #: 0502003870

From:	110-2411	-	612-00-110	-	6441	1,000.00-
	110-2411	-	612-00-110	-	6433	1,000.00-
To:	110-2411	-	612-00-110	-	6383	2,000.00
Control No:	B					
From Amount:						2,000.00-
TO Amount:						2,000.00

Text: Out of town Professional Development ASCD 68th Annual Conference and Exhibit Show March 16 - 18, 2013 Chicago, IL Kimberly Austin and Kellie Vincent

5 SAP Hierarchy Doc #: 0502004089
SAP Entry Doc #: 0502003899

From:	110-2411	-	156-00-110	-	6411	289.61-
To:	110-2411	-	156-00-110	-	6383	289.61
Control No:	B					
From Amount:						289.61-
TO Amount:						289.61

Text: Midwest Honors Band Festival and Symposium // M. Reef - Instructor // University of Missouri - Kansas City // February 15 - 17, 2013

6 SAP Hierarchy Doc #: 0502004101
SAP Entry Doc #: 0502003908

From:	110-2411	-	156-00-110	-	6384	300.00-
To:	110-2411	-	156-00-110	-	6383	300.00
Control No:	B					
From Amount:						300.00-
TO Amount:						300.00

Text: Transfer to cover Midwest Honors Band Festival and Symposium / M. Reef - Instructor / February 15 - 17, 2013 / University of Missouri Kansas City

Monthly Budget Report

Dates: 02-01-2013 - 02-28-2013

Fiscal Year: 2012 - 2012

7 SAP Hierarchy Doc #: 0502004188
SAP Entry Doc #: 0502003995

From: 120-1411 - 180-55-120 - 6143 560.00-
To: 110-2411 - 180-00-110 - 6432 560.00

Control No: B

From Amount: 560.00-

To Amount: 560.00

Text: Correction

8 SAP Hierarchy Doc #: 0502004198
SAP Entry Doc #: 0502004004

From: 110-2411 - 125-00-110 - 6411 1,734.60-
110-2411 - 125-00-110 - 6381 1,000.00-
110-2411 - 125-00-110 - 6364 500.00-
110-2411 - 125-00-110 - 6363 500.00-
110-2411 - 125-00-110 - 6383 500.00
110-2411 - 125-00-110 - 6383 500.00
110-2411 - 125-00-110 - 6383 1,000.00
110-2411 - 125-00-110 - 6443 1,734.60

Control No: B

From Amount: 3,734.60-

To Amount: 3,734.60

Text: Funds for Shannon Tuggle, AIC to attend ASCD 68th Annual Conference
in Chicago, March 16-18, 2013. Purchase 2 desktop computers.

9 SAP Hierarchy Doc #: 0502004210
SAP Entry Doc #: 0502004016

From: 110-2411 - 560-00-110 - 6319 2,400.00-
To: 110-2411 - 560-00-110 - 6383 2,400.00

Control No: B

From Amount: 2,400.00-

To Amount: 2,400.00

Text: Professional Development Workshop: ASCD 2013 Annual Conference &
Exhibit Show Chicago, IL 3/15 - 3/18 Karesa Morrow, Cheryl Castiaux,
Refika Alagic, Amber Mitchell, Tiffany Houston, Sayburah Webster

ST. LOUIS BOARD OF EDUCATION

Monthly Budget Report

Dates: 02-01-2013 - 02-28-2013

Fiscal Year: 2012 - 2012

10 SAP Hierarchy Doc #: 0502004219
SAP Entry Doc #: 0502004024

From:	120-1131	- 307-55-120	- 6143	1,412.64-
	120-1131	- 307-55-120	- 6231	108.07-
	120-1131	- 307-55-120	- 6261	28.25-
To:	110-2411	- 307-00-110	- 6342	1,548.96
Control No:	B			
From Amount:		1,548.96-		
To Amount:		1,548.96		

Text: Moving budget projected unused from extra service to cover transportation - field trip expenses

11 SAP Hierarchy Doc #: 0502004236
SAP Entry Doc #: 0502004041

From:	120-1151	- 144-55-120	- 6231	42.95-
To:	110-2411	- 144-PR-110	- 6231	42.95
Control No:	B			
From Amount:		42.95-		
To Amount:		42.95		

Text: Transferring budget to cover Extra Service Overages

12 SAP Hierarchy Doc #: 0502004237
SAP Entry Doc #: 0502004042

From:	120-1151	- 144-55-120	- 6261	11.23-
To:	110-2411	- 144-PR-110	- 6261	11.23
Control No:	B			
From Amount:		11.23-		
To Amount:		11.23		

Text: Transferring extra service budget from teacher fund to cover metal detector (incidental fund) extra service

Monthly Budget Report

Dates: 02-01-2013 - 02-28-2013

Fiscal Year: 2012 - 2012

13 SAP Hierarchy Doc #: 0502004260
SAP Entry Doc #: 0502004065

From: 120-1151 - 144-55-120 - 6143 561.44-
TO: 110-2411 - 144-PR-110 - 6143 561.44

Control No: B

From Amount: 561.44-

TO Amount: 561.44

Text: Transferring budget to cover Extra Service Overages

14 SAP Hierarchy Doc #: 0502004292
SAP Entry Doc #: 0502004093

From: 110-2411 - 168-00-110 - 6363 1,351.05-
110-2411 - 168-00-110 - 6541 1,202.00-
110-2411 - 168-00-110 - 6415 1,000.00-
110-2411 - 168-00-110 - 6384 1,000.00-
110-2411 - 168-00-110 - 6349 1,000.00-
110-2411 - 168-00-110 - 6364 500.00-
110-2411 - 168-00-110 - 6383 6,053.05

Control No: B

From Amount: 6,053.05-

TO Amount: 6,053.05

Text: Funds for Crystal Gale, DeShonda Peyton, Kelli Casper, Gerald Nave,
Amanda Laboo, and Michelle Franklin to attend the 68th Annual ASCD
Conference in Chicago, IL March 15-18, 2013.

15 SAP Hierarchy Doc #: 0502004063
SAP Entry Doc #: 0502003880

From: 110-5115 - 905-00-110 - 6623 139,319.00-
TO: 110-2522 - 820-00-110 - 6371 139,319.00

Control No: B

From Amount: 139,319.00-

TO Amount: 139,319.00

Text: Excess lease payments

Monthly Budget Report

Dates: 02-01-2013 - 02-28-2013

Fiscal Year: 2012 - 2012

16 SAP Hierarchy Doc #: 0502004189
SAP Entry Doc #: 0502003996

From:	110-2218	- 981-00-110	- 6443	142,500.00-
TO:	110-2828	- 981-00-110	- 6443	142,500.00

Control No: B

From Amount: 142,500.00-

To Amount: 142,500.00

Text: Should be function 2828 instead of 2218 for IPADS, IPAD STORAGE POWER
CARTS, HEADPHONES & IPAD COVERS for all 4th grade students.

Monthly Budget Report

Dates: 02-01-2013 - 02-28-2013

Fiscal Year: 2012 - 2012

120-INCIDENTAL

1 SAP Hierarchy Doc #: 0502004221
SAP Entry Doc #: 0502004026

From:	110-2411	- 458-00-110	- 6143	1,493.00-
	110-2411	- 458-00-110	- 6231	114.21-
	110-2411	- 458-00-110	- 6261	29.86-
To:	120-1127	- 458-00-120	- 6261	29.86
	120-1127	- 458-00-120	- 6231	114.21
	120-1127	- 458-00-120	- 6143	1,493.00

Control No: B

From Amount: 1,637.07-

To Amount: 1,637.07

Text: Moving extra service budget from Incidental Fund to Teachers Fund to cover payment to teachers for Morning Literacy Program

2 SAP Hierarchy Doc #: 0502004050
SAP Entry Doc #: 0502003869

From:	110-2411	- 313-00-110	- 6441	500.00-
To:	120-1147	- 313-55-120	- 6261	8.83
	120-1147	- 313-55-120	- 6231	42.63
	120-1147	- 313-55-120	- 6143	448.54

Control No: B

From Amount: 500.00-

To Amount: 500.00

Text: Extra service pay for Nicole Thomas

3 SAP Hierarchy Doc #: 0502004273
SAP Entry Doc #: 0502004075

From:	110-1152	- 838-DT-110	- 6386	109.72-
To:	120-1152	- 838-DT-120	- 6386	109.72

Control No: B

From Amount: 109.72-

To Amount: 109.72

Text: Transferring funds to correct budget overages

ST. LOUIS BOARD OF EDUCATION

Monthly Budget Report

Dates: 02-01-2013 - 02-28-2013

Fiscal Year: 2012 - 2012

4 SAP Hierarchy Doc #: 0502004206
SAP Entry Doc #: 0502004012

From:	110-2411	-	114-00-110	-	6363	1,000.00-
	110-2411	-	114-00-110	-	6415	1,000.00-
To:	110-2411	-	114-00-110	-	6384	200.00-
	120-1211	-	114-55-120	-	6143	2,200.00
Control No:	B					
From Amount:						2,200.00-
To Amount:						2,200.00

Text: funds for extra service through end of year

5 SAP Hierarchy Doc #: 0502004274
SAP Entry Doc #: 0502004076

From:	110-1249	-	828-00-110	-	6386	818.86-
To:	120-1211	-	828-00-120	-	6386	818.86
Control No:	B					
From Amount:						818.86-
To Amount:						818.86

Text: Transferring funds to correct budget overages

6 SAP Hierarchy Doc #: 0502004275
SAP Entry Doc #: 0502004077

From:	110-1213	-	828-00-110	-	6386	600.00-
To:	120-1213	-	828-00-120	-	6386	600.00
Control No:	B					
From Amount:						600.00-
To Amount:						600.00

Text: Transferring funds to correct budget overages

Monthly Budget Report
Dates: 02-01-2013 - 02-28-2013
Fiscal Year: 2012 - 2012

7 SAP Hierarchy Doc #: 0502004276
SAP Entry Doc #: 0502004078

From:	110-1224	-	828-00-110	-	6386	
To:	120-1224	-	828-00-120	-	6386	626.00-
Control No:	B					626.00
From Amount:					626.00-	
To Amount:					626.00	

Text: Transferring funds to correct budget overages

8 SAP Hierarchy Doc #: 0502004277
SAP Entry Doc #: 0502004079

From:	110-1225	-	828-00-110	-	6386	
To:	120-1225	-	828-00-120	-	6386	470.00-
Control No:	B					470.00
From Amount:					470.00-	
To Amount:					470.00	

