



# **BOARD MEETING**

**APRIL 25, 2013**

*(Rescheduled from April 18, 2013)*

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# **A G E N D A**

## **SPECIAL ADMINISTRATIVE BOARD**

**MR. RICK SULLIVAN**

**MS. MELANIE ADAMS**

**MR. RICHARD GAINES**

## **SUPERINTENDENT OF SCHOOLS**

**DR. KELVIN R. ADAMS**

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**Meeting Agenda**

**Meeting Agenda**

**Meeting Agenda**

# ST. LOUIS PUBLIC SCHOOLS

## SPECIAL ADMINISTRATIVE BOARD MEETING

APRIL 25, 2012– 6:00PM

*(RESCHEDULED FROM APRIL 18, 2013)*

ADMINISTRATIVE BUILDING - 801 N. 11<sup>TH</sup> STREET

### **AGENDA**

#### **REGULAR MEETING**

- 1) Call to Order
- 2) Roll Call
- 3) Pledge of Allegiance
- 4) Approval of Minutes
  - a) March 20, 2013 (to be forwarded under separate cover)
- 5) Student/Staff Recognition(s)
- 6) Public Comments
- 7) Superintendent’s Report
  - a) Information Item(s)
    1. GOB Financials
    2. Summer School Proposal (2013)
    3. SLPS Magnet & Choice Schools
    4. 2012-2013 State Testing MSIP V
  - b) Business Items
    1. Consent Agenda
- 8) Board Member Updates
- 9) Adjournment

**NOTES:** \_\_\_\_\_

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**Meeting Agenda**

**Consent Agenda**

**Consent Agenda**

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

**April 25, 2013**

(Rescheduled from April 18, 2013)

**1.0 Preliminary**

**1.1 Consent Agenda**

- a) Information Item(s)
  - 1. GOB Financial Update
  - 2. 2013 Summer School Proposal
  - 3. SLPS Magnet and Choice Schools
  - 4. 2012-2013 State Testing MSIP V

b) Business Items

- 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.  
Approved at the  
March 20, 2013 Meeting
- 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.  
Approved at the  
March 20, 2013 Meeting  
**FUNDING SOURCE:** GOB
- 04-25-13-08** To approve a change from a 3 Tier Bell System to a 2 Tier Bell System.  
WITHDRAWN  
**FUNDING SOURCE:** GOB
- 04-25-13-09** To approve the closing of Sherman Elementary School.  
Approved at the  
March 20, 2013 Meeting  
**FUNDING SOURCE:** GOB
- 04-25-13-10** To approve the closing of L'Ouverture Middle School.  
Approved at the  
March 20, 2013 Meeting  
**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 9<sup>th</sup> graders for the 2013-2014 school year and would be reduced by one grade each year.  
WITHDRAWN  
**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.  
Approved at the  
March 20, 2013 Meeting  
**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 \$5,156,000 per year for 3 years, if 400 employees participate.  
Approved at the  
March 20, 2013 Meeting
- 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 27<sup>th</sup> and May 17<sup>th</sup>) and the Component Enhancement training (August 17<sup>th</sup> and September 7<sup>th</sup>) 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.

### **MAY 9, 2013 ITEM(S) FOR CONSIDERATION**

05-09-13-01 To approve an amendment to Board Resolution Number 11-15-12-17, a contract with College Summit, in the amount of \$44,000. College Summit will provide training and 550 copies of the career readiness materials for the *Launch Program*. The *Launch Program* was operated under a separate contract during the 11-12 school year. For this current year, the Launch Program is being included in the master College Summit Contract as an amendment. If approved, the total amount for this contract will now be \$325,000.

**FUNDING SOURCE:** Non-GOB

05-09-13-02 To approve an amendment to Board Resolution Number 06-26-12-42, a contract with Belcan InfoServices in the amount of \$61,000 to provide temporary technical personnel to be used in the Technology Department to support intranet, email accounts and server administration. If approved, the total amount of this contract will now be \$181,000.

**FUNDING SOURCE:** GOB

05-09-13-03 To approve an amendment to Board Resolution Number 07-10-12-25, a contract with Supplemental Health Care in the amount of \$154,316. The original amount of \$361,760 did not allow for cost to service additional Special Education students. If approved, the total amount of this contract will now be \$516,076.

**FUNDING SOURCE:** Non-GOB

05-09-13-04 To approve an amendment to Board Resolution Number 07-10-12-26, contracts with Annie Malone-Emerson Academy, Epworth, Logos School and Edgewood in the amount of \$720,923. The original approved dollar limitation of \$1,925,872 did not allow for the cost of to additional students. If approved, the total amount of this contract will now be \$2,646,845.

**FUNDING SOURCE:** Non-GOB

05-09-13-05 To approve an amendment to Board Resolution Number 09-27-12-15, a contract with Concentra Medical Centers in the amount of \$10,000. The increase will cover the cost of pre-employment screening, TB skin tests and for cause drug testing as needed for potential new hires. This amendment also requests to include additional services for pre-employment drug testing and fit for duty exams. If approved, the total cost will now be \$55,000.

**FUNDING SOURCE:** GOB

05-09-13-06 To approve the 2012-2013 final bus route.

05-09-13-07 To approve the revisions to the 2012-2013 school calendar.

- 05-09-13-08 To approve the 2012-2013 school calendar for graduating seniors.
- 05-09-13-09 To approve the March 2013 Monthly Transaction Report.
- 05-09-13-10 To approve expenditures up to \$72,500 to support the 2013-2014 Back to School Festival.  
FUNDING SOURCE: GOB
- 05-09-13-11 To approve the payment of \$2,982.70 from GOB to the food service account to avoid increasing the price for paid meals by \$.05 for the 2013-2014 school year.
- 05-09-13-12 To approve a sole source purchase from Bedford, Freeman and Worth Publishers for instructional materials for Advanced Placement Statistics for all SLPS high schools for the 2013-2014 school year at a cost not to exceed \$6,552.00.  
FUNDING SOURCE: Non-GOB
- 05-09-13-13 To approve a sole source purchase from Bedford, Freeman and Worth Publishers for instructional materials for Advanced Placement Environmental Science for all SLPS high schools for the 2013-2014 school year at a cost not to exceed \$14,976.  
FUNDING SOURCE: Non-GOB
- 05-09-13-14 To approve a sole source purchase from College Board/AP Exams for the 2013-2014 AP Testing fees for Advanced Placement Exams in the amount of \$30,000.  
FUNDING SOURCE: Non-GOB
- 05-09-13-15 To approve a sole purchase from Pearson for the Advanced Placement Biology instructional materials for all SLPS high schools for the 2013-2014 school year at a cost not to exceed \$18,564.17.  
FUNDING SOURCE: Non-GOB
- 05-09-13-16 To approve a contract with Chaifetz Arena for rental expenses for the Back to School Festival to be held on August 3, 2013 in the amount of \$20,000. pending funding availability.  
FUNDING SOURCE: GOB
- 05-09-13-17 To approve a sole source contract with Why Try, LLC for consulting services to provide training, online curriculum uses, and individual and classroom secondary student game plan journals for the period May 10, 2013 through June 30, 2013 at a total combined cost not to exceed \$10,985.  
FUNDING SOURCE: Non-GOB
- 05-09-13-18 To approve a contract with Milliman to provide pension actuarial services for the period May 11, 2013 through October 1, 2013 at a cost not to exceed \$40,000, pending funding availability.  
FUNDING SOURCE: GOB
- 05-09-13-19 To approve a contract with Southwest Food Service Excellence to provide food services to all District schools at a cost not to exceed \$14,453,034 that includes the cost of services for vendors selected by Southwest Food Services Excellence. The period of the contract will be from July 1, 2013 – June 30, 2014, pending funding availability.  
FUNDING SOURCE: Non-GOB

- 05-09-13-20** To approve a contract with Ricoh USA, Inc. to lease the equipment and provide multi-functional devices and support, print shop management and mail services, along with printer management and document management application software at a cost not to exceed \$840,000 annually. The period of the contract will be 5 years from July 1, 2013 through June 30, 2018. The contract will be presented to the Board each year for renewal of services and funding, pending funding availability.  
**FUNDING SOURCE:** GOB
- 05-09-13-21** To approve a contract with multiple vendors (attached to the Resolution) for the purchase of interactive boards for the period July 1, 2013 through June 30, 2014 at a total combined cost not to exceed \$2,000,000, pending funding availability.  
**FUNDING SOURCE:** Various
- 05-09-13-22** To approve a contract with Dell Corporation as the standard vendor for technology purchases for items such as personal laptops, desktops, tablet computers, servers, etc. for the period July 1, 2013 through June 30, 2014 at a total combined cost not to exceed \$5,500,000, pending funding availability.  
**FUNDING SOURCE:** Various
- 05-09-13-23** To approve a contract with Integrated Systems Group (a subsidiary of VSG) to disassemble the sound room at Beaumont and relocate and assemble at Carnahan High School. The work shall begin on April 26, 2013 and end on June 30, 2013 at a cost not to exceed \$14,591.50, which includes a 10% contingency of \$1,326.50.  
**FUNDING SOURCE:** GOB
- 05-09-13-24** To approve a contract with Raineri Construction to remove and replace existing lighting fixtures in the main and practice gymnasiums in Vashon High School. The work shall begin on April 26, 2013 and end on July 31, 2013 at a cost not to exceed \$344,610.20, which includes a 10% contingency of \$31,328.20.  
**FUNDING SOURCE:** Prop S
- 05-09-13-25** To approve a contract with Raineri Construction to install complete playground systems at Lyon Academy at Blow and Gateway Michael Elementary School. The project also includes the removal and replacement of the existing safety surfaces at Stix ECC Elementary School. The work shall begin on April 26, 2013 and end on July 19, 2013 at a cost not to exceed \$184,646.07, which includes a 10% contingency of \$16,786.  
**FUNDING SOURCE:** Prop S
- 05-09-13-26** To approve a contract with Raineri Construction to for tuckpointing, painting, and replacing flooring at Sumner and Roosevelt High Schools. The work shall begin on April 26, 2013 and end on July 31, 2013 at a cost not to exceed \$4,860,045.30, which includes a 10% contingency of \$441,822.30.  
**FUNDING SOURCE:** Prop S
- 05-09-13-27** To approve a contract with Demien Construction for Restroom Renovations at Category 3 and 4 schools. The work shall begin on April 26, 2013 and end on August 31, 2013 at a cost not to exceed \$4,739,900, which includes a 10% contingency of \$430,900.  
**FUNDING SOURCE:** Prop S

- 05-09-13-28** To approve a contract with Demien Construction to replace five sets of double doors leading from the cafeteria to adjacent north and south corridors at Roosevelt High School. The work shall begin on April 26, 2013 and end on June 30, 2013 at a cost not to exceed \$60,500 which includes a 10% contingency of \$5,500.  
**FUNDING SOURCE:** Prop S
- 05-09-13-29** To approve a contract with Interface Construction to replace non-compliant doors and locksets in classrooms, offices and public areas in multiple schools. The work shall begin on April 26, 2013 and end on July 31, 2013 at a cost not to exceed \$366,177.90 which includes a 10% contingency of \$33,288.90.  
**FUNDING SOURCE:** Prop S
- 05-09-13-30** To approve a contract with American Boiler to replace the heat pumps for the gymnasiums and stage areas at Froebel and Lexington Elementary Schools. The work shall begin on April 26, 2013 and end on August 1, 2013 at a cost not to exceed \$222,393 which includes a 10% contingency of \$20,218.  
**FUNDING SOURCE:** HVAC Bond
- 05-09-13-31** To approve a contract with American Boiler to replace two chillers at Hickey Elementary School. The work shall begin on April 26, 2013 and end on August 1, 2013 at a cost not to exceed \$218,680 which includes a 10% contingency of \$19,880.  
**FUNDING SOURCE:** HVAC Bond
- 05-09-13-32** To approve a contract with Johnson Controls to install a hot gas bypass circuit on the York chiller at Sigel Elementary School. The work shall begin on April 26, 2013 and end on June 30, 2013 at a cost not to exceed \$29,075.20 which includes a 10% contingency of \$2,643.20.  
**FUNDING SOURCE:** HVAC Bond
- 05-09-13-33** To approve a contract renewal with Achievement Commitment Excellence Learning Centers (ACE) to provide the alternative Summer School Program for the period June 3, 2013 through June 28, 2013 at a cost not to exceed \$160,000.  
**FUNDING SOURCE:** GOB
- 05-09-13-34** To approve a contract renewal with Linn State Technical College (LSTC) to provide a Technical Scholars Academy for twelve (12) SLPS high school students participating in the Career and Technical Education Program. The Academy is a summer program offered by LSTC during the period June 10, 2013 through June 27, 2013 at a cost not to exceed \$45,000, pending funding availability.  
**FUNDING SOURCE:** Non-GOB
- 05-09-13-35** To approve the renewal and amendment of the contract with Teach for America to provide recruiting and training for up to 70 first year teachers for the 2013/2014 school year at a cost of \$2,500 per teacher and to authorize payment of \$2,500 per up to 70 second year teachers at a cost not to exceed \$350,000, pending funding availability.  
**FUNDING SOURCE:** GOB