Text: Transferring funds to correct budget overages

9 SAP Hierarchy Doc #: 0502004278
SAP Entry Doc #: 0502004080

From:	110-1281	-	828-00-110	-	6386	
To:	120-1281	-	828-00-120	-	6386	2,060.00-
Control No:	B					2,060.00
From Amount:					2,060.00-	
To Amount:					2,060.00	

Text: Transferring funds to correct budget overages

10 SAP Hierarchy Doc #: 0502004279
SAP Entry Doc #: 0502004081

From:	110-2123	-	828-00-110	-	6143	
To:	120-1281	-	828-00-120	-	6386	2,500.00-
Control No:	B					2,500.00
From Amount:					2,500.00-	
To Amount:					2,500.00	

Monthly Budget Report

Dates: 02-01-2013 - 02-28-2013

Fiscal Year: 2012 - 2012

Text: Transferring funds to cover budget overages

11 SAP Hierarchy Doc #: 0502004097
SAP Entry Doc #: 0502003904

From:	110-2411	- 180-PR-110	- 6143	4,215.08-
	110-2411	- 180-00-110	- 6344	3,000.00-
	110-2411	- 180-00-110	- 6383	2,088.05-
	110-2411	- 180-00-110	- 6415	1,001.40-
	110-2411	- 180-00-110	- 6443	582.28-
	110-2411	- 180-00-110	- 6432	560.00-
	110-2411	- 180-00-110	- 6384	402.50-
	110-2411	- 180-00-110	- 6411	17.49-
To:	120-1411	- 180-55-120	- 6143	11,866.80
Control No:	B			
From Amount:				11,866.80-
To Amount:				11,866.80

Text: FUNDS TO CORRECT EXTRA SERVICE NEGATIVES.

12 SAP Hierarchy Doc #: 0502004283
SAP Entry Doc #: 0502004085

From:	110-1421	- 833-00-110	- 6386	464.75-
To:	120-1421	- 833-00-120	- 6386	464.75
Control No:	B			
From Amount:				464.75-
To Amount:				464.75

Text: Transferring funds to correct budget overages

13 SAP Hierarchy Doc #: 0502004271
SAP Entry Doc #: 0502004073

From:	110-2122	- 880-00-110	- 6383	203.50-
To:	120-2122	- 880-00-120	- 6386	203.50
Control No:	B			
From Amount:				203.50-
To Amount:				203.50

Text: Transferring budget to correct budget overages

Monthly Budget Report

Dates: 02-01-2013 - 02-28-2013

Fiscal Year: 2012 - 2012

14 SAP Hierarchy Doc #: 0502004284
SAP Entry Doc #: 0502004086

From:	110-2213	- 847-00-110	- 6363	400.00-
	110-2213	- 847-00-110	- 6386	235.76-
To:	120-2213	- 847-00-120	- 6386	635.76
Control No:	B			
From Amount:		635.76-		
To Amount:		635.76		

Text: Transferring funds to correct budget overages

15 SAP Hierarchy Doc #: 0502004281
SAP Entry Doc #: 0502004083

From:	110-2251	- 828-00-110	- 6386	73.00-
To:	120-2251	- 828-00-120	- 6386	73.00
Control No:	B			
From Amount:		73.00-		
To Amount:		73.00		

Text: Transferring funds to correct budget overages

16 SAP Hierarchy Doc #: 0502004282
SAP Entry Doc #: 0502004084

From:	110-2132	- 828-00-110	- 6383	650.00-
To:	120-2251	- 828-00-120	- 6386	650.00
Control No:	B			
From Amount:		650.00-		
To Amount:		650.00		

Text: Transferring funds to correct budget overages

Monthly Budget Report
Dates: 02-01-2013 - 02-28-2013
Fiscal Year: 2012 - 2012

17 SAP Hierarchy Doc #: 0502004285
SAP Entry Doc #: 0502004087

From:	110-2331	- 816-00-110	- 6386	
TO:	120-2331	- 816-00-120	- 6386	2,000.00-
Control No:	B			2,000.00

From Amount: 2,000.00-
TO Amount: 2,000.00

Text: Transferring funds to correct budget overages

Monthly Budget Report

Dates: 02-01-2013 - 02-28-2013

Fiscal Year: 2012 - 2012

233-TITLE I IASA 02-03

1 SAP Hierarchy Doc #: 0502004263
SAP Entry Doc #: 0502004002

From:	233-1127	- 612-AM-233	- 6441	2,600.00-
	233-1127	- 612-AM-233	- 6363	500.00-
	233-1127	- 612-AM-233	- 6384	500.00-
	233-1127	- 612-AM-233	- 6384	100.00-
To:	233-1127	- 612-AM-233	- 6411	100.00
	233-1127	- 612-AM-233	- 6383	500.00
	233-1127	- 612-AM-233	- 6383	500.00
				2,600.00

Control No: B

From Amount:

3,700.00-

To Amount:

3,700.00

Text: Funds needed for registration for the ASCD Conference, March 15 - 18, 2013
Carla Pezzani, Kellie Vincent Chicago, IL Supply line: Guided Reading Materials

2 SAP Hierarchy Doc #: 0502004319
SAP Entry Doc #: 0502004098

From:	233-1127	- 560-AM-233	- 6124	3,500.00-
To:	233-1127	- 560-AM-233	- 6383	3,500.00
Control No:				
From Amount:				3,500.00-
To Amount:				3,500.00

Text: transfer to cover travel expenses to ASCD Conference in Chicago, IL.
Karessa Morrow, Cheryl Castiaux, Refika Alagic March 15 - 18, 2013

Monthly Budget Report

Dates: 02-01-2013 - 02-28-2013

Fiscal Year: 2012 - 2012

293-MINI FED PROG 02-03

1 SAP Hierarchy Doc #: 0502004202
SAP Entry Doc #: 0502004008

From: 293-2214 - 819-UG-293 - 6384 1,000.00-
To: 293-2214 - 819-UG-293 - 6383 1,000.00
Control No: B

From Amount: 1,000.00-
To Amount: 1,000.00

Text: Funds for Rosemary Martin to attend SAMS Conference in Fort
Lauderdale, Florida January 30-February 2, 2013.

2 SAP Hierarchy Doc #: 0502004078
SAP Entry Doc #: 0502003888

From: 293-3338 - 840-85-293 - 6371 2,000.00-
To: 293-3338 - 840-85-293 - 6383 2,000.00
Control No: B

From Amount: 2,000.00-
To Amount: 2,000.00

Text: to pay for expenditures relating to out of town travel.

Monthly Budget Report

Dates: 02-01-2013 - 02-28-2013

Fiscal Year: 2012 - 2012

909-CAP PROJ A/C 2009

1 SAP Hierarchy Doc #: 0502004100
SAP Entry Doc #: 0502003907

From:	909-2624	-	111-HE-909	-	6522	
To:	909-2624	-	324-HE-909	-	6522	58,410.00-
Control No:	B					58,410.00
From Amount:						
To Amount:						

Text: To close out and consolidate remaining balances from prior air conditioning projects

2 SAP Hierarchy Doc #: 0502004201
SAP Entry Doc #: 0502004007

From:	909-2624	-	524-HE-909	-	6522	706,531.08-
	909-2624	-	420-HE-909	-	6522	588,361.44-
	909-2624	-	559-HE-909	-	6522	557,995.61-
	909-2624	-	502-HE-909	-	6522	172,216.62-
	909-2624	-	186-HE-909	-	6522	157,788.06-
	909-2624	-	584-HE-909	-	6522	11,655.00-
	909-2624	-	526-HE-909	-	6522	1,465.00-
	909-2624	-	183-HE-909	-	6522	1,200.00-
To:	909-2624	-	905-HE-909	-	6522	2,197,212.81
Control No:	B					
From Amount:						
To Amount:						

Text: To close out and consolidate remaining balances from prior air conditioning projects.

ST. LOUIS BOARD OF EDUCATION
Monthly Budget Report
Dates: 02-01-2013 - 02-28-2013
Fiscal Year: 2012 - 2012

910-Captial Proj-Bond

1 SAP Hierarchy Doc #: 0502004589
SAP Entry Doc #: 0502004387

From:	910-2629	-	905-00-910	-	6333	
TO:	910-2629	-	905-00-910	-	6443	546,098.00-
Control No:	B					546,098.00
From Amount:						
TO Amount:						
Text: Funds to purchase computer for computer labs---PROP S						

Monthly Budget Report

Dates: 02-01-2013 - 02-28-2013

Fiscal Year: 2012 - 2012

Fund Summary - Transfers Only

Fund Total From 110-Incidental	:	390,911.72-
To 110-Incidental	:	367,073.34
Fund Total From 120-TEACHERS FUND	:	3,577.08-
To 120-TEACHERS FUND	:	27,415.46
Fund Total From 233-TITLE I IASA 02-03	:	7,200.00-
To 233-TITLE I IASA 02-03	:	7,200.00
Fund Total From 293-Minifed 1213	:	3,000.00-
To 293-Minifed 1213	:	3,000.00
Fund Total From 909-CAP PROJ A/C 2009	:	2,255,622.81-
To 909-CAP PROJ A/C 2009	:	2,255,622.81
Fund Total From 910-Captial Proj-Bond	:	546,098.00-
To 910-Captial Proj-Bond	:	546,098.00
District Total From	:	3,206,409.61-
To	:	3,206,409.61



BOARD RESOLUTION

Date: March 7, 2013

Agenda Item : 04-25-13-07

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Policy Adoption/Change

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

SUBJECT: To approve the staffing of core subject classrooms to meet a Pupil Teacher Ratio (PTR) at the midpoint between DESE desirable and minimum PTR guidelines. Target PTR would be: K-2 - 23, 3-4 - 25, 5-6 - 27, and 7-12 - 30.

BACKGROUND: The district has been staffing core subject classrooms at the DESE desirable PTR guidelines. Reducing the PTR to the midpoint will save the district \$5.2 million annually.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy:

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

Fund Source: Various	GOB	Requisition #:
Amount: \$5,200,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Savings \$5,200,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department:

Requestor:

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent

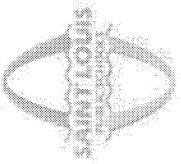


Class Size Analysis - Core Subjects

	DESE MINIMUM	DESE DESIRABLE	DESE VARIANCE
Teachers & Aides	861	1,030	169
TOTAL (\$M)	\$57.6	\$69.3	\$11.7

	SLPS CURRENT	PROPOSED MIDPOINT	VARIANCE
Teachers & Aides	1,024	942	82
TOTAL (\$M)	\$68.8	\$63.6	\$5.2

Includes K-12 core GOB teachers only



Proposed Class Size Standard

GRADE LEVEL	DESE MINIMUM STANDARD	SLPS MIDPOINT STANDARD	DESE DESIRABLE STANDARD
K-2	25	23	20
3-4	27	25	22
5-6	30	27	25
7-12	33	30	28

Includes K-12 core GOB teachers only



BOARD RESOLUTION

Date: March 12, 2013

Agenda Item : 04-25-13-08

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Bell Times/ Bus Routes

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

SUBJECT: To approve a change from a 3 tier bell system to a 2 tier bell system.

BACKGROUND: There have been many parent complaints about early start times and the negative impact due to high school student sleep patterns. This changes shifts the earliest bell times to later times. The proposed bell times are: 1st Tier: 7:45/8:00 am - 2:42/2:57pm and 2nd Tier: 9:00/9:15am - 3:57/4:12pm. This requires adding an estimated 94 additional buses and will cost the district approximately \$5.7 million more each year in transportation costs.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy:

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

Fund Source: Various	GOB	Requisition #:
Amount: \$5,700,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$5,700,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department:

Requestor:

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



Proposed Additions/Increases

Bell Time Modification

- Recommendation – Shift from 3 tiers to 2 tiers
- Provide more desirable start and end times for students
- Proposed bell times:
 - 1st Tier: 7:45/8:00 – 2:45/3:00
 - 2nd Tier: 9:00/9:15 – 4:00/4:15
- All high schools, middle schools, and 2 elementary schools would comprise the first tier
- Remaining elementary schools would comprise the 2nd tier
- Requires adding 94 additional buses
- Cost increase = \$5.7 million





Proposed Additions/Increases

Bell Times

- Research suggests that high school students perform better with later school start times and more sleep
 - *“The natural sleep-wake pattern shifts during adolescence, making earlier bed time and wake times more difficult. The results for students with early school start-times is a chronic sleep deficit.”*

Centers for Disease Prevention and Control – 2010

- Frequent parent requests for later school times – due to safety or sleep issues
- Parent/Staff Survey Spring 2012, however, largely not in favor of changing bell times (*move times 20 min later*):

<input type="checkbox"/> 1 st Tier	67% “No”
<input type="checkbox"/> 2 nd Tier	47% “No”
<input type="checkbox"/> 3 rd Tier	66% “No”



BOARD RESOLUTION

Date: March 7, 2013

Agenda Item : 04-25-13-09

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: School Closing

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

SUBJECT: To approve the closing of Sherman Elementary school.

BACKGROUND: Sherman Elementary School has low enrollment figures. The building is also in very poor condition requiring high levels of investment and is not centrally air conditioned. The students would be assigned to neighboring schools as a result of redrawing boundaries. The annual cost savings is \$298K. There is a one time decommissioning cost of \$55K.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy:

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

Fund Source: Various	GOB	Requisition #:
Amount: \$243,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Net Savings \$243,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department:

Requestor:

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



Proposed Reductions/Deletions

Sherman Elementary

- Recommendation – Close the building
 - ❑ Enrollment 173
 - ❑ Redraw boundaries and assign students to contiguous schools (Mann, Adams, Shenandoah, Hodgen)
 - ❑ Cost savings = \$298K
 - ❑ Decommissioning/moving cost = \$55K (one time cost)



BOARD RESOLUTION

Date: March 7, 2013

Agenda Item : 04-25-13-10

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Mary Houlihan Dep. Supt., Operations

Action to be Approved: School Closing

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

SUBJECT: To approve the closing of L'Ouverture Middle School.

BACKGROUND: L'Ouverture Middle School has low enrollment figures. The students would be given the opportunity to apply and attend magnet schools or be assigned to neighboring schools as a result of redrawing boundaries. The annual cost savings is \$519K. There is a one time decommissioning cost of \$65K.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy:

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

Fund Source: Various	GOB	Requisition #:
Amount: \$454,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Net Savings \$454,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department:

Requestor:

Angela Banks, Budget Director

Mary M. Houlihan, Dep. Supt., Operations

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



Proposed Reductions/Deletions

L'Ouverture Middle

- Recommendation – Close the building
 - ❑ Enrollment 204
 - ❑ 7th grade students will be given magnet school priority (87 students impacted)
 - ❑ Incoming 7th graders will be assigned to other middle schools based on boundary assignments (Langston, Peabody, Fanning, Yeatman and Pamoja@Cole)
 - ❑ Cost savings = \$519K
 - ❑ Decommissioning/moving cost = \$65K (one time cost)



BOARD RESOLUTION

Date: March 7, 2013

Agenda Item : 04-25-13-11

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: School Closing

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

SUBJECT: To approve the closing of Cleveland NJROTC High School over the next 3 years. The school would not accept any 9th graders for 2013-14 and reduce by one grade each year.

BACKGROUND: Cleveland NJROTC High School has low enrollment. All current students would be allowed to complete the NJROTC program. The cost savings for 2013-14 is \$347K. The annual savings will increase to \$594K once the school is fully closed in 3 years.

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

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

Fund Source: Various	GOB	Requisition #:
Amount: \$347,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Savings \$347,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department:

Requestor:

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



Proposed Reductions/Deletions

Cleveland NJROTC

- Recommendation- Close school over next 3 years
 - Do not accept 9th graders for 2013-14
 - Expected enrollment 200
 - Allow current students to finish out the NJROTC program
 - Cost savings \$347K
 - Will increase to over \$594K annual savings when school is fully closed in 3 years



BOARD RESOLUTION

Date: March 7, 2013

Agenda Item : 04-25-13-12

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: School Closing

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

SUBJECT: To approve the closing of Fresh Start South at Meda P and consolidating the Fresh Start program at Sumner.

BACKGROUND: The Fresh Start program at Meda P has low enrollment and high fixed costs. This move will save the district \$325K annually. There will be a one-time cost of \$75K to decommission the building.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy:

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

Fund Source: Various	GOB	Requisition #:
Amount: \$250,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Net Savings \$250,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department:

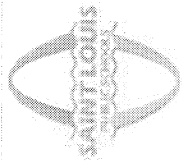
Requestor:

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



Proposed Reductions/Deletions

Fresh Start South @ Meda P

- Recommendation – Close the building
 - Enrollment 80
 - All Fresh Start students will be consolidated at Sumner
 - Cost savings = \$325K
 - Decommissioning/moving cost = \$75K (one time cost)



BOARD RESOLUTION

Date: March 7, 2013

Agenda Item : 04-25-12-13

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Program Move

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

SUBJECT: To approve the move of the Multiple Pathways Alternative program to Beaumont from Stevens.

BACKGROUND: This program currently shares the Stevens building with Alternative South Middle School. Moving to Beaumont will separate the middle and high school programs as well as give Multiple Pathways access to improved high school facilities and allow better utilization for Beaumont. The annual cost savings is \$114K.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy:

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

Fund Source: Various	GOB	Requisition #:
Amount: \$114,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Savings \$114,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department:

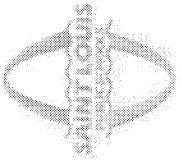
Requestor:

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



Proposed Reductions/Deletions

Multiple Pathways Alternative

- Recommendation – Move High School program to Beaumont
 - Enrollment 141
 - Currently sharing space with Stevens Alternative Middle School
 - Beaumont has better facilities and enough capacity for the program
 - Reduce administration and combine with Beaumont
 - Cost savings = \$114K



BOARD RESOLUTION

Date: March 13, 2013

Agenda Item: 04-25-13-14

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. James Henderson, Chief Human Resource Officer

Action to be Approved: **Benefit Plans**

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

SUBJECT: To approve payment of \$12,890 per year for 3 years to eligible participants that qualify for retirement up to a total of \$14,617,260 if all qualified employees (378) participated. Anticipated salary savings if all eligible employees participate is \$24,760,890. The program will only be executed if a minimum of 100 eligible employees participate. The maximum cash payment associated with the incentive in 2013-14 would be \$4,872,420.

BACKGROUND: An Early Retirement Incentive Program is being requested to induce eligible employees to retire and to impact cost savings. By June 30, 2013 there will be approximately 378 employees who are eligible (either 65 years old or meet the rule of 85). The District will offer an annual cash payment of \$12,890 for 3 years to all eligible employees who elect to retire. Savings will be derived from lower salaries for new staff vs. those retiring. The estimated savings (salary savings less payouts) anticipated for 100 retirees is \$2 million over 3 years (actual savings will depend on actual population of retirees who take the incentive.) Estimated financials on second sheet.

Accountability Plan Goals: Goal III: Facilities, Resources Support **Objective/Strategy:** 2.1.1

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

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

Department: Human Resources

Requestor: Dr. James L. Henderson

Dr. James Henderson, Chief Human Resource Officer

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

Early Retirement Assumptions/Calculations

Maximum Participation (378):

Per employee			2012-13	2013-14	2014-15	2015-16	Total
\$6,721	378 retirees	Sick leave, vacation, etc.	\$2,540,642	\$0	0	0	\$2,540,642
\$21,835	378	Salary savings	0	\$8,253,630	\$8,253,630	\$8,253,630	\$24,760,890
\$12,890	378	Employee payment	0	<u>\$4,872,420</u>	<u>\$4,872,420</u>	<u>\$4,872,420</u>	<u>\$14,617,260</u>
			-\$2,540,642	\$3,381,210	\$3,381,210	\$3,381,210	\$7,602,988

Estimated Participation (100):

Per employee			2012-13	2013-14	2014-15	2015-16	Total
\$6,721	100 retirees	Sick leave, vacation, etc.	\$672,127	\$0	0	0	\$672,127
\$21,835	100	Salary savings	0	\$2,183,500	\$2,183,500	\$2,183,500	\$6,550,500
\$12,890	100	Employee payment	0	<u>\$1,289,000</u>	<u>\$1,289,000</u>	<u>\$1,289,000</u>	<u>\$3,867,000</u>
			-\$672,127	\$894,500	\$894,500	\$894,500	\$2,011,373



BOARD RESOLUTION

Date: March 5, 2013

Agenda Item : 04-25-13-15

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Patrick Wallace, Exec. Dir., Communications

Action to be Approved: RFP/Bid

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

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

SUBJECT: To ratify a contract with FUSE for marketing material production and placement for the period of February 1, 2013 through June 30, 2013 at a cost not to exceed \$68,750 for media production and placement which includes a 10% contingency of \$6,250. The contract will contain an option to renew for up to 2 additional years with the approval of the Board.