- 05-09-13-36** To approve a contract renewal with nFocus to provide the software for the Community Education registration system for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$25,000, pending funding availability.  
**FUNDING SOURCE:** GOB
- 05-09-13-37** To approve a contract renewal with Belcan InfoServices to provide temporary technical personnel to be used in the Technology Department to support intranet, email accounts, and server administration for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$186,430, pending funding availability.  
**FUNDING SOURCE:** GOB
- 05-09-13-38** To approve a contract renewal with Apple as the sole source for technology purchases for items such as iPads, iMacs, iPods, Bretford iPad sync carts, professional development, and other peripherals beginning July 1, 2013 through June 30, 2014 at a total combined cost not to exceed \$3,000,000, pending funding availability.  
**FUNDING SOURCE:** Various
- 05-09-13-39** To approve a contract renewal with Pitney Bowes for equipment and maintenance services on the postage meter application system for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$17,700, pending funding availability.  
**FUNDING SOURCE:** GOB
- 05-09-13-40** To approve a contract renewal with SAP America to provide maintenance and enterprise support services for the SAP financial system and BSI Payroll Tax software for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$290,000, pending funding availability.  
**FUNDING SOURCE:** GOB
- 05-09-13-41** To approve a contract renewal with Kronos for maintenance services on the timeclock software application for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$115,371.13, pending funding availability.  
**FUNDING SOURCE:** GOB
- 05-09-13-42** To approve a contract renewal with Huber & Associates to provide the maintenance and support on the newly implemented virtualization hardware system; monitoring and support on 100 servers with monthly reports; and Tier 3 repair services for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$64,500, pending funding availability.  
**FUNDING SOURCE:** GOB
- 05-09-13-43** To approve a contract renewal with SafeSchools for the subscription to use the SafeSchools Training website for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$16,500, pending funding availability.  
**FUNDING SOURCE:** GOB
- 05-09-13-44** To approve a contract renewal with Rubin Brown, LLP to audit governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the financial statements of the St. Louis Public Schools during the period July 1, 2013 through December 31, 2013 at a total cost not to exceed \$193,000, pending funding availability.  
**FUNDING SOURCE:** GOB

- 05-09-13-45** To approve a contract renewal with Dynamic Vending to provide beverage and snack vending machine services at no cost to the District for the period July 1, 2013 through June 30, 2014. Dynamic Vending pays the District commissions on the sales in the vending machines.
- 05-09-13-46** To approve a membership renewal with Focus Saint Louis for the Youth Leadership St. Louis (YLSL) program for the period September 3, 2013 through May 23, 2014 at a cost not to exceed \$6,000, pending funding availability.  
**FUNDING SOURCE: GOB**
- 05-09-13-47** To approve a Memorandum of Understanding with Life Impact Ministries to raise awareness and financial support for the Community Education Full Service Schools through the Race to Renew 5K race that will take place on July 13, 2013. The MOU is for the period May 10, 2013 through September 1, 2013.
- 05-09-13-48** To approve a Memorandum of Understanding with People's Community Action Corporation to provide services/programs including but not limited to: leadership development, energy services, life skills classes, anger management, computer training and community gardens to youth and their families at the Community Education Full Service Schools and other District sites during the period May 10, 2013 through June 30, 2014.
- 05-09-13-49** To approve a Memorandum of Understanding with Grace Hill Settlement House to run a program at Clay Elementary Community Education Full Service School that establishes three family support specialists, or "home-school liaison" in order to comprehensively serve students and their families during the period May 10, 2013 through June 30, 2014.
- 05-09-13-50** To approve a Memorandum of Understanding with Better Family Life, Inc. (BFL) to provide social service programs, including but not limited to; teen pregnancy prevention, youth job training programs, and clinical services to youth, families, and the community in the Community Education Full Service Schools and other District sites during the period May 10, 2013 through June 30, 2014.
- 05-09-13-51** To approve a Memorandum of Understanding with HOSCO, LLC. to provide urban agricultural training, healthy cooking and nutrition classes to select District schools, and participate in the Health and Wellness Council during the period July 1, 2013 through June 30, 2014.
- 05-09-13-52** To approve a Memorandum of Understanding with Operation Food Search to provide nutrition education in the St. Louis Public Schools and to establish a cooperative relationship to implement the Agency's child feeding program, Operation Backpack during the period July 1, 2013 through June 30, 2014.







**ITEM#:**

**04-25-13-01**

**APPROVED AT THE  
MARCH 14, 2013 MEETING**





# 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
								<b>July '13</b>		
21	22	23	24	25	26	27	28	22 11 Month Staff Returns to Work		
28	29	30	31					29 10.5 Month Staff Returns to Work		
								<b>August '13</b>		Teachers 20 /Students 15
4	5	6	7	8	9	10		5 10 Month Staff Returns to Work		
11	<b>FCD</b>	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 <b>First Class Day</b>		
25	26	27	28	29	30	31		19* Early Childhood/Early Childhood Special Ed. begins		
								<b>September '13</b>		Teachers 21/Students 19
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									
								<b>October '13</b>		Teachers 23/Students 22
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						
								<b>November '13</b>		Teachers 21/Students 17
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		
								<b>December '13</b>		Teachers 22/Students 14
17	8	9	10	11	12	13	14	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		
								<b>First Semester 87 days/561.15 hours</b>		
								<b>January '14</b>		Teachers 23/Students 19
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				
								<b>February '14</b>		Teachers 20/Students 18
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				
								<b>March '14</b>		Teachers 21/Students 15
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	30	31								
								<b>April '14</b>		Teachers 22/Students 21
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						
								<b>May '14</b>		Teachers 17/Students 16
39	4	5	6	7	8	9	10	16 Record Keeping (no students)		
40	11	12	13	14	15	RK	17	23 <b>Last Class Day/Quarter 4 ends 47 days/303.15 hours</b>		
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		
								<b>Second Semester Totals 89 days/574.05 hours</b>		
								<b>June '14</b>		
1	2/SN	3/SN	4	5	6	7		2-3 Snow Days	6	Last Day for 11 Month Employees
8	9	10	11	12	13	14				
15	16	17	18	19	20	21				
22	23	24	25	26	27	28		2-27 Summer School		
29	30									
								<b>July '13</b>		
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><b>Totals for the 2013/2014 School Year days; hours;</b>                  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

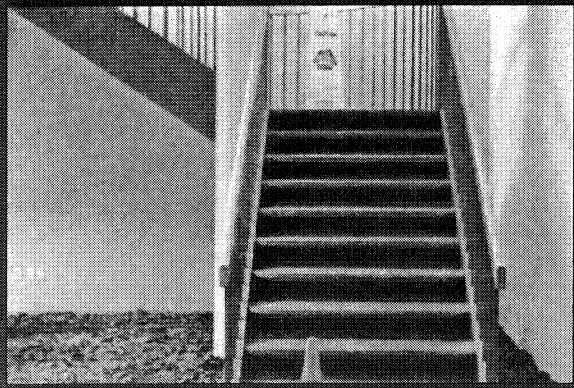
Dr. Kelvin R. Adams, Superintendent





# 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 11<sup>th</sup> 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 11<sup>th</sup> 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 <sup>1</sup> 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.

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<sup>1</sup> 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 to<sup>2</sup>:

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<sup>2</sup> 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.

Adopted: January 22, 1991

Revised: December 7, 1999

Revised: July 29, 2010

Revised: June 26, 2012

### **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 Studies<sup>5</sup>, 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

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<sup>5</sup> 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 TIPS<sup>6</sup>**

### **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

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<sup>6</sup> 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 Conflicts<sup>7</sup>

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 .....

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<sup>7</sup> *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. 11<sup>th</sup> Street  
St. Louis, MO 63101  
Phone: (314) 345-2251 ~ Fax: (314) 244-1808  
E-mail: [work.comp@slps.org](mailto: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. 11<sup>th</sup> Street  
St. Louis, MO 63101  
Phone: (314) 345-2251 ~ Fax: (314) 244-1808  
E-mail: [work.comp@slps.org](mailto: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. 11<sup>th</sup> 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](mailto:tdressler@ccmsi.com)

Claims Supervisor: Mr. Chuck St. John  
Phone: (314) 418-5511  
E-mail: [cstjohn@ccmsi.com](mailto:cstjohn@ccmsi.com)

Lost Time Claims: Ms. Diane Lewis  
Phone: (314) 418-5537  
E-mail: [dlewis@ccmsi.com](mailto:dlewis@ccmsi.com)

Ms. Jenna Poeptker  
Phone: (314) 418-5514  
E-mail: [jpoeptker@ccmsi.com](mailto:jpoeptker@ccmsi.com)

**MEDICAL CENTER LOCATION INFORMATION  
WORKERS' COMPENSATION AUTHORIZED MEDICAL FACILITIES**

<u>SSM WORK HEALTH</u>	<u>CONCENTRA</u>
<b>SSM Work Health</b> 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.	<b>Concentra Midtown</b> 6726 Manchester St. Louis, MO. 63139 (314) 647-0081 Fax : (314) 647-5485 Hours: M-F, 8 a.m.-8 p.m.
<b>SSM Work Health</b> #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.	<b>Concentra Westport</b> 83 Progress Parkway Maryland Heights, MO. 63043 (314) 434-8174 Fax: (314) 434-8706 Hours: M-F, 8 a.m.-8 p.m.
<b>SSM Work Health</b> 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.	<b>Concentra North Broadway</b> 8340 North Broadway St. St. Louis, MO 63147 (314) 385-9563 Fax: (314) 385-9350 Hours: M-F, 8 a.m. – 5 p.m.
	<b>Concentra Soulard</b> 1617 South Third Street St. Louis, MO 63147 (314) 421-2557 Fax: (314) 421-2046 Hours: M-F, 8 a.m. – 5 p.m.
	<b>Concentra Fenton</b> 1709 Gilsinn Lane Fenton, MO 63026 (636) 349-6850 Fax: (636) 349-6641 Hours: M-F, 8 a.m. – 5 p.m.
<b>Diane Lewis</b> <b>CCMSI Work Comp Rep</b> <b>314-418-5537</b>	<b>Concentra Airport</b> 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>
<b>St. Mary's Hospital</b> <b>6420 Clayton Road</b> <b>St. Louis, MO 63117</b> <b>(314) 768-8360</b>	<b>St. Louis University Hospital</b> <b>3635 Vista at Grand</b> <b>St. Louis, MO 63110</b> <b>(314) 577-8777</b>

## 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](http://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**

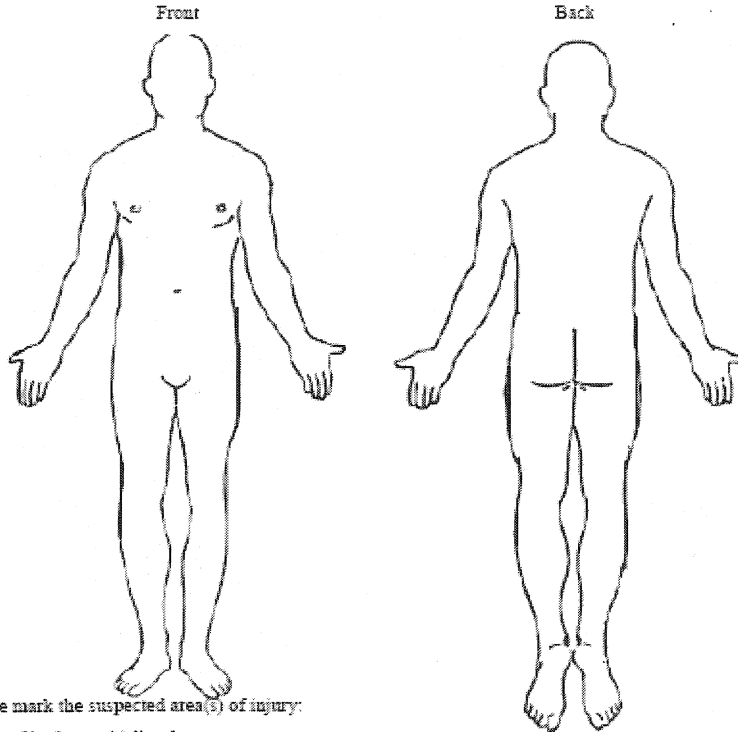
### **Workers Compensation Form**

**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

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:	
		1.	
		2.	
		3.	
WAS THE INJURY REPORTED IMMEDIATELY TO SUPERVISOR? (IF NO, EXPLAIN FAILURE TO GIVE NOTICE):		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 <sup>st</sup> 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: _____			
<b>AUTHORIZATION TO RELEASE MEDICAL RECORDS TO BE COMPLETED BY THE EMPLOYEE</b> 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 <sup>th</sup> Street ♦ St. Louis, MO 63102 314-241-4994 (ALL BILLING AND SPECIALTY REFERRALS ARE HANDLED BY CCMSI)			
<b>INITIAL MEDICAL TREATMENT AUTHORIZATION TO BE COMPLETED BY SUPERVISOR</b> 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><b>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.)</b></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>							
<b>TO BE COMPLETED BY HUMAN RESOURCES ONLY:</b>							
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:
<b>PLEASE DESCRIBE IN DETAIL HOW THE INJURY OCCURRED AND WHAT CAUSED THE INJURY TO HAPPEN.          TO BE COMPLETED BY WITNESS</b>	
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. The supervisor is not required to have firsthand knowledge of the incident. When the Supervisor does not have firsthand know the report shall indicate 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 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) 349-8850 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.
<b>24 HOURS EMERGENCY SERVICE (Only if an Emergency)</b>	
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**

	<b>SAFETY AND SECURITY</b> 801 NORTH 11 <sup>TH</sup> STREET St. Louis, MO 63101-1015	<b>STUDENT'S ID NUMBER</b> (VICTIM #1) (SUSPECT #1) (SUSPECT #2) (SUSPECT #3) (WITNESS #1) (WITNESS #2)
	<b>INCIDENT REPORT</b> (TO BE FILED WITHIN 24 HOURS)	
	NAME OF SCHOOL:	AREA:

TYPE OF INCIDENT (CHECK ONE OR MORE)				LOCATION OF INCIDENT (CHECK ONE OR MORE)			
<input type="checkbox"/>	ACCIDENTAL INJURY	<input type="checkbox"/>	ROBBERY	<input type="checkbox"/>	STAIRS	<input type="checkbox"/>	OTHER:
<input type="checkbox"/>	ASSAULT	<input type="checkbox"/>	SEX OFFENSE	<input type="checkbox"/>	HALL	<input type="checkbox"/>	SCHOOL YARD
<input type="checkbox"/>	BURGLARY	<input type="checkbox"/>	STEALING	<input type="checkbox"/>	ROOM #	<input type="checkbox"/>	GYMNASIUM
<input type="checkbox"/>	DRUGS/ALCOHOL	<input type="checkbox"/>	TRESPASSING	<input type="checkbox"/>	CAFETERIA	<input type="checkbox"/>	RESTROOM
<input type="checkbox"/>	FIGHTING	<input type="checkbox"/>	WEAPONS				
<input type="checkbox"/>	MISSING	<input type="checkbox"/>	OTHER				
<input type="checkbox"/>	PEACE DISTURBANCE	<input type="checkbox"/>	BUS INCIDENT	ROUTE:			

DATE OF INCIDENT:		TIME OF INCIDENT:		PM	AM
-------------------	--	-------------------	--	----	----

**Individuals Involved**

VICTIM 1'S NAME:	D.O.B.:	RACE:	SEX:
ADDRESS:	PHONE #1	SSN#	SN#
PARENT/CONTACT:	PHONE #2	STUDENT <input type="checkbox"/>	STAFF <input type="checkbox"/>

VICTIM 2'S NAME:	D.O.B.:	RACE:	SEX:
ADDRESS:	PHONE #1	SSN#	SN#
PARENT/CONTACT:	PHONE #2	STUDENT <input type="checkbox"/>	STAFF <input type="checkbox"/>

ALLEGED SUSPECT 1	D.O.B.:	RACE:	SEX:
ADDRESS:	PHONE #1	SSN#	SN#
PARENT/CONTACT:	PHONE #2	STUDENT <input type="checkbox"/>	STAFF <input type="checkbox"/>

ALLEGED SUSPECT 2	D.O.B.:	RACE:	SEX:
ADDRESS:	PHONE #1	SSN#	SN#
PARENT/CONTACT:	PHONE #2	STUDENT <input type="checkbox"/>	STAFF <input type="checkbox"/>

WITNESS 1:	D.O.B.:	RACE:	SEX:
ADDRESS:	PHONE #1	SSN#	SN#
PARENT/CONTACT:	PHONE #2	STUDENT <input type="checkbox"/>	STAFF <input type="checkbox"/>

WITNESS 2:	D.O.B.:	RACE:	SEX:
ADDRESS:	PHONE #1	SSN#	SN#
PARENT/CONTACT:	PHONE #2	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  NO  TYPE: \_\_\_\_\_  
 WEAPON USED BY OTHERS: YES  NO  TYPE: \_\_\_\_\_

**INQUIRIES: Yes  No**

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:	

		<b>DATE OF REPORT:</b>		
<b>DEPARTMENT / LOCATION:</b>		<b>DEPARTMENT FILE NO.:</b>		
<b>DATE OF INCIDENT:</b>		<b>PLACE OF OCCURRENCE:</b>		
<b>VICTIM / COMPLAINANT:</b>		<b>PAGE</b>	<b>OF</b>	<b>PAGES</b>

**NARRATIVE:**

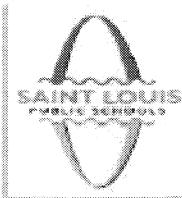
**COPIES TO:**      **DIRECTOR – SECURITY/SAFETY**  
**SAFETY & SECURITY OFFICE**  
**PRINCIPAL**  
**REPORTING OFFICER**  
**RISK MANAGEMENT**

\_\_\_\_\_  
**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.**

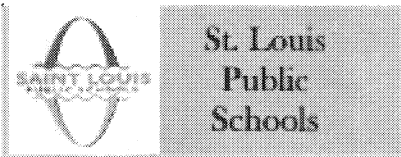
Get all the necessary information for an accurate report and complete the Vehicle Accident Report forms before leaving the scene, if not injured.



### **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 Phone: (314) 265-3020  
 Risk Management Department 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><b>IMPORTANT</b></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>					
Police Report	Yes No	Investigating Police Officer's Name		Police Department Name	
Safety Officer Report	Yes No	Investigating SLPS Officer's Name			
<b>Witnesses</b>					
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><b>Accident Involved</b></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><b>Driver's Action Prior to Accident</b></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><b>Driver's Avoidance Maneuver</b></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><b>Pedestrian Action Prior to Accident</b></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><b>Road Defects</b></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><b>Traffic Control Device</b></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/flagman</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><b>Lighting</b></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><b>Weather</b></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/mist</p> <p><input type="checkbox"/> Other: _____</p> <p><b>Visibility</b></p> <p><input type="checkbox"/> Clear</p> <p><input type="checkbox"/> Rain/snow/ice on windshield</p> <p><input type="checkbox"/> Obstruction: _____</p> <p><input type="checkbox"/> 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><b>Road Character</b></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><b>Driver was Traveling</b></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><b>Condition of Road Surface</b></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><b>Vehicle Defects</b></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><b>Miscellaneous</b></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>
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## 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  
 To: Dr. Kelvin R. Adams, Superintendent  
 From: Leon Fisher, CFO/Treasurer

Agenda Item : 04-25-1306  
 Action:

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)

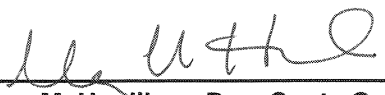
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

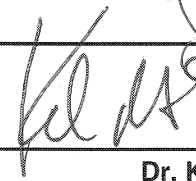
Department: Finance

Requestor:

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

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

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

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

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

ST. LOUIS BOARD OF EDUCATION  
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	626.00-
To:	120-1224	- 828-00-120	- 6386	626.00
Control No:	B			
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	470.00-
To:	120-1225	- 828-00-120	- 6386	470.00
Control No:	B			
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	2,060.00-
To:	120-1281	- 828-00-120	- 6386	2,060.00
Control No:	B			
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	2,500.00-
To:	120-1281	- 828-00-120	- 6386	2,500.00
Control No:	B			
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	58,410.00-
To:	909-2624	-	324-HE-909	-	6522	58,410.00
Control No:	B					
From Amount:						58,410.00-
To Amount:						58,410.00

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:						2,197,212.81-
To Amount:						2,197,212.81

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





**ITEM#:**

**04-25-13-07**

**APPROVED AT THE  
MARCH 14, 2013 MEETING**



**ITEM#:**

**04-25-13-08**

**WITHDRAWN**



**ITEM#:**  
**04-25-13-09**

**APPROVED AT THE  
MARCH 14, 2013 MEETING**



**ITEM#:**

**04-25-13-10**

**APPROVED AT THE  
MARCH 14, 2013 MEETING**





**ITEM#:**

**04-25-13-11**

**WITHDRAWN**



**ITEM#:**

**04-25-13-12**

**APPROVED AT THE  
MARCH 14, 2013 MEETING**



**ITEM#:**  
**04-25-13-13**

**APPROVED AT THE  
MARCH 14, 2013 MEETING**



**ITEM#:**

**04-25-13-14**

**APPROVED AT THE  
MARCH 14, 2013 MEETING**







# 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  
 To: Dr. Kelvin R. Adams, Superintendent  
 From: Nahed Chapman, Exec. Dir., ESOL

Agenda Item : 04-25-13-16  
 Action:

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

<b>Requestor: Nahed Chapman</b>	<b>Date: February 20, 2013</b>
<b>Department / School: ESOL Program</b>	<b>Phone Number: 664-1066</b>
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
<b>Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)</b>	
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.	
<b>Vendor Name: Pearson, Inc.</b>	<b>Email: matt.kattman@pearson.com</b>
<b>Vendor Contact: Matt Kattman</b>	<b>Phone Number 612-850-8045</b>
<b>Justification Information</b>	
<b>1. Why the uniquely specified goods are required?</b>	
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.	
<b>2. Why good or services available from other vendors /competitors are not acceptable?</b>	
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.	
<b>3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)</b>	
See attached proposal from Pearson.	
<b>4. List the Names of other Vendors contacted &amp; Price Quotes:</b>	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
<b>Your sole source request will not be approved without the required signatures below:</b>	
Department Head	Date
CFO	Date
Superintendent	Date

## Sole Source Checklist

### 1. Check one of the following:

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

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

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

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

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

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

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

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

- Document a search for additional suppliers

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

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

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

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

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

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

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

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

- Sole supplier (i.e. Regional Distributor)

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

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

- Complete Emergency Purchase Form

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

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



## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 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
<b>Purpose of Contract (Brief Description):</b> 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		
<b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). <b>Ratings</b> 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
<b>Quality of Goods / Services</b>	X5	Superb and expert preparation of content and delivery; participants rated presenters highly
	4	
	3	
	2	
	1	
<b>Timeliness of Delivery or Performance</b>	X5	All presenters were early and stayed late.
	4	
	3	
	2	
	1	
<b>Business Relations</b>	X5	Pearson, Inc. was very professional in all business dealings.
	4	
	3	
	2	
	1	
<b>Customer Satisfaction</b>	X5	Grant managers and grant participants were all pleased with Pearson and the presenters.
	4	
	3	
	2	
	1	
<b>Cost Control</b>	X5	Pricey, but Pearson, Inc. delivers a quality product.
	4	
	3	
	2	
	1	
<b>Average Score</b>	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](http://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  
Fax: 877-260-2530  
[matt.kattman@pearson.com](mailto:matt.kattman@pearson.com)

**Submit Purchase Order to:** Pearson  
P.O. Box 2500  
Lebanon, IN 46052  
Phone: (800) 848-9500  
Fax: (877) 260-2530  
Email: [K12cs@custhelp.com](mailto: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. Echevarría, 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 (Echevarría, 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* (Echevarría, Vogt & Short, 2007).