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

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

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

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

Fund Source: 812-00-110-2322-6362	GOB	Requisition #: 10132748
Amount: \$68,750.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$68,750.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:600014659

Department: Public Information

Requestor:

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Patrick Wallace, Exec. Dir., Communications

Dr. Kelvin R. Adams, Superintendent



December 21, 2012

MEMORANDUM

TO: Dr. Kelvin Adams

FROM: Patrick Wallace

RE: RFP 006-1213 Marketing Material Production and Placement

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

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

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

Company Name	Bid Amount	Rating	Award (Y/N)
E'Little Communications Group	\$119,230	247	No
FUSE	\$178,800	275	Yes

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

Patrick Wallace
Executive Director, Communications

RFP Evaluation Summary

Marketing Material and Production Services

Name of Vendor	Evaluation Pts Total	Ranking (1,2,3, etc)	Comments
FUSE	275	1	
E'Little Communications Group	247	2	



BOARD RESOLUTION

Date: March 8, 2013

Agenda Item : 04-25-13-16

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Nahed Chapman, Exec. Dir., ESOL

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 12-06-11-16

Prior Year Cost \$35,000

SUBJECT: To approve a sole source contract renewal with Pearson, Inc., Teacher Education and Development Group to deliver "SIOP (Sheltered Instruction Observation Protocol) Observation and Feedback" training on April 27 and May 17, 2013 and to deliver "SIOP Component Enhancement" training on August 17 and September 7, 2013 to 10 teachers to serve as school and district sheltered-instruction resources at a cost not to exceed \$20,000.

BACKGROUND: This is the third year of a three year Math-Science Partnership (MSP) grant for mainstream K-5 teachers with English Learners. All 45 grant teachers have received various Pearson SIOP training to date: " SIOP Overview" and "SIOP Math Enrichment"; some district administrators and AICs received "SIOP for Administrators". The purpose of the third-year SIOP trainings is to build district capacity with 1 ESOL and 7 mainstream teachers to serve as school and district resources in assisting colleagues with sheltered strategies for ELLs in math classes. Creating this cadre of teachers is one of the five goals of the MSP grant.

Accountability Plan Goals: Goal II: Highly Qualified Staff

Objective/Strategy: II-D

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

Fund Source: 838-VU-292-1152-8319	Non-GOB	Requisition #: 10133620
Amount: \$20,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$20,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600006008

Department: ESOL Program

Requestor: Nahed Chapman

Angela Banks, Budget Director

Nahed Chapman, Exec. Dir., ESOL

3/11/2013

Dr. Nicole Williams, Dep. Supt., Academics

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Nahed Chapman	Date: February 20, 2013
Department / School: ESOL Program	Phone Number: 664-1066
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
Two days of professional development on SIOP (Sheltered Instruction Observation Protocol) Observation and Feedback in spring, 2013 and two days of SIOP Component Enrichment in early fall, 2013 for a group of ten teachers.	
Vendor Name: Pearson, Inc.	Email: matt.kattman@pearson.com
Vendor Contact: Matt Kattman	Phone Number 612-850-8045
Justification Information	
1. Why the uniquely specified goods are required?	
Pearson, Inc. is the only source for these two specific trainings. The participating teachers have received SIOP trainings from Pearson in June, 2011 and June, 2012.	
2. Why good or services available from other vendors /competitors are not acceptable?	
To provide consistency in presentation of material and to provide feedback on a protocol that the teachers are familiar with gives consistency to the ongoing development of their increasing knowledge of effective teaching strategies for ELLs.	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
See attached proposal from Pearson.	
4. List the Names of other Vendors contacted & Price Quotes:	
<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>	
Your sole source request will not be approved without the required signatures below:	
Department Head	Date
CFO	Date
Superintendent	Date

Sole Source Checklist

1. Check one of the following:

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

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

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

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

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

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

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

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

- Document a search for additional suppliers

Delivery Date Only one supplier can meet necessary delivery requirements.

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

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

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

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

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

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

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

- Sole supplier (i.e. Regional Distributor)

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

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

- Complete Emergency Purchase Form

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

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



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: February 20, 2013
Dept/School: ESOL, Bilingual, Migrant Program		Reported By: Nahed Chapman
Vendor: Pearson, Inc.		Vendor #: 600008008
Contract # / P.O. #: 4500160074		Contract Name: Sheltered Instruction Observation Protocol (SIOP) Training, SIOP Math Enrichment, SIOP for Administrators
Contract Amount: \$ 35,000		Award Date: 12/06/11
Purpose of Contract (Brief Description): To deliver a 3-day initial overview of the SIOP Model, to provide Math Enrichment in June, 2012 and to provide SIOP for Administrators, Sept. 2012		
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	Superb and expert preparation of content and delivery; participants rated presenters highly
Timeliness of Delivery or Performance	X5 4 3 2 1	All presenters were early and stayed late.
Business Relations	X5 4 3 2 1	Pearson, Inc. was very professional in all business dealings.
Customer Satisfaction	X5 4 3 2 1	Grant managers and grant participants were all pleased with Pearson and the presenters.
Cost Control	X5 4 3 2 1	Pricey, but Pearson, Inc. delivers a quality product.
Average Score	5	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"/>		

A Professional Learning Proposal

1900 East Lake Avenue
Glenview, IL 60025
Telephone: 800-348-4474
www.PearsonSchool.com

Proposal valid through May 20, 2013

February 20, 2013

To: Nahed Chapman
Director
St. Louis Public Schools
801 N 11th St
St. Louis, MO 63101

We are pleased to provide you with the attached proposal for Pearson's implementation of professional development services during the upcoming academic school year.

Pearson knows the key to successful academic achievement in schools is driven by improved teaching in the classroom. Drawing on more than a quarter of a century of quality research and professional development experience, Pearson provides an unparalleled collection of K-12 teacher educational programs. Pearson offers a new approach to professional development by fusing a unique research-based learning model with innovative technology. This combination creates a solid foundation of teacher practices fully capable of supporting successful student learning while driving towards district attainment of federal and state mandates.

We are very enthusiastic about this opportunity to work with you, and we look forward to our partnership in building a district-wide program for improved instruction.

Please contact me for any questions you have or needs for clarification.

Matt Kattman
Office: 612-850-8045
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Submit Purchase Order to: Pearson
P.O. Box 2500
Lebanon, IN 46052
Phone: (800) 848-9500
Fax: (877) 260-2530
Email: K12cs@custhelp.com

Comprehensive Services Implementation

Pearson School Achievement Services (SAS) is Pearson's premier consultative educational services division. We are dedicated to helping our customers show more results, reach students, and change lives by helping educators improve the quality of instruction in all classrooms. Our deep and broad-reaching support services and highly-qualified education consultants have consistently proven to provide the strongest partnership opportunities for states, districts, and schools, enabling leaders and teachers to navigate fundamental and dramatic shifts in instructional leadership and classroom practices.

No matter your service need, SAS provides assistance with programs as diverse as specific content, grade-level, program, product, or technology implementations, to wider reaching objectives such as successful ELL integration strategies and practices; Educator Effectiveness processes, technologies, tools, and training; 1:1 Technology Initiatives; and, college and career readiness demands around transitions to the Common Core State Standards and other standards movements and initiatives.

Below, you will find an overview of possible face-to-face and online training professional development, leadership growth, and local or system-wide change initiative services available to support an effective implementation that meets your specific needs.

This Collaborative Discussion between The District and your Pearson representative are aimed at assessing your training and professional development needs.

Objectives for Planning for Results include:

- Identifying goals and objectives for improving instruction and learning
- Identifying the current instructional practices, which will serve as a building block for attaining district goals
- Designing an appropriate training and professional development plan and delivery format

Professional Development

Pearson is committed to providing professional development offerings that are intended to change practice over time. Through multi-session courses, teachers gain a deeper understanding of content as well as research-based pedagogical approaches towards teaching. The goals of any implementation of instructional programs are:

1. Successful implementation of the program
2. Fidelity of implementation in order to obtain the proven research-based results;
3. Analysis of data reports in order to improve instruction and increase student achievement; and
4. Professional reflection for continued professional growth and improved instructional practices.

Pearson is ready to provide a comprehensive plan of implementation services to ensure a rise in student achievement. In order for our service's programming to be successful, however, we need a commitment by the district for consistent and dedicated attendance and participation by all teachers, coaches, and school administrators. Pearson is also eager to evaluate its services programming through both qualitative (i.e., surveys) and quantitative data analysis (i.e., attendance/participation rates, analysis of district-level student data).

Pearson Teacher Education and Development with SIOP®

Pearson is committed to providing professional development offerings that intend to change teacher practice over time. Through onsite training and consultation, online courses, and classroom follow-up, teachers gain a deeper understanding of content as well as research-based teaching approaches.

Pearson is pleased to offer this proposal for Enhancing Instruction for English Learners with the SIOP® Model. Based on the original SIOP Model developed by Drs. Echevarria, Short, and Vogt, this long-term program provides professional development and tailored onsite support for educators teaching English Learners (ELs). Pearson partners with you to build a sustainable sheltered instruction model to help all students, especially ELs, succeed and meet federal and state AYP requirements.

SIOP® Program Summary

The Enhancing Instruction for English Learners with the SIOP Model presents a well-articulated, practical model of sheltered instruction that can be implemented uniformly throughout the district across all content areas. Participants receive the training and support needed to effectively implement the SIOP Model to teach content to students who are also learning English. The program supports teachers in their content area, and can be coupled with follow-up sessions to deepen their understanding of the model and to teach how they can effectively use it to refine language objectives and lesson plans.

The goal of the professional development program is for educators to gain an understanding of sheltered instruction using the SIOP Model, and how implementing SIOP can be effective for improving instruction for ELs and all students. Services can include onsite professional development, online learning, or a blended approach, and we have specific offerings for:

- Teachers
- Administrators
- Coaches

Services within the program ensure participants implement robust sheltered instruction lessons in their educational setting by: building collaborative sessions with fellow educators to reflect and improve sheltered instruction; observing Pearson's SIOP Service Consultants and being coached in techniques to improve lesson delivery and implementation; and gaining insight on how best to apply what was learned to their own educational setting.

The program also includes training coupled with consultation to further support consistency in implementing the model across schools within the district.

- Educators gain motivation and knowledge of how to teach the EL population.
- Participants get a deeper understanding of EL issues and the research supporting the instructional approach to meet their needs.
- Educators gain a greater understanding of the eight components through the Component Enrichment service. Each component is explained in greater detail and additional interactive strategies are used to increase transfer of knowledge and feedback.
- Educators transfer knowledge into practice through Implementation Enrichment consisting of observation, coaching or consultation with campus administrators.
- Services within the program are designed to be more sustaining and support teachers in classroom implementation.
- Educators learn how to use the observation protocol to observe, rate and review lessons. As a result, lesson plans can be continuously improved to develop the most robust sheltered lesson for the classroom. Lesson Plans are often discussed and shared among teachers so curriculum area instruction can be improved.

The Enhancing Instruction for English Learners with the SIOP Model is designed to support educators with extensive follow-up options while building strong communication between Pearson staff and your staff. The feedback obtained ensures that we meet your expectations and deliver a cohesive model.

Overview of SIOP®

The Sheltered Instruction Observation Protocol Model (Echevarria, Vogt & Short, 2004) was developed to provide teachers of ELs with a well articulated, practical model of sheltered instruction. In 2005 Pearson acquired the SIOP Institute to deepen our professional development offerings and to support the needs of faculty and administrators in learning about and implementing this innovative teaching model. Based on the success of the SIOP Institute, Pearson worked with the authors to develop districting training in the SIOP Model. The SIOP Model is currently used in hundreds of schools across the U.S. as well as in several other countries. The model facilitates high quality instruction for ELs in content area teaching. While the SIOP Model was developed specifically to ensure quality instruction for ELs, it has been shown to be effective in addressing the needs of all students.

Research

The SIOP Model offers a research-based approach to sheltered lesson planning and implementation that has proven effective with ELs throughout the United States. The model was developed in a seven year national research project (1996-2003) sponsored by the Center for Research on Education, Diversity & Excellence (CREDE). Through literature review and with the collaboration of practicing teachers, researchers identified features of instruction present in high-quality sheltered lessons to generate the SIOP Model. The model was refined over multiple years of field testing and consists of eight components and 30 features that are explained in the book, *Making Content Comprehensible for English Learners: The SIOP Model* (Echevarria, Vogt & Short, 2007).

The SIOP Model has been shown to be a valid and reliable measure of sheltered instruction (Guarino, Echevarria, Short, Schick, Forbes, & Rueda, 2001). Early research indicates the SIOP Model approach is effective for learners at all grade levels across subject areas. In a study examining the effects of the SIOP Model on student achievement, students whose teachers implemented the SIOP Model to a high degree in middle school classes outperformed those students in sheltered classes whose teachers were unfamiliar with the model. Critical features of high quality instruction for ELs are embedded within the SIOP Model. The Center for Applied Linguistics is currently conducting further research in secondary schools. This ongoing project is facilitating professional development on the SIOP Model and examining the effect of SIOP-based instruction on student achievement in core content areas such as math, science, social studies, and English language arts.

SIOP Services				
Units	Services	Participants	Service Days	Price
1	SIOP Observation and Feedback (4 teacher observations per day maximum) <i>SIOP national faculty will observe teachers and deliver feedback sessions including a conference to plan and reflect on instruction and provide a summary to school administrators.</i>	8	2	\$10,000.00

Component Enrichment Courses				
2	SIOP Component Enrichment (1-day) (30 participant maximum) <i>These one-day sessions will help educators deepen their understanding of individual components of the Model.</i>	10	2	\$10,000.00

Implementation Timeframe April 27, May 18, August 17 and September 7 2013

SIOP Materials and Services	\$	20,000.00
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Please submit PO for \$20,000.00

Pearson
P.O. Box 2500
Lebanon, IN 46052
Phone: (800) 848-9500
Fax: (877) 260-2530
Email: K12cs@custhelp.com

TOTAL COST OF IMPLEMENTATION	\$	20,000.00
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This is a price quotation for customer's convenience only and not an offer to contract. All quotations are subject to review and final acceptance by a duly authorized representative of Pearson Education at its offices. Not responsible for typographical or other errors. Pearson Education's standard licensing terms and conditions will apply to any order. Dates are not guaranteed unless a valid PO or signed contract is received by Pearson.

All pricing in this quotation is exclusive of any applicable sales, use or other similar taxes or duties. The customer is responsible for any such taxes or duties

Terms and Conditions

NCS Pearson, Inc ("Pearson") has made a proposal to provide certain professional development services to the school, school district or other entity ("Customer") named in Pearson's proposal to which these terms and conditions are attached (the "Proposal"). These terms and conditions, referred to herein as the "Agreement", set forth the terms upon which Pearson proposes to deliver such services. By Customer's acceptance of the Proposal, as acknowledged by Customer's provision of a purchase order or other confirmation of Customer's placement of an order for the services proposed, Customer acknowledges that Customer has reviewed the terms of this Agreement and agrees that Pearson's and Customer's respective rights and obligations with respect to the services outlined in the Proposal will be governed hereby.

1. SERVICES. Customer agrees to purchase, and Pearson agrees to furnish in accordance with this Agreement, those professional services (the "Services") that are described in the Proposal that Customer has accepted by providing a purchase order or other confirmation of Customer's placement of an order for the Services. Pearson does not guarantee any estimates, including delivery dates.

2. PROJECT MANAGER. Each party shall designate one of its employees or consultants to serve as Project manager. The Customer's Project Manager shall be empowered to act as Customer's authorized representative for coordination of the Services under this Agreement and to respond to Pearson's questions and requests. Pearson's Project manager shall be responsible for managing the Services provided to Customer. Either party may replace its Project Manager upon written notice to the other.

3. CUSTOMER RESPONSIBILITIES. Customer shall, at Customer's expense, furnish Pearson with all information, facilities, or other resources reasonably required by Pearson to perform the Services, including, without limitation, information as to Customer's data, data definitions, programs, files, business requirements, documentation requirements and operating procedures.

4. FEES. Customer agrees to pay Pearson the fees specified in the Proposal. All invoices are due net thirty (30) days from receipt. Customer shall also pay all applicable sales, use or other taxes or duties, however designated, which are imposed on any Services or any associated products or materials provided by Pearson pursuant to this Agreement. If Customer claims tax-exempt status, Customer will provide Pearson with evidence of such tax exemption upon request.

5. TERM; TERMINATION. This Agreement shall remain in force until the earlier of termination by either party in accordance with this Section 5, or completion of the Services. If this Agreement includes access to software or online content for a stated license period, and Customer later renews its access to such software or online content (which renewal will be at Pearson's then-current fees for same), then this Agreement shall remain in effect for such renewal period as it relates to Customer's license to use such software or online content.

Either party may terminate this Agreement in the event that the other party has materially breached its obligations hereunder and such breach is not cured within thirty (30) days of the breaching party's receipt of written notice of such breach. In the event of any termination of this Agreement, Customer shall not be relieved of any obligation to pay for Services or other items delivered prior to the date of termination. In addition, the provisions of Section 6, 7 and 8 shall survive the termination of this Agreement.

6. OWNERSHIP RIGHTS. If Pearson provides customer with any documentation manuals, software, access to online content, and/or any other materials (collectively, "Materials") as a result of the provision of Services, then: (a) Customer acknowledges and agrees that the Materials are protected by copyright, trade secret, and other intellectual property rights, and all such intellectual property rights shall remain vested in Pearson; and (b) Pearson grants Customer a non-exclusive, non-transferable license to use the Materials solely for its internal educational purposes. This license shall be perpetual, in the case of Materials provided in paper form. For software or access to online content granted for a stated license period, the term of the license will be for the period for which Pearson's applicable license fees were paid. Customer shall not make copies of any Materials or share the Materials with any third party unless authorized to do so in writing by Pearson. The extent that Customer may have any input into the creation of any Materials, Customer hereby grants, assigns and transfers to Pearson all of Customer's right, title, and interest in and to such Materials, including copyright and present and future patent rights, throughout the world. Customer agrees to execute such further instruments as Pearson may reasonably request to evidence, establish, maintain or protect its rights in, and ownership of, the Materials. All rights not expressly granted to Customer herein are reserved to Pearson.

Pearson shall be free to use for any purpose, without restriction, any ideas, concepts, know-how, and techniques that are used or acquired in the course of providing the Services, so long as Pearson does not disclose or use any Customer-specific data or confidential information without Customer's express, written consent. Customer acknowledges that Pearson's personnel performing the Services may provide similar services from time to time to other parties. This Agreement shall not prevent Pearson from providing such similar services to other parties or in any way restrict Pearson in the use of its personnel.

7. WARRANTIES; LIMITATIONS. Pearson warrants the Services provided shall be performed by qualified personnel in a good and workmanlike manner consistent with industry standards.

THE EXPRESS WARRANTIES SET FORTH IN THIS SECTION 7 ARE THE ONLY WARRANTIES GIVEN BY PEARSON WITH RESPECT TO THE SERVICES AND MATERIALS PROVIDED PURSUANT TO THIS AGREEMENT. PEARSON MAKES NO OTHER WARRANTIES, EXPRESS, IMPLIED OR ARISING BY CUSTOM OR TRADE USAGE WITH RESPECT TO THE SERVICES OR MATERIALS PROVIDED UNDER THIS AGREEMENT, AND SPECIFICALLY DISCLAIMS ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE. PEARSON DOES NOT GUARANTEE THAT THE SERVICES AND MATERIALS PROVIDED PURSUANT TO THIS AGREEMENT WILL MEET THE CUSTOMER'S NEEDS.

8. LIMITATION OF LIABILITY. Pearson shall not be liable for any special, exemplary, incidental, or consequential damages, or lost profits, lost savings lost funding, or loss of business or data, arising from this agreement or the provisions of the services and materials pursuant thereto, even if Pearson has been advised of the possibility of such damages or they are foreseeable. In any event, in respect of any claim, demand or action arising from this agreement against Pearson, whether based in contract, tort or otherwise, customer shall be limited to receiving actual and direct damages in a maximum aggregate amount equal to the charges paid by customer for the applicable services or materials on which the claim is based.