The SIOP Model has been shown to be a valid and reliable measure of sheltered instruction (Guarino, Echevarría, 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](mailto: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><b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory</p>		
Category	Rating	Comments (Brief)
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:** \_\_\_\_\_

**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

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

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Cheryl L. VanNoy, Exec. Dir., Information Technology

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Leon Fisher, CFO/Treasurer

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Mary Houlihan, Dep. Superintendent, Operations

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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
<b>Purpose of Contract (Brief Description):</b> Software licenses and maintenance on Student Information System		
<b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). <b>Ratings</b> 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
<b>Category</b>	<b>Rating</b>	<b>Comments (Brief)</b>
<b>Quality of Goods / Services</b>	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.
<b>Timeliness of Delivery or Performance</b>	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.
<b>Business Relations</b>	X 5 4 3 2 1	SLPS and Tyler SIS have a great working relationship and their commitment to our children is evident.
<b>Customer Satisfaction</b>	X 5 4 3 2 1	SLPS could not have a better provider in data recordkeeping and reporting than this vendor.
<b>Cost Control</b>	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.
<b>Average Score</b>	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

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

### Performance Ratings Guidelines

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

### Performance Categories Descriptions

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





# BOARD RESOLUTION

Date: 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.		
<b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). <b>Ratings</b> 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
<b>Quality of Goods / Services</b>	5	
	4	
	x3	
	2	
	1	
<b>Timeliness of Delivery or Performance</b>	5	
	4	
	x3	
	2	
	1	
<b>Business Relations</b>	5	
	4	
	x3	
	2	
	1	
<b>Customer Satisfaction</b>	5	
	4	
	x3	
	2	
	1	
<b>Cost Control</b>	5	
	4	
	x3	
	2	
	1	
<b>Average Score</b>		Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

## VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

### Performance Ratings Guidelines

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

### Performance Categories Descriptions

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





## 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.		
<b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
<b>Quality of Goods / Services</b>	5	
	4	
	x3	
	2	
	1	
<b>Timeliness of Delivery or Performance</b>	5	
	4	
	x3	
	2	
	1	
<b>Business Relations</b>	5	
	4	
	x3	
	2	
	1	
<b>Customer Satisfaction</b>	5	
	4	
	x3	
	2	
	1	
<b>Cost Control</b>	5	
	4	
	x3	
	2	
	1	
<b>Average Score</b>		Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

## VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

### Performance Ratings Guidelines

Rating	Category	Description
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1	<b>Unsatisfactory</b>	Most performance requirements are not met; Recovery not likely

### Performance Categories Descriptions

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



## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 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: center;">Please Check    Yes <input checked="" type="checkbox"/>    No <input type="checkbox"/></p>		

## VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

### Performance Ratings Guidelines

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

### Performance Categories Descriptions

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



## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 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 ( <i>please attach additional sheets if necessary</i> ). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
<b>Quality of Goods / Services</b>	5	
	4	
	x3	
	2	
	1	
<b>Timeliness of Delivery or Performance</b>	5	
	4	
	x3	
	2	
	1	
<b>Business Relations</b>	5	
	4	
	x3	
	2	
	1	
<b>Customer Satisfaction</b>	5	
	4	
	x3	
	2	
	1	
<b>Cost Control</b>	5	
	4	
	x3	
	2	
	1	
<b>Average Score</b>		Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

## VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

### Performance Ratings Guidelines

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

### Performance Categories Descriptions

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



## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 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.		
<b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
<b>Quality of Goods / Services</b>	5	
	4	
	x3	
	2	
	1	
<b>Timeliness of Delivery or Performance</b>	5	
	4	
	x3	
	2	
	1	
<b>Business Relations</b>	5	
	4	
	x3	
	2	
	1	
<b>Customer Satisfaction</b>	5	
	4	
	x3	
	2	
	1	
<b>Cost Control</b>	5	
	4	
	x3	
	2	
	1	
<b>Average Score</b>		Add above ratings; divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

## VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

### Performance Ratings Guidelines

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

### Performance Categories Descriptions

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







# BOARD RESOLUTION

Date: 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

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

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

### Performance Ratings Guidelines

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

### Performance Categories Descriptions

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





# BOARD RESOLUTION

Date: 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><b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). <b>Ratings</b> 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory</p>		
Category	Rating	Comments (Brief)
<b>Quality of Goods / Services</b>	5X 4 3 2 1	They continue to provide high quality services in a timely manner.
<b>Timeliness of Delivery or Performance</b>	5X 4 3 2 1	
<b>Business Relations</b>	5 4X 3 2 1	There was an unexpected change. However, the transition has been smooth.
<b>Customer Satisfaction</b>	5X 4 3 2 1	They are very responsive and flexible.
<b>Cost Control</b>	5X 4 3 2 1	
<b>Average Score</b>	4.8	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: right;">Please Check    Yes <input checked="" type="checkbox"/>    No <input type="checkbox"/></p>		

## VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

### Performance Ratings Guidelines

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

### Performance Categories Descriptions

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







# BOARD RESOLUTION

Date: 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 26<sup>th</sup> 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.**

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

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

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

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

**5. Obligations of SLPS:**

(a) Provide space for interaction with students, families and/or groups in which confidentiality can be maintained during therapy.

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(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.

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(c) Provide information necessary and in accordance with SLPS policies for student record confidentiality that may help therapeutic outcomes for the student.

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**6. Obligations of Agency:**

(a) Develop with the agency, student standards for referral and participation in the program

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(b) Provide therapeutic services as described in the purpose paragraph to the students served.

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(c) Communicate, as agreed upon by local SLPS staff and in accordance with the standards for referral and participation.

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(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.

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(e) Will administer baseline assessment, an assessment during treatment, and an assessment at the end of services.

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

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

(a) 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.		
<b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). <b>Ratings</b> 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
<b>Quality of Goods / Services</b>	5 X 4 3 2 1	The sanitization process used by Riddell goes above and beyond what is available from other vendors.
<b>Timeliness of Delivery or Performance</b>	5 4 X 3 2 1	The helmets were delivered in late June.
<b>Business Relations</b>	5 X 4 3 2 1	The Riddell representative is very responsive to questions and needs of SLPS.
<b>Customer Satisfaction</b>	5 X 4 3 2 1	The PHL office and the school athletic directors are all highly complimentary of the service.
<b>Cost Control</b>	5 X 4 3 2 1	
<b>Average Score</b>	4.8	Add above ratings: divide the total by the number of areas being rated.
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

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

### Performance Ratings Guidelines

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

### Performance Categories Descriptions

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





# BOARD RESOLUTION

Date: 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](#) ]





 **BOARD RESOLUTION**

Date: April 18, 2013

Agenda Item : 05-09-13-01

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract

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

Previous Board Resolution # 05-17-12-26 & 11-15-12-17

Prior Year Cost \$281,000

**SUBJECT:** To approve an amendment to Board Resolution 11-15-12-17 for College Summit to provide training and 550 copies of the career readiness materials for the "Launch Program". The Launch Program including the materials are being used by our six high school grant school counselors. For the 2011-12 school year, the Launch Program was operated under a separate contract. For the current year, the Launch Program is being included in the master College Summit contract as an amendment. The additional cost of the "Launch Program" will not exceed \$44,000. The total cost of the College Summit contract will be \$325,000.00.

**BACKGROUND:** The High School Graduation Initiative (HSGI) grant will utilize College Summit's Launch Program to help reduce the dropout rate in the six grant high schools (Soldan, Roosevelt, Gateway IT, Northwest, Sumner and Vashon). The college-ready planning curriculum of Launch will help our junior high school students to develop five core competencies needed to explore and identify their future goals and understand how high school is relevant for them to stay in school. In addition, these unique materials will assist counselors in the delivery of the state required comprehensive guidance program required for the grant and MSIP. College Summit will train and work closely with counselors to help unlock their college readiness Launch materials. The College Summit's Launch materials for juniors will help prepare students for the College Summit senior planning experience.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: 4

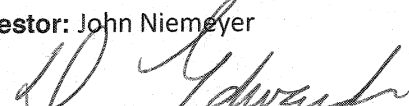
FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)


Fund Source: 816-VL-293-1151-6319	Non-GOB	Requisition #: 10133657
Amount: \$44,000		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$44,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600011386

Department: HSGI

Requestor: John Niemeyer

  
Angela Banks, Budget Director

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

  
Leon Fisher, CFO/Treasurer

 4/18/2013  
Dr. Nicole Williams, Dep. Supt., Academics

  
Dr. Kelvin R. Adams, Superintendent



## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: April 10, 2013
Dept / School: Secondary Education Office		Reported By: Dr. Edwards
Vendor: College Summit Launch Program		Vendor #: : 600011386
Contract # / P.O/ #:		Contract Name: Launch Program
Contract Amount: \$22,000		Award Date: 2/16/12
Purpose of Contract (Brief Description): Provide Launch Program for high school grant counselors and students.		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
<b>Quality of Goods / Services</b>	<b>5X</b>	The students are engaged and the Program is showing the desired results.
	4	
	3	
	2	
	1	
<b>Timeliness of Delivery or Performance</b>	<b>5X</b>	
	4	
	3	
	2	
	1	
<b>Business Relations</b>	<b>5X</b>	
	4	
	3	
	2	
	1	
<b>Customer Satisfaction</b>	<b>5X</b>	Counselors and teachers are very happy with the program.
	4	
	3	
	2	
	1	
<b>Cost Control</b>	<b>5X</b>	
	4	
	3	
	2	
	1	
<b>Average Score</b>	25	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

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

### Performance Ratings Guidelines

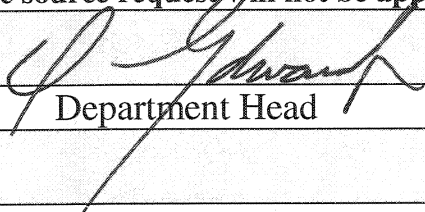
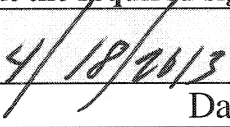
Rating	Category	Description
5	<b>Exceptional</b>	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	<b>Very Good</b>	Met all performance requirements; Minor problems; Effective corrective actions
3	<b>Satisfactory</b>	Met all performance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

### Performance Categories Descriptions

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



# REQUEST FOR SOLE SOURCE PURCHASE

<b>Requestor:</b> Dan Edward	<b>Date:</b> April 10, 2013
<b>Department / School:</b> HSGI	<b>Phone Number:</b> 314-345-2488
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
<b>Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)</b>	
College Summit provides a unique, proprietary curriculum and professional development for the 11th grade Launch Curriculum. College Summit will train teachers and counselors on the use of the proprietary curriculum and best practices for building a school wide college going culture.	
<b>Vendor Name:</b> College Summit	<b>Email:</b>
<b>Vendor Contact:</b> Erica	<b>Phone Number:</b> 314-345-4463
<b>Justification Information</b>	
<b>1. Why the uniquely specified goods are required?</b>	
College Summit will provide training and 550 copies of their "Launch" career readiness materials, to be used by our 6 high school counselors, from October 1, 2012 through June 30, 2013.	
<b>2. Why good or services available from other vendors /competitors are not acceptable?</b>	
The HSGI grant will utilize College Summit's Launch Program to help reduce the dropout rate in the six grant high schools. The college ready planning curriculum of Launch will help our junior students develop five core competencies needed to explore and identify their future goals and understand how high school is relevant for them to stay in school. In addition, these unique materials will assist counselors in the delivery of the state required comprehensive guidance program required for the grant and MSIP. College Summit will train and work closely with counselors to help unlock their college readiness Launch materials. The College Summit's Launch materials for juniors will help prepare students for the College Summit senior planning experience.	
<b>3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)</b>	
The College Summit Launch Curriculum and training is produced exclusively by College Summit Inc.	
<b>4. List the Names of other Vendors contacted &amp; Price Quotes:</b>	
None, given the unique nature of the College Summit curriculum.	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
<b>Your sole source request will not be approved without the required signatures below:</b>	
 Department Head	 Date
CFO	Date
Superintendent	Date

## Sole Source Checklist

1. Check one of the following:

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

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

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

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

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

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

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

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

- Document a search for additional suppliers.

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

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

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

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

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

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

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

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

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

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

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

- Complete Emergency Purchase Form.

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

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





# BOARD RESOLUTION

Date: April 12, 2013

Agenda Item : 05-09-13-02

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved:  
Contract Increase/Decrease

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

Previous Board Resolution # 06-26-12-42

Prior Year Cost \$120,000

**SUBJECT:** To approve the amendment of Board Resolution 06-26-12-42 for Belcan InfoServices to provide temporary technical personnel to be used in the Technology Department to support intranet, email accounts, and server administration. The increase is due to limited resources related to SAP support and Kronos upgrade, and the incorporation of Xerox quotas in all schools. The additional amount needed will not exceed \$61,000. The total cost of the contract will not exceed \$181,000.00.

**BACKGROUND:** Belcan InfoServices specializes in providing temporary and direct hire technical personnel. As a result of continued changes in staffing in the Technology Department, a continued need has been identified for an individual(s) with the technical knowledge to support the SLPS intranet, email accounts and assist with server administration along with SAP and other database work.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.A

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

Fund Source: 981-75-110-2828-6319	GOB	Requisition #: 10130165
Amount: \$61,000		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$61,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600013993

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





# BOARD RESOLUTION

Date: April 16, 2013

Agenda Item : 05-09-13-03

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved:  
Contract Increase/Decrease

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

Prior Year Cost            \$561,760.00

**SUBJECT:** To approve the amendment of Board Resolution 7-10-12-25 for Supplemental Health Care to provide private nursing services for an additional dollar limitation of \$154,316.00. The original approved dollar limitation of \$361,760.00 did not allow for cost to service additional Special Education students. If this request is granted, the total dollar amount for this contract will now be \$516,076.00 for the current fiscal year.

**BACKGROUND:** Supplemental Health Care will provide nursing services to students including Early Childhood Special Education as described in the Individual Education Program (IEPs). The original board resolution approved contracts with Supplemental Health Care for a total cost of \$361,760. Only Supplemental Health Care has been utilized for this service.

Accountability Plan Goals: Goal I: Student Performance

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

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

Fund Source: 840-00-223-1243-6319	Non-GOB	Requisition #:
Amount: \$289,724		
Fund Source: 828-MZ-140-2132-6319	Non-GOB	Requisition #:
Amount: \$226,352		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$516,076.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600013310

Department: Early Childhood Special

Requestor: Sheryl Davenport

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

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

  
Angela Banks, Budget Director

  
Leon Fisher, CFO/Treasurer

  
Dr. Kelvin R. Adams, Superintendent





 **BOARD RESOLUTION**

Date: April 12, 2013

Agenda Item : 05-09-13-04

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved:  
Contract Increase/Decrease

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

Previous Board Resolution # 07-10-12-26  
\$1,925,872.00

**SUBJECT:** To approve the amendment of Board Resolution 07-10-12-26 for private placement services with multiple vendors, to increase the total dollar limitation by \$720,923.00. The original approved dollar limitation of \$1,925,872.00 did not allow for cost to serve additional students . If this request is granted, the total dollar amount for these services will now be \$2,646,845.00 for the current year.

**BACKGROUND:** Private placement services will be provided to students as described in their Individual Education Programs (IEP) on an "as needed" basis. Services are to include screenings for evaluations, participation in diagnostic staffing, IEP development and implementation. All services are to be provided at locations and times as directed by the Office of Special Education. The agencies that require amendment are listed below.

Annie Malone-Emerson Academy, Epworth, Logos School and Edgewood.

Accountability Plan Goals: Goal I: Student Performance

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

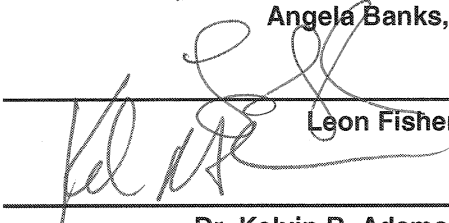
**FUNDING SOURCE:** (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

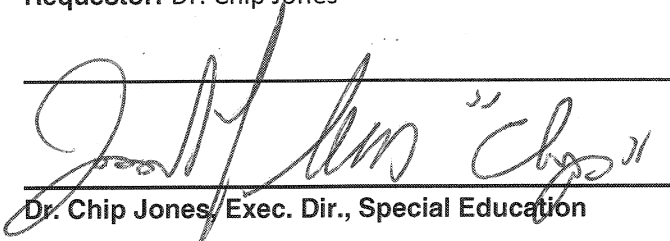
Fund Source: 828-00-272-2132-6311	Non-GOB	Requisition #:
Amount: \$2,646,845.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$2,646,845.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: Various

Department: Special Education

Requestor: Dr. Chip Jones

  
Angela Banks, Budget Director

  
Leon Fisher, CFO/Treasurer

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

Dr. Kelvin R. Adams, Superintendent





# BOARD RESOLUTION

Date: April 17, 2013

Agenda Item : 05-09-13-05

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. James L. Henderson, Chief Human Resources Officer

Action to be Approved: Contract Amendment

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

Previous Board Resolution # 09-27-12-15

Prior Year Cost \$45,000

**SUBJECT:** To approve the amendment of Board Resolution 09-27-12-15, a contract with Concentra Medical Centers, to increase the cost by \$10,000. This increase will cover the cost of pre-employment screening, TB skin tests, and for cause drug testing as needed for potential new hires. This amendment also requests to include additional services for pre-employment drug testing and fit for duty exams. If approved, the total cost of the contract will now be \$55,000. The period of services remain the same 7/1/12 to 6/30/13.

**BACKGROUND:** With changes in testing for new employees and the desire to begin hiring for the 2013-14 year at an earlier date, the cost will more than likely exceed the \$45,000 originally requested.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: 111.B

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

Fund Source: 990-00-110-2832-6358	GOB	Requisition #: 10130411
Amount: \$10,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$10,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600006326

Department: Human Resources

Requestor:

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





# BOARD RESOLUTION

Date: April 15, 2013

Agenda Item : 05-09-13-06

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)

St. Statute

**SUBJECT:** Request approval of final bus route for the FY12-13 school year. The report detailing the bus routes is available in the Transportation Department office.

**BACKGROUND:** As stipulated in the Department of Elementary and Secondary Education School Transportation Administrator's Handbook; title 5, 5CSR 30-261.00 requirements for the Operation of School Buses; Paragraph 1B;

"School bus routes over which school buses travel shall be approved by public school district board of education action for its initial approval (agenda item 10-18-12-05) and for the final approval of modifications made during the school year no later than the end of June."

School bus routes are established at the beginning of the school year and adjusted during the year to accommodate changes because of mobility of the students, enrollment, and ridership. The final school bus routes for the 12-13 school year are located in the Transportation Department office. In the St. Louis Public Schools, over 20,000 are eligible for school bus transportation. There were 302 bus routes established at the beginning of the school year and 305 at the end of the school year.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.F

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

Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$ 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





# BOARD RESOLUTION

Date: April 17, 2013

Agenda Item : 05-09-13-04

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)

**SUBJECT:** To approve the revision to the FY12-13 School Calendar.

**BACKGROUND:** On April 12, 2012, the FY12-13 School Calendar was approved by the Special Administrative Board (resolution number 04-12-12-01). Due to inclement weather in the months of February (February 21st and 22nd) and March (March 25th), three (3) days of school were not held which reduced the academic year to 173 days. Missouri Revised Statutes Chapter 171 Section 171.031 requires "a minimum term of at least one hundred seventy-four days and one thousand forty-four hours of pupil attendance." In order to meet the state required days and hours of instruction for a school year and end school on May 24, 2013 as originally adopted, it is recommended that May 17, 2013 be changed from a Record Keeping Day to a regular day of school with students in attendance. A survey was conducted of all staff members and the response was overwhelmingly in favor (95%) of this change.

**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: 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 2012-2013 Academic Year Calendar