9. FORCE MAJEURE. In the event Pearson's personnel fail to perform the Services because of illness, resignation or other causes beyond Pearson's reasonable control, Pearson shall use commercially reasonable efforts to replace such personnel within a reasonable time, but shall in no event be liable for any delays in the performance of its obligations hereunder due to causes beyond its reasonable control, including, but not limited to, fire, strike, civil disturbance, acts of God.

10. GOVERNING LAW. This Agreement shall be subject to and interpreted in accordance with the laws of the State of Minnesota, without regard to its principles of conflicts of laws.

11. SEVERABILITY. If any provision of this Agreement is invalid or unenforceable under any applicable statute or rule of law, this Agreement shall be enforced to the maximum extent possible to effectuate the original express intent hereof.

12. ASSIGNMENT; SUBCONTRACTING. Customer may not assign all or any portion of this Agreement without Pearson's written consent. Pearson may subcontract, assign or delegate any of its rights and duties under this Agreement without the consent of Customer

13. ENTIRE AGREEMENT. This Agreement, together with the Proposal, constitutes the entire agreement and understanding of the parties with respect to the subject matter hereof, and supersedes all prior oral and written agreements and understandings relating thereto. The terms and conditions of this Agreement shall prevail notwithstanding any variance with the terms and conditions of any purchase order or other documentation submitted by Customer. This Agreement shall not be modified or amended without the written agreement of both parties.



BOARD RESOLUTION

Date: March 7, 2013

To: Dr. Kelvin R. Adams, Superintendent

From: Leon Fisher, CFO/Treasurer

Agenda Item : 04-25-13-17

Action:

Action to be Approved: Contract Renewal

Previous Board Resolution # 05-03-12-04

Prior Year Cost \$ 0.00

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

SUBJECT: To approve a contract renewal with US Bank to provide the District's banking services for the period July 1, 2013 through June 30, 2014. The original agreement was for two years with the option to renew annually for three additional years. This renewal would be the fourth year of the total five year period. There is no cost associated with this request.

BACKGROUND: There are no costs associated with this request as US Bank has offered an annual credit, which when applied monthly will eliminate the monthly banking fees.

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 #: 600012051

Department: Treasurer's Office

Requestor: Donna Johnson

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: February 21, 2013
Dept / School: Treasury		Reported By: Donna Johnson
Vendor: US Bank		Vendor #: 600012051
Contract # / P.O. #:		Contract Name: District Banking Services
Contract Amount: \$ 0		Award Date: 05-03-2012
Purpose of Contract (Brief Description): To provide the District's banking services.		
<p>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</p>		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 4X 3 2 1	
Timeliness of Delivery or Performance	5X 4 3 2 1	
Business Relations	5 4 3X 2 1	
Customer Satisfaction	5 4X 3 2 1	
Cost Control	5 4X 3 2 1	
Average Score	4.0	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: center;">Please Check Yes X No <input type="checkbox"/></p>		



Board Resolution

Date: March 7, 2013

Agenda Item: 04-25-13-18

To: Dr. Kelvin R. Adams, Superintendent

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

Action: X

Action to be Approved:

Other Transaction Descriptors: _____

X Contract Renewal
Previous Bd. Res. # 05-17-12-25 / 11-15-12-14
Previous Year Cost: \$359,000.00

SUBJECT:

To approve a contract renewal with Tyler Technologies, Inc. (SIS K-12) for the annual license renewal of the Student Information System to be provided from July 1, 2013 through June 30, 2014 at a cost not to exceed \$361,380. The increase is less than 1% and is a result of anticipating the addition of 5 days of training on modules for the 2013-14 school year.

BACKGROUND:

The current Student Information System is a web-based application provided by Tyler Technologies, Inc. and was implemented District-wide in 2007. The student system serves as the authoritative data source for the collection and reporting of student data by providing enrollment, attendance, grades and various demographic information for all students. This systems assists in data driven decision making. The contract also includes the Pulse system (data warehouse), the auto dial system (School Reach), and the upgraded IEP module with new reporting features.

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

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

Fund Source:	981 - L3 - 110 - 2223 - 6441	GOB	Requisition #:
Amount:	\$ 361,380.00		
Fund Source:	- - - -		Requisition #:
Amount:			
Fund Source:	- - - -		Requisition #:
Amount:			
Cost Not to Exceed	\$ 361,380.00	<input checked="" type="checkbox"/>	Pending Funding Availability Vendor #: 600013770

Department: Technology Services

Cheryl L. VanNoy
Cheryl L. VanNoy, Exec. Dir., Information Technology

Mary Houlihan
Mary Houlihan, Dep. Superintendent, Operations

Angela Banks
Angela Banks, Budget Director

Leon Fisher
Leon Fisher, CFO/Treasurer

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



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: February 26, 2013
Dept / School: Information Technology		Reported By: Cheryl VanNoy
Vendor: Tyler Technologies (SIS K-12)		Vendor #: 600013770
Contract # / P.O/ #: 4500163290		Contract Name: Tyler Technologies (SIS K-12) Maintenance
Contract Amount: \$359,000.00		Award Date: 05/17/2012
Purpose of Contract (Brief Description): Software licenses and maintenance on Student Information System		
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	X 5 4 3 2 1	Tyler SIS delivers a high-quality product and is reputable in the St. Louis region, along with state and nation-wide.
Timeliness of Delivery or Performance	X 5 4 3 2 1	Their products are enhanced on a regular basis as data reporting needs change and the benefit of the customers providing feedback and suggestions is always honored.
Business Relations	X 5 4 3 2 1	SLPS and Tyler SIS have a great working relationship and their commitment to our children is evident.
Customer Satisfaction	X 5 4 3 2 1	SLPS could not have a better provider in data recordkeeping and reporting than this vendor.
Cost Control	X 5 4 3 2 1	The cost of the product is in line with other types of software products. The discount that SLPS has received over the years is at a rate that is difficult to match by other vendors.
Average Score	5	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



BOARD RESOLUTION

Date: March 7, 2013

Agenda Item : 04-25-13-19

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 05-17-12-24

Prior Year Cost \$100,000.00

SUBJECT: To approve the contract renewal for Virtual School through Connections Academy, Aventa Learning, Missouri Council on Economic Education, Florida Virtual School, The North Kansas City School District, and any other DESE approved vendor in a total combined amount not to exceed \$100,000. The services to be provided for St. Louis City resident students from July 1, 2013 through June 30, 2014.

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.

Accountability Plan Goals: Goal I: Student Performance **Objective/Strategy:** 13

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

Fund Source: 110-2223-6319-981-QZ	GOB	Requisition #:
Amount: \$100,000		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$100,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: Multiple

Department: information Technology

Requestor: Cheryl L VanNoy

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: February 27, 2013
Dept / School: Information Technology Services		Reported By: Cheryl VanNoy
Vendor: Connections Academy		Vendor #: 600014215
Contract # / P.O. #: 4500159892		Contract Name: MoVIP Virtual School Program
Contract Amount: \$ 40,000		Award Date: 05/17/2012
Purpose of Contract (Brief Description): To allow students access to the MoVIP Virtual School Program through this DESE approved vendor.		
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	5	
	4	
	x3	
	2	
	1	
Timeliness of Delivery or Performance	5	
	4	
	x3	
	2	
	1	
Business Relations	5	
	4	
	x3	
	2	
	1	
Customer Satisfaction	5	
	4	
	x3	
	2	
	1	
Cost Control	5	
	4	
	x3	
	2	
	1	
Average Score		Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: February 27, 2013
Dept / School: Information Technology Services		Reported By: Cheryl VanNoy
Vendor: Missouri Council of Economic Develop.		Vendor #: 600014216
Contract # / P.O. #: 4500157963		Contract Name: MoVIP Virtual School Program
Contract Amount: \$ 4,000		Award Date: 05/17/2012
Purpose of Contract (Brief Description): To allow students access to the MoVIP Virtual School Program through this DESE approved vendor.		
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	5	
	4	
	x3	
	2	
	1	
Timeliness of Delivery or Performance	5	
	4	
	x3	
	2	
	1	
Business Relations	5	
	4	
	x3	
	2	
	1	
Customer Satisfaction	5	
	4	
	x3	
	2	
	1	
Cost Control	5	
	4	
	x3	
	2	
	1	
Average Score		Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: February 27, 2013
Dept / School: Information Technology Services		Reported By: Cheryl VanNoy
Vendor: Aventa Learning		Vendor #: 600014212
Contract # / P.O. #: 4500159891		Contract Name: MoVIP Virtual School Program
Contract Amount: \$ 35,000		Award Date: 05/17/2012
Purpose of Contract (Brief Description): To allow students access to the MoVIP Virtual School Program through this DESE approved vendor.		
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	5	
	4	
	x3	
	2	
	1	
Timeliness of Delivery or Performance	5	
	4	
	x3	
	2	
	1	
Business Relations	5	
	4	
	x3	
	2	
	1	
Customer Satisfaction	5	
	4	
	x3	
	2	
	1	
Cost Control	5	
	4	
	x3	
	2	
	1	
Average Score		Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period. <p style="text-align: right;">Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

Rating	Category	Description
5	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



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>	Report Date: February 27, 2013
Dept / School: Information Technology Services	Reported By: Cheryl VanNoy
Vendor: North Kansas City School District	Vendor #: 600014214
Contract # / P.O. #: 4500157965	Contract Name: MoVIP Virtual School Program
Contract Amount: \$ 4,000	Award Date: 05/17/2012

Purpose of Contract (Brief Description): To allow students access to the MoVIP Virtual School Program through this DESE approved vendor.

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)
Quality of Goods / Services	5 4 x3 2 1	
Timeliness of Delivery or Performance	5 4 x3 2 1	
Business Relations	5 4 x3 2 1	
Customer Satisfaction	5 4 x3 2 1	
Cost Control	5 4 x3 2 1	
Average Score		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

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: February 27, 2013
Dept / School: Information Technology Services		Reported By: Cheryl VanNoy
Vendor: Florida Virtual Schools		Vendor #: 600014213
Contract # / P.O. #: 4500157964		Contract Name: MoVIP Virtual School Program
Contract Amount: \$ 15,000		Award Date: 05/17/2012
Purpose of Contract (Brief Description): To allow students access to the MoVIP Virtual School Program through this DESE approved vendor.		
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	5	
	4	
	x3	
	2	
	1	
Timeliness of Delivery or Performance	5	
	4	
	x3	
	2	
	1	
Business Relations	5	
	4	
	x3	
	2	
	1	
Customer Satisfaction	5	
	4	
	x3	
	2	
	1	
Cost Control	5	
	4	
	x3	
	2	
	1	
Average Score		Add above ratings; divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



BOARD RESOLUTION

Date: March 7, 2013

Agenda Item : 04-25-13-20

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. James Henderson, Chief Human Resource Officer

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 05-17-12-20

Prior Year Cost \$14,800.00

SUBJECT: To approve a contract renewal with eSchool Solutions, Inc. for the annual maintenance fee for the Substitute Employee Management System (Smart Find Express) beginning July 1, 2013 through June 30, 2014 at a cost not to exceed \$14,800.00.