WK	S	M	T	W	Th	F	Sa		Teachers	Students	
								<b>July '12</b>		Teachers 0 /Students 0	
	22	SRW	24	25	26	27	28	23 11 Month Staff Returns to Work			
	29	SRW	31					30 10.5 Month Staff Returns to Work			
				1	2	3	4	<b>August '12</b>		Teachers 20 /Students 15	
	1	SRW/OA	7	8	9	10	11	6 10 Month Staff Returns to Work		STAR reading and math Aug 14 - Sept 10	
<b>1</b>	12	<b>FCD</b>	14	15	16	17	18	6-10 Opening Activities Days (2 District-wide Professional Development; 2 Classroom Prep., 1 Principal's Day)			
<b>2</b>	19	20*	21	22	23	24	25	<b>13 First Class Day</b>		W- APT testing new ELLs first 20 days of school	
<b>3</b>	26	27	28	29	30	31		20* Early Childhood/Early Childhood Special Ed. begins		EXPLORE/PLAN Aug 27-Sept 20	
							1	<b>September '12</b>		Teachers 20 /Students 18	
<b>4</b>	2	H	4	5	6	7	8	3 Holiday-Labor Day District Closed			
<b>5</b>	9	10*	11	12	13	PR	15	10-14 Open House Week		ACT Sept 8	
<b>6</b>	16	17	18	19	20	PD	22	14 Interim Progress Reports for Quarter 1		ACUITY A Sept 5-7	
<b>7</b>	23/30	24	25	26	27	28	29	21 Professional Development (no students)		TN3 Sept 24-28	
<b>8</b>		1	2	3	4	5	6	<b>October '12</b>		Teachers 23 /Students 21	
<b>9</b>	7	8	9	10	11	PD	13	11 Quarter 1 ends 42 days/270.90 hours		HS BM1 Oct 8-18	
<b>10</b>	14	SQ*	16	17	18	PCD*	20	12 Professional Development (no students)		ACT Oct 27	
<b>11</b>	21	22	23	24	25	26	27	15 Second Quarter begins			
<b>12</b>	28	29	30	31				19 *Parent Conferences (no students) Conferences to be held 3 hrs. after school on 10/18 and 3.5hrs. morning 10/19			
					1	PD	3	<b>November '12</b>		Teachers 22/Students 17	
<b>13</b>	4	5	6	7	8	9	10	2 Professional Development (no students)		ACUITY B Nov 27-29	
<b>14</b>	H	H	13	14	15	PR	17	12 Holiday-Veteran's Day District Closed		STAR reading and math Nov 5-30	
<b>15</b>	18	19	20	21/NS*	H	H	24	16 Interim Progress Reports for Quarter 2		21* No School for non 12 month staff	
<b>16</b>	25	26	27	28	29	30		21 12 Month Staff Works/Schools Closed		22-23 Holiday-Thanksgiving District Closed	
							1	<b>December '12</b>		Teachers 21/Students 15	
<b>17</b>	2	3	4	5	6	7	8	21 Quarter 2 ends 44 days/283.8 hours		ACT Dec 8	
<b>18</b>	9	10	11	12	13	14	15	24-25 Holiday-Christmas District Closed		HS BM2 Dec 3-20	
<b>19</b>	16	17	18	19	20	21	22	26-31 Winter Break (no school)		Fall EOC testing Dec Graduates TBD	
<b>20</b>	23	H	H	WB	WB	WB	29			STAR reading and math Jan 7-29	
	30	WB						<b>First Semester 86 days/554.7 hours</b>			
<b>21</b>			H	RK	TQ/CR	4	5	<b>January '13</b>		Teachers 23 /Students 19	
<b>22</b>	6	7	8	9	10	11	12	1 Holiday-New Year's Day District Closed		AM GOV EOC Jan 22 -28	
<b>23</b>	13	14	15	16	17	PD	19	2 Record Keeping (no students)		MAP-A 1st set Jan 7 to Feb 1	
<b>24</b>	20	H	22	23	24	25	26	3 Third Quarter/Classes Resume		ACCESS ELL Jan 7 to Feb 25	
<b>25</b>	27	28	29	30	31			18 Professional Development (no students)		21 Holiday-Martin Luther King Day District Closed	
							1	<b>February '13</b>		Teachers 20 /Students 16	
<b>26</b>	3	4	5	6	7	PR	9	21-22-No School-Snow Day			
<b>27</b>	10	11	12	13	14	PD	16	8 Interim Progress Reports for Quarter 3		ACUITY C Jan 29-31	
<b>28</b>	17	H	19	20	SN	SN	23	15 Professional Development (no students)		MAP-A 2nd set Feb 4 to Mar 1	
<b>29</b>	24	25	26	27	28			18 Holiday-President's Day District Closed		ACT Feb 9	
							1	<b>March '13</b>		Teachers 21 /Students 13	
<b>30</b>	3	4	5	6	7	8	9	25-No School-Snow Day			
<b>31</b>	10	FQ*	12	13	14	PCD*	16	8 Quarter 3 ends 41 days/264.45 hours		TN3 SB319 Reading testing GR 3/4 March 25-28	
<b>32</b>	17	SB	SB	SB	SB	SB	23	11 Fourth Quarter begins		HS BM3 Mar 4-14	
<b>33</b>	24	SN	26	27	28	29/NS*	30	15 *Parent Conferences (no students) Conferences to be held 3 hrs. after school on 03/14 and 3.5hrs. morning 03/15			
	31							18-22 Spring Break (no school)		29* No School for non 12 month staff: 12 Month Staff Works/Schools Closed	
								CTE Technical Skills Assessment March 11-15		CTE Technical Skills Assessment March 25-29	
<b>34</b>		1	2	3	4	5	6	<b>April '13</b>		Teachers 22 /Students 22	
<b>35</b>	7	8	9	10	11	PR	13	12 Interim Progress Reports for Quarter 4		Eng/ Am Gov EOC April 15-23	
<b>36</b>	14	15	16	17	18	19	20	MAP GLA testing April 1 to 19		ACT DCST April 23	
<b>37</b>	21	22	23	24	25	26	27	CTE Technical Skills Assessment April 1-5		Alg/BIO EOC April 29- May 7	
<b>38</b>	28	29	30					ACT April 13			
				1	2	3	4	<b>May '13</b>		Teachers 18 /Students 17	
<b>39</b>	5	6	7	8	9	10	11	28-31 Snow Days			
<b>40</b>	12	13	14	15	16	17	18	<b>24 Last Class Day/Quarter 4 ends 47 days/303.15 hours</b>			
<b>41</b>	19	20	21	22	23	24	25	24 Last Day 10 Month		31* Last Day 10.5 Month Employees	
	26	H	SN	SN	SN	31/NS*		27 Holiday-Memorial Day District Closed		TN3 GR Kg-2 May 6 -10	
								STAR reading and math May 1-16		AP testing May 6 to 17	
								<b>Second Semester Totals 88 days/567.6 hours</b>			
							1	<b>June '13</b>		Teachers 9 /Students 9	
	2	3/SN	4/SN	5	6	7*	8	3-4 Snow Days		ACT June 8	
	9	10	11	12	13	14	15	3-28 Summer School		Summer EOC testing June 24 to 28	
	16	17	18	19	20	21	22	7 Last Day for 11 Month Employees			
	23/30	24	25	26	27	28	29				
		1	2	3	H	5	6	<b>July '13</b>		Teachers 0 /Students 0	
	7	8	9	10	11	12	13	4 Holiday-Independence Day			
	14	15	16	17	18	19	20				
	21	22	23	24	25	26	27				
	28	29	30	31							

**Totals for the 2012/2013 School Year 174 days; 1,122.3 hours;**

Student 174 days @ 6 hr. 27 min. (6.45/day)=1122.3

Teacher 210 Days (174 teaching days with students, 36 without students (4 days for winter break; 5 days for spring break; 9 holidays; 2 record keeping days; 2 no school days; 7 professional development days; 2 parent conference days; 2 classroom prep. days; 1 principal's day; 2 snow days))

█ First and Last Class Days  
█ Testing Dates







# BOARD RESOLUTION

Date: April 12, 2013

Agenda Item : 05-09-1308

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Graduation Calendar

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

**SUBJECT:** To approve the 2012-13 School calendar for graduating seniors.

**BACKGROUND:** To approve a school calendar for all graduating seniors that outlines their withdrawal date from school on the day of their graduation according to Section 171.029.1 RSMo. The dates and schools are attached.

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:

Requestor:

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent

## 2012-13 School Calendar for Graduating Seniors

<b>Nottingham CAJT</b>	May 10, 2013
<b>Soldan International Studies</b>	May 10, 2013
<b>Carnahan</b>	May 11, 2013
<b>Central VPA</b>	May 11, 2013
<b>Beaumont</b>	May 11, 2013
<b>Vashon</b>	May 11, 2013
<b>Sumner</b>	May 11, 2013
<b>Clyde C. Miller</b>	May 13, 2013
<b>Roosevelt</b>	May 13, 2013
<b>McKinley Classical Leadership</b>	May 14, 2013
<b>Cleveland NJROTC</b>	May 15, 2013
<b>Fresh Start</b>	May 17, 2013
<b>Gateway STEM</b>	May 17, 2013
<b>Northwest Academy of Law</b>	May 18, 2013
<b>Metro</b>	May 18, 2013
<b>College Prep @ Madison</b>	May 24, 2013





# BOARD RESOLUTION

Date: April 12, 2013

Agenda Item : 05-09-13-09

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 March 2013.

**BACKGROUND:** Per Board Regulation R3150.2, the SAB must approve the following transactions: 1) Budget transfers equal to or greater than \$50,000; 2) Budget transfers between funds; 3) Budget transfers involving meeting or travel expenses.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.D.

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

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

Department: Finance

Requestor:

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

Mary M. Houlihan, Dep. Supt., Operations

ST. LOUIS BOARD OF EDUCATION  
Monthly Budget Report  
Dates: 03-01-2013 - 03-31-2013  
Fiscal Year: 2012 - 2012

AS OF 04-16-2013

110-INCIDENTAL

1 SAP Hierarchy Doc #: 0502004626  
SAP Entry Doc #: 0502004421

From:	110-2411	-	400-00-110	-	6384	1,500.00-
	110-2411	-	400-00-110	-	6415	1,000.00-
	110-2411	-	400-00-110	-	6443	504.00-
	110-2411	-	400-00-110	-	6542	324.00-
To:	110-2411	-	400-00-110	-	6383	3,328.00

Control No: B  
From Amount: 3,328.00-  
To Amount: 3,328.00

Text: Funds for travel expenses for Tawana Hughes, Nyree Betts, and Andrea Crump to attend the ASCD Conference in Chicago, IL 3/15-18/13.

2 SAP Hierarchy Doc #: 0502004630  
SAP Entry Doc #: 0502004425

From:	110-2411	-	550-00-110	-	6381	1,000.00-
	110-2411	-	550-00-110	-	6384	716.50-
To:	110-2411	-	550-00-110	-	6383	1,716.50

Control No: B  
From Amount: 1,716.50-  
To Amount: 1,716.50

Text: travel: LaKena Curtis ASCD Chicago, IL 3/13 - 15

3 SAP Hierarchy Doc #: 0502004707  
SAP Entry Doc #: 0502004476

From:	110-2411	-	183-00-110	-	6384	502.80-
To:	110-2411	-	183-00-110	-	6383	502.80

Control No: B  
From Amount: 502.80-  
To Amount: 502.80

Text: Funds for Derrick Mitchell to attend HOPE Foundation 2013 National Forum on School Improvement in Washington, D.C. 4/11-13/2013.

Monthly Budget Report  
 Dates: 03-01-2013 - 03-31-2013  
 Fiscal Year: 2012 - 2012

4 SAP Hierarchy Doc #: 0502005274  
 SAP Entry Doc #: 0502005012

From:	110-2411	-	144-00-110	-	6364	365.40-
	110-2411	-	144-00-110	-	6381	35.00-
	110-2411	-	144-00-110	-	6384	31.57-
To:	110-2411	-	144-00-110	-	6384	150.00
	110-2411	-	144-00-110	-	6383	281.97

Control No: B  
 From Amount: 431.97-  
 To Amount: 431.97  
 Text: Transferring funds for travel and security for prom and graduation.  
 CONFERENCE TRAVEL INFORMATION: Track Team + 4 Adults / May 16 - 18,  
 2013 / Lincoln University, Jefferson City, MO

5 SAP Hierarchy Doc #: 0502005242  
 SAP Entry Doc #: 0502004983

From:	110-2832	-	990-00-110	-	6386	63.00-
To:	110-2832	-	990-00-110	-	6383	63.00

Control No: B  
 From Amount: 63.00-  
 To Amount: 63.00  
 Text: to cover voucher for Linda Riekes, University of Michigan Teacher  
 Recruitment Fair, Detroit, Michigan, 4/17 - 19/2013

6 SAP Hierarchy Doc #: 0502005263  
 SAP Entry Doc #: 0502005004

From:	110-2832	-	990-00-110	-	6319	1,150.00-
To:	110-2832	-	990-00-110	-	6384	550.00
	110-2832	-	990-00-110	-	6383	600.00

Control No: B  
 From Amount: 1,150.00-  
 To Amount: 1,150.00  
 Text: to cover recruitment fair Carole Fields 3/3 - 5/2013 Manhattan, KS &  
 Lawrence, KS University of Kansas and Kansas State University and  
 FMLA Boot Camp meetings

ST. LOUIS BOARD OF EDUCATION  
Monthly Budget Report  
Dates: 03-01-2013 - 03-31-2013  
Fiscal Year: 2012 - 2012



ST. LOUIS BOARD OF EDUCATION  
Monthly Budget Report  
Dates: 03-01-2013 - 03-31-2013  
Fiscal Year: 2012 - 2012

120-INCIDENTAL

1 SAP Hierarchy Doc #: 0502005243  
SAP Entry Doc #: 0502004984

From: 110-2321 - 810-00-110 - 6411 41.97-  
To: 120-2321 - 810-00-120 - 6261 0.76  
120-2321 - 810-00-120 - 6231 2.93  
120-2321 - 810-00-120 - 6143 38.28

Control No: B  
From Amount: 41.97-  
To Amount: 41.97

Text: funds required to cover Extra Service for J Gregorc (15143)

2 SAP Hierarchy Doc #: 0502004739  
SAP Entry Doc #: 0502004506

From: 110-2327 - 843-00-110 - 6411 1,362.12-  
To: 120-2327 - 843-00-120 - 6261 24.85  
120-2327 - 843-00-120 - 6231 95.03  
120-2327 - 843-00-120 - 6143 1,242.24

Control No: B  
From Amount: 1,362.12-  
To Amount: 1,362.12

Text: additional funds required to cover negative

3 SAP Hierarchy Doc #: 0502004742  
SAP Entry Doc #: 0502004509

From: 110-2411 - 560-00-110 - 6164 1,000.00-  
110-2411 - 560-00-110 - 6384 399.13-  
120-2411 - 560-00-120 - 6261 25.52  
120-2411 - 560-00-120 - 6231 97.61  
120-2411 - 560-00-120 - 6143 1,276.00

Control No: B  
From Amount: 1,399.13-  
To Amount: 1,399.13

Text: additional funds required to cover negative and fund through end of

AS OF 04-16-2013

ST. LOUIS BOARD OF EDUCATION  
Monthly Budget Report  
Dates: 03-01-2013 - 03-31-2013  
Fiscal Year: 2012 - 2012

year

233-TITLE I IASA 02-03

1 SAP Hierarchy Doc #: 0502004627  
SAP Entry Doc #: 0502004422

From:	233-1127	-	400-AM-233	-	6443	3,000.00-
To:	233-1127	-	400-AM-233	-	6383	3,000.00

Control No: B

From Amount: 3,000.00-  
To Amount: 3,000.00

Text: Funds for travel expenses for Symantha Betts and Lynda Beard-Wesley  
to attend the ASCD Conference in Chicago, IL 3/15-18/13.

ST. LOUIS BOARD OF EDUCATION  
Monthly Budget Report  
Dates: 03-01-2013 - 03-31-2013  
Fiscal Year: 2012 - 2012

AS OF 04-16-2013

292-MINI FEDERAL 97-98

1 SAP Hierarchy Doc #: 0502005225  
SAP Entry Doc #: 0502004966

259,848.00-  
259,848.00

From: 292-1127 - 814-UG-292 - 6411  
To: 292-1127 - 814-UG-292 - 6443

Control No: B  
From Amount: 259,848.00-  
TO Amount: 259,848.00

Text: Transfer to accommodate planned technology purchases.

AS OF 04-16-2013

ST. LOUIS BOARD OF EDUCATION

Monthly Budget Report

Dates: 03-01-2013 - 03-31-2013

Fiscal Year: 2012 - 2012

293-MINI FED PROG 02-03

1 SAP Hierarchy Doc #: 0502004681  
SAP Entry Doc #: 0502004452

From:	293-1663	- 827-W5-293	- 6319	1,800.00-
	293-1663	- 827-W5-293	- 6319	1,500.00-
	293-1663	- 827-W5-293	- 6319	1,050.00-
	293-1663	- 827-W5-293	- 6342	1,000.00-
	293-1663	- 827-W5-293	- 6386	1,000.00
	293-1663	- 827-W5-293	- 6411	1,050.00
	293-1663	- 827-W5-293	- 6383	1,500.00
	293-1663	- 827-W5-293	- 6384	1,800.00

To:

Control No: B

From Amount:

5,350.00-

To Amount:

5,350.00

Text: Transfer to cover travel to MAACCE conference Osage Beach, MO June 18  
- 21 Judith King, Denise Ross, Karen Austin-Lindsey and end of year  
activity for STEM and to purchase supplies.

2 SAP Hierarchy Doc #: 0502005230  
SAP Entry Doc #: 0502004971

From:	293-2214	- 819-UG-293	- 6111	122,400.00-
	293-2214	- 819-UG-293	- 6211	17,748.00-
	293-2214	- 819-UG-293	- 6231	9,363.60-
	293-2214	- 819-UG-293	- 6241	7,289.27-
	293-2214	- 819-UG-293	- 6261	2,448.00-
	293-2214	- 819-UG-293	- 6245	362.88-
	293-2214	- 819-UG-293	- 6242	289.01-
	293-2214	- 819-UG-293	- 6246	191.40-
	293-2214	- 819-UG-293	- 6243	99.00-
	293-2214	- 819-UG-293	- 6244	18.36-
	293-2326	- 819-UG-293	- 6244	18.36
	293-2326	- 819-UG-293	- 6243	99.00
	293-2326	- 819-UG-293	- 6246	191.40
	293-2326	- 819-UG-293	- 6246	289.01
	293-2326	- 819-UG-293	- 6242	362.88

To:

ST. LOUIS BOARD OF EDUCATION  
 Monthly Budget Report  
 Dates: 03-01-2013 - 03-31-2013  
 Fiscal Year: 2012 - 2012

293-2326	- 819-UG-293	- 6261	2,448.00
293-2326	- 819-UG-293	- 6241	7,289.27
293-2326	- 819-UG-293	- 6231	9,363.60
293-2326	- 819-UG-293	- 6211	17,748.00
293-2326	- 819-UG-293	- 6111	122,400.00

B

Control No:

From Amount:

To Amount:

Text: CORRECT NEGATIVE EXPENDITURES.

160,209.52-

160,209.52

AS OF 04-16-2013

ST. LOUIS BOARD OF EDUCATION  
Monthly Budget Report  
Dates: 03-01-2013 - 03-31-2013  
Fiscal Year: 2012 - 2012  
Fund Summary - Transfers Only

Fund Total From 110-INCIDENTAL	:	9,995.49-
To 110-INCIDENTAL	:	7,192.27
Fund Total From 120-TEACHERS FUND	:	0.00
To 120-TEACHERS FUND	:	2,803.22
Fund Total From 233-TITLE I IASA 02-03	:	3,000.00-
To 233-TITLE I IASA 02-03	:	3,000.00
Fund Total From 292-MINI FEDERAL 97-98	:	259,848.00-
To 292-MINI FEDERAL 97-98	:	259,848.00
Fund Total From 293-Minifed 1213	:	165,559.52-
To 293-Minifed 1213	:	165,559.52
District Total From	:	438,403.01-
To	:	438,403.01







# BOARD RESOLUTION

Date: April 16, 2013

Agenda Item : 05-09-13-10

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

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

Previous Board Resolution # 07-10-12-03

Prior Year Cost \$72,500.00

**SUBJECT:** To approve the expenditure of up to \$72,500.00 to support the 2013/2014 Back to School Festival. The Festival will be held on Saturday, August 3, 2013 at Chaifetz Arena. All applicable laws and District policies in the expenditure of the requested funds will be followed.

**BACKGROUND:** The Back to School Festival has been held annually in recent years two weeks prior to the opening day of school to retain and recruit students and to assure maximum enrollment on the first day. The funds will be spent on the Arena, backpacks, supplies, and other professional services. The Festival is a joint effort between SLPS and the St. Louis Community Empowerment Foundation and the Urban League.

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

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

Fund Source: Various	GOB	Requisition #:
Amount: \$72,500		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$72,500.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: Various

Department: Community Education

Requestor: John Windom

\_\_\_\_\_

John Windom, Exec. Director, Full Service Schools

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

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

Dr. Kelvin R. Adams, Superintendent





# BOARD RESOLUTION

Date: April 16, 2013

Agenda Item : 05-09-13-11

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Althea Albert-Santiago, Director, Food Service

Action to be Approved: Meal Price Increase

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

Previous Board Resolution # 05-03-12-25

**SUBJECT:** To approve payment of \$2,982.70 from GOB to the food service account to avoid increasing the price for paid meals by \$.05 for the 2013-14 school year.

**BACKGROUND:** Per the new Healthy Hunger-Free Kids Act of 2010, all schools are required to provide the same level of support for lunches served to students not eligible for Free & Reduced (i.e., paid lunches) as they are for lunches served to students eligible for free lunches. That amount for SLPS is \$2.59. SLPS will eventually be required to charge a minimum of \$2.59 for lunch (vs. current \$1.10/\$1.20/\$1.35) or subsidize this amount with non-Federal dollars. This is being phased in over a number of years (how long is still to be determined). The minimum required increase for SLPS for FY14 is \$.05 per meal which would impact 11% (2,955) of SLPS student population who do not qualify for F&R meals. We are recommending that SLPS not take this increase during 2013-14 and therefore be required to contribute \$2,982.70 from GOB to the food service account.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.G.

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: Food & Nutrition Service

Requestor:

Althea Albert-Santiago  
Althea Albert-Santiago, Director, Food Service

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

Angela Banks  
Angela Banks, Budget Director

Leon Fisher  
Leon Fisher, CFO/Treasurer

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

# SY 2013-14 Split Price and Non-Federal Calculator

[Go to Instructions](#)

SY 2013-14 Weighted Average Price Requirement	
Requirement price to the nearest cent	Optional price requirement ROUNDED DOWN to
\$ 1.21	\$ 1.20
<i>Note: Above prices are based on adjusting SY 2012-2013 price requirement by the 2% rate increase plus the Consumer Price Index</i>	

## SY 2012-13 Weighted Average Price Calculator

Enter the paid prices and number of paid lunches sold at each price for October 2012.

Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2011-12 Weighted Average Price
1. 19,940	\$ 1.10	\$ 21,934.00	
2. 6,314	\$ 1.20	\$ 7,576.80	
3. 3,573	\$ 1.35	\$ 4,823.55	
4.		\$ -	
5.		\$ -	
6.		\$ -	
7.		\$ -	
8.		\$ -	
9.		\$ -	
10.		\$ -	
<b>TOTAL 29,827</b>		<b>\$ 34,334.35</b>	<b>\$ 1.15</b>

*Note: SY 2012-13 Weighted Average Price equal to or above \$2.59 are compliant for SY 2013-14. \$2.59 is the difference between the Free and Paid reimbursement rates for SY 2012-13.*

<b>Total Price Increase for SY 2013-14</b>
\$ 0.05

<b>Required price increase for SY 2013-14 (with 10 cent cap)</b>
\$ 1.20

### New Price Increase

Enter the new price increase for SY2013-2014 to assist in meeting the requirement

\$ 0.05

## Non-Federal Source Contribution Calculator for SY 2013-14

Enter the total paid lunch count (for all prices).

\*\* Annual Non-Federal Source funds for SY2013-2014 are estimated based on the ACTUAL lunch count entered below

Enter annual # of Paid Lunches **	Total required Price Increase	TOTAL SY 2013-14 Annual Non-Federal Source Contribution	Price Increase Requirement for SY 2013-14 (with 10 cent cap)	SY 2013-14 Annual Non-Federal Source Contribution (with 10 cent cap)
29,827	\$ 1.15	\$ 34,301.05	\$ 0.10	\$ 2,982.70

*Note: Total price increase for SY 2013-2014 is based on the difference between the weighted average price entered above and SY 2013-2014 rounded DOWN requirement.*

Enter amount of Non-Federal Source Funds Contributed for SY 2011-12 and SY 2012-13	Annual Non-Federal Source Contribution Requirement for SY 2013-14	Remaining Annual Non-Federal Source Contribution carried forward to SY 2014-15	Remaining Credit carried forward to SY 2014-15
	\$ 2,982.70	\$ 34,301.05	\$ -





# BOARD RESOLUTION

Date: April 12, 2013

Agenda Item : 05-09-13-12

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

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 from Bedford, Freeman, and Worth Publishers for instructional materials for Advanced Placement Statistics for all the high schools in the St. Louis Public School District for 2013-2014 school year at a cost not to exceed \$6,552.00.