BACKGROUND: eSchool Solutions, Inc. will provide support in maintaining, reforming and repairing existing capacities of the following products: eSchool Solutions installed proprietary software, eSchool Solutions installed servers and workstations, eSchool Solutions installed cards, and eSchool Solutions proprietary software updates, enhancements, and new releases.

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: 990-00-110-2832-6319	GOB	Requisition #:
Amount: \$14,800.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$14,800.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600000249

Department: Human Resources

Requestor: Dr. James L. Henderson

Angela Banks, Budget Director

Dr. James L. Henderson, Chief Human Resources Officer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: February 27, 2013
Dept / School: Human Resources		Reported By: James L. Henderson, Ed.D.
Vendor: eSchool Solutions		Vendor #: 600000249
Contract # / P.O. #: 4500163297		Contract Name: Substitute Employee Management System
Contract Amount: \$ 14,800.00		Award Date: 5/17/2012
Purpose of Contract (Brief Description): Annual maintenance fee for the substitute employee management system (SMART Find Express).		
<p>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</p>		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 4X 3 2 1	
Timeliness of Delivery or Performance	5 4X 3 2 1	
Business Relations	5 4X 3 2 1	
Customer Satisfaction	5X 4 3 2 1	They are very responsive when we express concerns.
Cost Control	5X 4 3 2 1	
Average Score	4.4	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: right;">Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

Rating	Category	Description
5	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: March 7, 2013

Agenda Item : 04-25-13-21

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. James Henderson, Chief Human Resource Officer

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 05-17-12-21

Prior Year Cost \$146,700.00

SUBJECT: To approve a contract renewal with Holmes Murphy to provide benefits consulting services for the period of July 1, 2013 through June 30, 2014 at a cost not to exceed \$151,700.00

BACKGROUND: Holmes Murphy has been working for the District for five years. This renewal term will be the third year of a three-year contract after the services were competitively bid in 2011. Holmes Murphy is currently working on the RFP for all lines of benefit coverage and the RFP for enrollment services. Holmes Murphy also serves on the Wellness Committee.

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: 990-00-110-2832-6319	GOB	Requisition #:
Amount: 151,700.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$151,700.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600012797

Department: Human Resources

Requestor: Dr. James L. Henderson

Dr. James L. Henderson, Chief Human Resources Officer

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: February 27, 2013
Dept / School: Human Resources		Reported By: James L. Henderson, Ed.D.
Vendor: Holmes Murphy		Vendor #: 600012797
Contract # / P.O. #: 4500163496		Contract Name: Benefits & Brokerage Services
Contract Amount: \$ 146,700.00		Award Date: 5/17/2012
Purpose of Contract (Brief Description): Benefits Consulting and Brokerage Services		
<p>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</p>		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5X	They continue to provide high quality services in a timely manner.
	4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5X	
	4	
	3	
	2	
	1	
Business Relations	5	There was an unexpected change. However, the transition has been smooth.
	4X	
	3	
	2	
	1	
Customer Satisfaction	5X	They are very responsive and flexible.
	4	
	3	
	2	
	1	
Cost Control	5X	
	4	
	3	
	2	
	1	
Average Score	4.8	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: right;">Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

Rating	Category	Description
5	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: March 7, 2013

Agenda Item : 04-25-13-22

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved:
Memorandum of Understanding

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

SUBJECT: To approve the Memorandum of Understanding (MOU) with the Curators of the University of Missouri on behalf of the School and Family Counseling Center to provide therapeutic counseling services to students addressing such areas as self-esteem at Long Middle for the period April 26, 2013 to June 30, 2014 at no cost to the District.

BACKGROUND: Group therapy will address the area of self esteem. Measurable outcomes will be established for and with each client at the beginning stages of services and the evaluation/progress on these goals will be made available to the school upon request and at the time of the MOU resubmission.

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

Department: Community Education

Requestor: Patrice Crotty

Angela Banks, Budget Director

John Windom, Exec. Director, Full Service Schools

Leon Fisher, CFO/Treasurer

Patrick Wallace, Exec. Dir., Communications

Dr. Kelvin R. Adams, Superintendent

MEMORANDUM OF UNDERSTANDING
(NON-FUNDRAISING)

This Memorandum of Understanding (“MOU”) is entered into by and between the Saint Louis Public Schools (“SLPS”) and the Curators of the University of Missouri on behalf of the School and Family Counseling Center (Agency) on this 26th day of April, 2013.

The purpose of this Memorandum of Understanding is to establish a partnership between the Curators of the University of Missouri on behalf of the School and Family Counseling Center and the St. Louis Public Schools in order to provide therapeutic counseling services to students addressing such areas as: self-esteem. This area will be addressed through group therapy at Long Middle CEFSS.

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

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

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

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

5. Obligations of SLPS:

(a) Provide space for interaction with students, families and/or groups in which confidentiality can be maintained during therapy.

(b) Develop with the agency, student standards for referral and participation in the program. Initiate referrals for potential services by analysis of appropriate SLPS staff.

(c) Provide information necessary and in accordance with SLPS policies for student record confidentiality that may help therapeutic outcomes for the student.

6. Obligations of Agency:

(a) Develop with the agency, student standards for referral and participation in the program

(b) Provide therapeutic services as described in the purpose paragraph to the students served.

(c) Communicate, as agreed upon by local SLPS staff and in accordance with the standards for referral and participation.

(d) Maintain and share accurate records and sign in sheets with SLPS on request. Conduct themselves professionally while on school premises or interacting with school students or their families.

(e) Will administer baseline assessment, an assessment during treatment, and an assessment at the end of services.

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

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

(a) A minimum of 5 students or more will be served.

(b) A record of the areas addressed and the type of service provided will be made available to the District.

(c) Measurable Outcomes are established for/with each client at the beginning stages of services and the evaluation/progress on these goals will be made available to school on request and at the time of the MOU resubmission.

8. Term and Termination: The term of the MOU will be from April 26, 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

The Curators of the University of Missouri on
behalf of the University of Missouri –St. Louis

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____



BOARD RESOLUTION

Date: March 7, 2013

Agenda Item : 04-25-13-23

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Travis Brown, Director, Athletics

Action to be Approved: Purchase of Service (s)

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

Previous Board Resolution # 04-12-12-12

Prior Year Cost \$25,500

SUBJECT: To approve a purchase of services from Riddell All-American through Cooperating School Districts to provide reconditioning and sanitation services for football helmets and shoulder pads. The services will be performed during the period April 26, 2013 to June 15, 2013 for a cost not to exceed \$26,000.

BACKGROUND: The helmets must be recertified each year to ensure that they are still structurally sound and can protect our football players from injury. The recertification is a mandatory requirement for all schools according to the National Federation of High Schools. Those helmets that cannot be recertified, will not be returned to the schools and will be replaced by the new helmets that are being purchased as a part of the helmet replacement program.

Riddell All-American has recently been recruited by CSD and we have chosen to use the CSD pricing rather than do our own RFP for the services.

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: 833-00-110-1422-6338	GOB	Requisition #:
Amount: \$26,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$26,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600000969

Department: High School Athletics

Requestor: Martin Jenkins

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Travis Brown, Director, Athletics

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final XX Quarterly <input type="checkbox"/>		Report Date: February 27, 2013
Dept / School: Public High League Office		Reported By: Martin Jenkins
Vendor: Riddell/All American Sports Corp.		Vendor #: 600000969
Contract # / P.O/ #: 4500162291		Contract Name: Football Equipment Reconditioning
Contract Amount: \$ 25,500.00		Award Date: 04-12-12
Purpose of Contract (Brief Description): To recondition and sanitize all high school football helmets and shoulder pads.		
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	5 X 4 3 2 1	The sanitization process used by Riddell goes above and beyond what is available from other vendors.
Timeliness of Delivery or Performance	5 4 X 3 2 1	The helmets were delivered in late June.
Business Relations	5 X 4 3 2 1	The Riddell representative is very responsive to questions and needs of SLPS.
Customer Satisfaction	5 X 4 3 2 1	The PHL office and the school athletic directors are all highly complimentary of the service.
Cost Control	5 X 4 3 2 1	
Average Score	4.8	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes XX No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



BOARD RESOLUTION

Date: March 13, 2013

Agenda Item : 04-25-13-24

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Leon Fisher, CFO/Treasurer

Action to be Approved: Policy Adoption/Change

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

SUBJECT: To request approval to rescind Policies and Regulations R3110, P3120, R3120, P3150, R3150.1, P3170, R3170 and to approve the revision of Board Policy P3110 that will incorporate and consolidate pertinent verbiage relative to the aforementioned policies and regulations. The new policy will be effective July 1, 2013.

BACKGROUND: The Policy has been updated to include the full budget process and is modeled after the MSBA policy guidelines for budgeting. The Policy has been reviewed and is being recommended by the SLPS Finance Committee.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III

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: Finance

Requestor:

Angela Banks, Budget Director

Mary M. Houlihan, Dep. Supt., Operations

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

BUDGET

Planning

One of the primary responsibilities of the Board of Education is to secure adequate funds to conduct a quality program of education in the school district. The annual school budget represents a written document presenting the Board's plan for allocation of the available financial resources into an explicit expenditure plan to sustain and improve the educational function of the school district. It is a legal document describing the programs to be conducted during the fiscal year and is the basis for the establishment of tax rates for the district.

The planning and preparation of the budget is a continuing process. It must involve a number of people who have knowledge of the educational needs of the community and who can provide accurate data in regard to the financial potential of the district. Members of the Board, citizens, students and professional and support staff members should be involved in the planning process, which culminates in the preparation of the budget document. The superintendent will establish procedures that seek input from the appropriate people on budgetary needs, evaluate programs for effectiveness, consider the priorities established within the Board approved strategic plan and tie resource allocations to those priorities.

The Board designates the superintendent to serve as the budget officer of the district. As budget officer, the superintendent will direct the planning and preparation of the budget and will submit it to the Board for approval. The superintendent will present to the Board a tentative budget proposal for the following year and will present the final budget proposal before the new fiscal year begins, as provided by law.

The Board will conduct at least one (1) public hearing regarding the proposed budget.

The annual budget document shall present a completed financial plan for the ensuing fiscal year and shall include at least the following statutory requirements:

- ▶ A budget message describing the important features of the budget and major changes from the preceding year.
- ▶ Estimated revenues to be received from all sources for the fiscal year, with a comparative statement of actual or estimated revenues for the two (2) years preceding, itemized by year, fund and source.
- ▶ Proposed expenditures for each department, office and other classification

Legal: Sections 67.010-67.020 RSMo

Policy Adopted: June 26, 1990

Revised: March 21, 2013

Revised: February 9, 1999

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

BUDGET

Planning

for the fiscal year, with a comparative statement of actual or estimated expenditures for the two (2) years preceding, itemized by year, fund, activity and object.

- ▶ The amount required for the payment of interest, amortization and redemption charges on the debt of the school district.
- ▶ A general budget summary.

In no event shall the total proposed expenditures from any fund exceed the estimated revenues to be received plus any unencumbered balance or less any deficit estimated for the beginning of the fiscal year.

Upon the recommendation of the superintendent, the Board will approve a system of internal accounting to ensure proper financial accounting of revenues and expenditures.

The adopted budget of the St. Louis Public School District serves as the control to direct and limit expenditures in the district. Overall responsibility for assuring control rests with the superintendent, who will establish procedures for budget control and reporting throughout the district.

The total amounts that may be expended during the fiscal year for the operation of the school district are set forth in the budget. The total budgeted expenditure for each program is the maximum amount that may be expended for that classification of expenditures during the school year unless a budget transfer is recommended by the superintendent and is approved by the Board.

The Board will review the financial condition of the district monthly and shall require the superintendent to prepare a monthly reconciliation statement. This statement will show the amount expended during the month, total (to date) for the fiscal year, receipts and remaining balances in each fund. This statement will be used as a guide for projected purchasing and as a guide for budget transfers.

During the fiscal year the superintendent may transfer any unencumbered balance or portion thereof from the expenditure authorization of one (1) account to another, subject to limitations provided by state laws and approval by the Board.

All moneys received by the school district shall be disbursed only for the purposes for which they are levied, collected or received.

Legal: Sections 67.010-67.020 RSMo

Policy Adopted: June 26, 1990

Revised: March 21, 2013

Revised: February 9, 1999

REVISE

P3110

ST. LOUIS BOARD OF EDUCATION POLICY
BUSINESS AND NON-INSTRUCTIONAL OPERATIONS
BUDGET
Planning

~~The superintendent of schools or his representative shall supervise the preparation of a recommended annual budget in accordance with statutory requirements.
All employees shall cooperate with and provide to the superintendent or designee all information and records that are required for the preparation of the budget.~~

References

Legal: Sections 67.010-67.020 RSMo.

Policy adopted: June 26, 1990

Revised: February 9, 1999

RESCIND

R3110

ST. LOUIS BOARD OF EDUCATION REGULATION
BUSINESS AND NON-INSTRUCTIONAL OPERATIONS
BUDGET
Planning

The treasurer, under the direction of the superintendent, shall supervise the preparation of a proposed annual budget that is consistent with statutory requirements and the regulations of the board.

Budget preparation worksheets will be provided by the budget office. Building principals and program administrators will follow instructions in the budget procedures manual regarding the completion and submission of these documents.

Regulation approved: June 26, 1990

Revised: February 9, 1999

[[Home](#)] [[Article 0](#)] [[Article 1](#)] [[Article 2](#)] [[Article 3](#)] [[Article 4](#)] [[Article 5](#)]
[[Article 6](#)] [[Article 7](#)] [[Article 8](#)] [[Article 9](#)] [[Updates](#)]

RESCIND

P3120

**ST. LOUIS BOARD OF EDUCATION POLICY
BUSINESS AND NON-INSTRUCTIONAL OPERATIONS
BUDGET****Preparation of Budget Documents**

The superintendent of schools or designee shall present to the Board of Education on or before the first regular meeting in March of each year a list of proposed expenditures and anticipated revenues from all sources, including state and federal money. Estimated expenditures shall be detailed by location, function, and object codes. In addition, the full time equivalent (F.T.E.) count of budgeted, authorized personnel will be presented with the same detail.

The superintendent or designee shall submit supporting schedules, exhibits, and other explanatory material as may be necessary for the proper understanding of the budget.

References

Legal: Section 67.020 RSMo.

Policy adopted: June 26, 1990

Revised: February 9, 1999

RESCIND

R3120

**ST. LOUIS BOARD OF EDUCATION REGULATION
BUSINESS AND NON-INSTRUCTIONAL OPERATIONS
BUDGET****Preparation of Budget Documents**

The superintendent of schools, or a representative, shall recommend an annual budget to the board. This recommendation shall provide:

1. That proposed appropriations meet the needs of the school district.
2. That the budget adopted by the Board of Education not exceed available revenue to be received plus any unencumbered balances or less any deficits estimated for the beginning of the budget year.
3. That recommended appropriations for each fund be consistent with requirements of state statutes or other provisions of law.
4. That the annual budget presents a complete financial plan for the ensuing year and includes at least the following:
 - a. A budget message describing the important features of the budget and major changes from the

preceding year.

- b. Estimated revenues to be received from all sources for the budget year, with a comparative statement of actual or estimated revenues for the two years next preceding, itemized by year, fund, and source.
- c. Proposed appropriations for each department or division with a comparative statement of actual or estimated expenditures for the two years next preceding, itemized by year, fund, function, and object.
- d. The amount required for the payment of interest, amortization, and redemption on the debt, if any.
- e. A general budget summary.

The superintendent of schools also shall submit at the same time complete drafts of any resolutions as may be required to authorize the proposed appropriations and produce the revenue necessary to balance the proposed budget.

References

Legal: Section 67.010 RSMo.

Regulation approved: June 26, 1990

Revised: February 9, 1999

[[Home](#)] [[Article 0](#)] [[Article 1](#)] [[Article 2](#)] [[Article 3](#)] [[Article 4](#)] [[Article 5](#)]
[[Article 6](#)] [[Article 7](#)] [[Article 8](#)] [[Article 9](#)] [[Updates](#)]

RESCIND

P3150

ST. LOUIS BOARD OF EDUCATION POLICY
BUSINESS AND NON-INSTRUCTIONAL OPERATIONS
BUDGET
Adoption

Before the beginning of each fiscal year, the Board of Education shall receive and consider recommendations of the superintendent of schools and shall approve an annual general operating fund budget for the ensuing year. Passage of the motion approving the budget shall automatically authorize the expenditures contained in the budget. During the year, the Board of Education may revise, alter, increase, or decrease the items contained in the budget, subject to such limitations as are provided by Sections 67.010 through 67.100 RSMo. and the policies, regulations, and bylaws of the board.

References

Legal: Sections 67.010-67.100 RSMo.

Policy adopted: June 26, 1990

Revised: February 9, 1999

[[Home](#)] [[Article 0](#)] [[Article 1](#)] [[Article 2](#)] [[Article 3](#)] [[Article 4](#)] [[Article 5](#)]
[[Article 6](#)] [[Article 7](#)] [[Article 8](#)] [[Article 9](#)] [[Updates](#)]

RESCIND
R3150.1**ST. LOUIS BOARD OF EDUCATION REGULATION
BUSINESS AND NON-INSTRUCTIONAL OPERATIONS
BUDGET
Adoption
Increasing Appropriations**

An appropriation or personnel authorization is a legal authorization granted by the Board of Education to make expenditures and to incur obligations for one fiscal year. An appropriation must be established before the authorization of any expenditures.

All requests for additional appropriations require Board of Education approval, and a "Request for Additional Appropriations" form (BPOO02Rev) must be used to request such appropriations in accordance with current administrative procedures.

After being reviewed by the budget director, certified by the treasurer and approved by the superintendent of schools, these forms are submitted to the board for approval at its next monthly meeting.

References

Legal: Section 67.040 RSMo.

Regulation approved: June 26, 1990

Revised: October 10, 1995

Revised: February 9, 1999

[[Home](#)] [[Article 0](#)] [[Article 1](#)] [[Article 2](#)] [[Article 3](#)] [[Article 4](#)] [[Article 5](#)]
[[Article 6](#)] [[Article 7](#)] [[Article 8](#)] [[Article 9](#)] [[Updates](#)]

RESCIND

P3170

**ST. LOUIS BOARD OF EDUCATION POLICY
BUSINESS AND NON-INSTRUCTIONAL OPERATIONS
BUDGET
Budget as Spending Plan with Controls**

A system of fiscal control shall be established to govern the administration of the budget and expenditures.

The superintendent of schools, through the fiscal control officer, shall establish a system of fiscal and budgetary controls for all schools and departments in conformity with legal requirements and the actions of the board.

References

Legal:
Section 168.211 RSMo.

Policy adopted: June 26, 1990

Revised: February 9, 1999

RESCIND

R3170

**ST. LOUIS BOARD OF EDUCATION REGULATION
BUSINESS AND NON-INSTRUCTIONAL OPERATIONS
BUDGET
Budget as Spending Plan with Controls**

The Board of Education regularly reviews the fiscal condition of the district, studies the district's long-term fiscal needs, and develops and executes plans for assuring the fiscal viability of the district. The superintendent is responsible for the expenditure and accounting of all funds in accordance with the budget.

Program administrators have the primary responsibility to continuously monitor expenditures and encumbrances to ensure that they do not exceed appropriations. Overall responsibility for monitoring rests with the fiscal control office.

Reports will be distributed on a regular basis that summarize and compare current appropriations with year-to-date expenditures and encumbrances. These reports are the primary monitoring tools for field and central office administrators and will provide information for projecting total spending by the current spending patterns.

Levels of responsibility for monitoring appropriations and expenditures will be governed by the administrative organization table.

Reference

Legal: Missouri School Improvement Program Standard 13.4

Regulation approved: June 26, 1990

Revised: September 8, 1998

Revised: February 9, 1999

[[Home](#)] [[Article 0](#)] [[Article 1](#)] [[Article 2](#)] [[Article 3](#)] [[Article 4](#)] [[Article 5](#)]
[[Article 6](#)] [[Article 7](#)] [[Article 8](#)] [[Article 9](#)] [[Updates](#)]