**BACKGROUND:** The Advanced Placement Statistics team met to review new books and have recommended that The Practice of Statistics is the best choice for three main reasons: 1) It has great design with layout, examples, problems, data sets, and graphics to help catch the eye and the attention of students, 2) It has very clear links to AP Statistics, so this text is not just a "higher level" version of a general statistics or "probability and statistics" text, and 3) It is a good "mantra" that will be easily memorable, and very useable, by our AP Statistics students: "State, Plan, Do, Conclude."

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: 816-V3-293-1151-6432	Non-GOB	Requisition #: 10133751
Amount: \$6,552.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$6,552.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600003164

Department: APIP

Requestor: ChanTam Trinh

Angela Banks, Budget Director

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

Leon Fisher, CFO/Treasurer

Dr. Nicole Williams, Dep. Supt., Academics

Dr. Kelvin R. Adams, Superintendent



# REQUEST FOR SOLE SOURCE PURCHASE

<b>Requestor: Dr. Dan Edwards</b>	<b>Date: March 1, 2013</b>
<b>Department / School: Secondary Education</b>	<b>Phone Number:</b>
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
<b>Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)</b>	
The Practice of Statistics, 4e	
<b>Vendor Name: Bedford, Freeman, &amp; Worth</b>	<b>Email: JNoll@bfwpub.com</b>
<b>Vendor Contact: Janice Noll</b>	<b>Phone Number: 866.843.3715</b>
<b>Justification Information</b>	
<b>1. Why the uniquely specified goods are required?</b>	
<ul style="list-style-type: none"> <li>• It has great design with layout, examples, problems, data sets, graphics, etc. to help catch the eye and the attention of students.</li> <li>• It has very clear links to AP Statistics, so this text is not just a "higher level" version of a general statistics or "probability and statistics" text.</li> <li>• It is a good "mantra" that will be easily memorable, and very useable, by our AP Stats students: "State, Plan, Do, Conclude."</li> </ul>	
<b>2. Why good or services available from other vendors /competitors are not acceptable?</b>	
This vendor will provide a complete set of teacher resource, free of charge, for every teacher currently teaching the course.	
<b>3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)</b>	
<b>4. List the Names of other Vendors contacted &amp; Price Quotes:</b>	
Brooks/Cole, Addison-Wesley	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
<b>Your sole source request will not be approved without the required signatures below:</b>	
ChanTam Trinh, APIP Project Coordinator	March 1, 2013
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

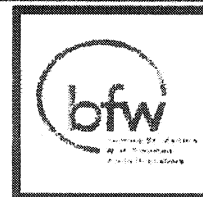
2. If the Sole Source Criteria is met, then complete the Sole Source Form;

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



**PRICE QUOTE\***

<b>To:</b> ChanTam Trinh PHD St. Louis Public Schools 801 N. 11th Street Saint Louis, MO 63101	<b>From:</b> Janice Noll Account Representative 300 American Metro Blvd, Ste 140. • Hamilton, NJ 08619 866-843-3715 ext 1715 <a href="mailto:jnoll@bfwpub.com">jnoll@bfwpub.com</a>
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Date: 2/25/13 9:53 AM

ISBN	Author	Title/Description	Price	Qty	Total
1429265094	Starnes	The Practice of Statistics, 4e	\$105.00	60	\$6,300.00
		<b>Please use code JN718 and the ISBNs below to receive gratis</b>			\$0.00
1429262567	Brown	Computerized Test Bank	\$200.00	3	\$0.00
1429262575	Brown	Printed Test Bank	\$80.00	3	\$0.00
1429262591	Tabor	Titanium Teacher's Binder	\$450.00	3	\$0.00
1429262540	Tabor	Teacher's Resource CD-ROM	\$400.00	3	\$0.00
1429262613	Cannon	Teacher's Solution Manual	\$100.00	3	\$0.00
					\$0.00
<b>Subtotal</b>					\$6,300.00
<b>Shipping 4%</b>					\$252.00
<b>TOTAL</b>					\$6,552.00

<b>If you have any questions, please contact:</b> Janice Noll High School Account Representative Bedford/St. Martin's, W.H. Freeman, & Worth Publishers Toll Free: 866-843-3715 Ext. 1715 Please fax Purchase Order to: 609-689-9097 Email: <a href="mailto:JNoll@bfwpub.com">JNoll@bfwpub.com</a>	<b>MPS Contact Information:</b> MPS 16365 James Madison Highway Gordonsville, VA 22942 Toll Free: 888-330-8477** **Press 1 for order entry then 3 for high school
--	---

\*Prices on this quote are good for 90 days. Please attach a copy of this price quote to your purchase order. Price increases occur each November (approximately)





# BOARD RESOLUTION

Date: April 12, 2013

Agenda Item : 05-09-13-13

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

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 from Bedford, Freeman, and Worth Publishers for instructional materials for Advanced Placement Environmental Science for all the high schools in the St. Louis Public School District for 2013-2014 school year at a cost not to exceed \$14,976.00.

**BACKGROUND:** The Advanced Placement Environmental Science team met to review new books and have recommended that Environmental Science for AP is the best choice for three main reasons: 1) At the end of each chapter there are multiple choice and free response questions that mirror the AP exam, 2) There are numerous boxes throughout the book that demonstrate how to do the math calculations that students are expected to know for the AP exam, and 3) Chapters are well organized with opening cases, checkpoints, and key ideas.

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: 816-V3-293-1151-6432	Non-GOB	Requisition #: 10133648
Amount: \$14,976.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$14,976.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600003164

Department: APIP

Requestor: Chan Tam Trinh

Angela Banks, Budget Director

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

Leon Fisher, CFO/Treasurer

4/15/2013  
Dr. Nicole Williams, Dep. Supt., Academics

Dr. Kelvin R. Adams, Superintendent



# REQUEST FOR SOLE SOURCE PURCHASE

<b>Requestor: Dr. Dan Edwards</b>	<b>Date: February 25, 2013</b>
<b>Department / School: Secondary Education</b>	<b>Phone Number:</b>
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
<b>Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)</b>	
Environmental Science for AP	
<b>Vendor Name: Bedford/Freeman/Worth Publishers</b>	<b>Email: JNoll@bfwpub.com</b>
<b>Vendor Contact: Janice Noll</b>	<b>Phone Number: 866.843.3715</b>
<b>Justification Information</b>	
<b>1. Why the uniquely specified goods are required?</b>	
<ol style="list-style-type: none"> <li>1. At the end of each chapter, there are multiple choice and free response questions that mirror the AP exam.</li> <li>2. There are numerous boxes throughout the book that demonstrate how to do the math calculations that students are expected to know for the AP exam.</li> <li>3. Chapters are well organized with opening cases, checkpoints, and key ideas. At the end of the chapter there is a chapter summary of the key ideas.</li> </ol>	
<b>2. Why good or services available from other vendors /competitors are not acceptable?</b>	
This vendor will provide a complete set of teacher resource, free of charge, for every teacher currently teaching the course.	
<b>3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)</b>	
<b>4. List the Names of other Vendors contacted &amp; Price Quotes:</b>	
Pearson, Brooks/Cole	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
<b>Your sole source request will not be approved without the required signatures below:</b>	
ChanTam Trinh, APIP Project Coordinator	February 25, 2013
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:

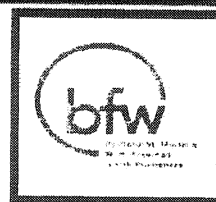
- Complete Emergency Purchase Form

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.

**PRICE QUOTE\***

<b>To: ChanTam Trinh</b> St Louis Public Schools 801 N. 11th Street St. Louis, MO 63101	<b>From: Janice Noll</b> Sales Representative 300 American Metro Blvd, Ste 140. • Hamilton, NJ 08619 866-843-3715 ext 1715 <a href="mailto:jnoll@bfwpub.com">jnoll@bfwpub.com</a>
--	---



Date: 2/25/13 1:34 PM

ISBN	Author	Title/Description	Price	Qty	Total
071673849X	Friedland	Environmental Science for AP	\$120.00	120	\$14,400.00
		Put code JN718 on p/o along with Instructor Resources and ISBNs to receive gratis items			\$0.00
142927042X	Barlaz	Computerized Test Bank	\$200.00	6	\$0.00
1429270411	Friedland	<b>Printed Test Bank</b>	\$80.00	6	\$0.00
1429270470	Draper	Teacher Resource Binder	\$450.00	6	\$0.00
1429270462	Friedland	Teacher Resource CD-ROM	\$400.00	6	\$0.00
					\$0.00
					\$0.00
					\$0.00
<b>Subtotal</b>					\$14,400.00
<b>Estimated shipping @ 4%</b>					\$576.00
<b>TOTAL</b>					\$14,976.00

<b>If you have any questions, please contact:</b> Janice Noll High School Account Representative Bedford/St. Martin's, W.H. Freeman, & Worth Publishers Toll Free: 866-843-3715 Ext. 1715 Please fax Purchase Order to: 609-689-9097 Email: <a href="mailto:JNoll@bfwpub.com">JNoll@bfwpub.com</a>	<b>MPS Contact Information:</b> MPS 16365 James Madison Highway Gordonsville, VA 22942 Toll Free: 888-330-8477** **Press 1 for order entry then 3 for high school
--	---

\*Prices on this quote are good for 90 days. Please attach a copy of this price quote to your purchase order. Price increases occur each November (approximately)





# BOARD RESOLUTION

Date: April 12, 2013

Agenda Item : 05-09-13-14

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Purchase of Good (s)

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

Previous Board Resolution # 07-10-12-33

Prior Year Cost \$24,736.00

**SUBJECT:** To approve a sole source purchase from the College Board/AP Exams for the payment of the 2013 AP Testing fees for (AP) Advanced Placement Exams for the 2013 test period at a cost not to exceed \$30,000. The cost increase from last year was due to fewer free and reduced students and additional tests are needed.

**BACKGROUND:** The District has been supporting the AP program since 2007. Since the testing process is the culminating experience, we would like to continue the support of our college bound students with the opportunity to achieve college credit while in high school by taking the AP exams.

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: 816-V3-293-1151-6412	Non-GOB	Requisition #: 10133989
Amount: \$30,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$30,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600002136

Department: APIP

Requestor: Dr. Dan Edwards

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

  
Dr. Nicole Williams, Dep. Supt., Academics

  
Angela Banks, Budget Director

  
Leon Fisher, CFO/Treasurer

  
Dr. Kelvin R. Adams, Superintendent





# REQUEST FOR SOLE SOURCE PURCHASE

<b>Requestor:</b> Dr. Dan Edwards	<b>Date:</b> March 14, 2013
<b>Department / School:</b> APIP	<b>Phone Number:</b> 314-345-2488
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
<b>Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)</b>	
<b>Vendor Name:</b> College Board/AP Exams	<b>Email:</b>
<b>Vendor Contact:</b> ETS Service	<b>Phone Number</b> 610-290-8979
<b>Justification Information</b>	
<b>1. Why the uniquely specified goods are required?</b>	
When Advanced Placement students complete their courses in May, they are expected to take the AP exam in order to receive college credit. These funds are necessary to support our AP students. AP exams serve as a culminating activity of the AP classes.	
<b>2. Why good or services available from other vendors /competitors are not acceptable?</b>	
AP Exams are the sole product of College Board.	
<b>3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)</b>	
N/A	
<b>4. List the Names of other Vendors contacted &amp; Price Quotes:</b>	
N/A	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
<b>Your sole source request will not be approved without the required signatures below:</b>	
Department Head	Date
CFO	Date
Superintendent	Date

## Sole Source Checklist

### 1. Check one of the following:

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

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

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

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

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

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

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

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

- Document a search for additional suppliers

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

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

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

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

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

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

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

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

- Sole supplier (i.e. Regional Distributor)

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

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

- Complete Emergency Purchase Form

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

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



# ADVANCED PLACEMENT INCENTIVE PROGRAM

## 2012-2013 TESTING FEES ESTIMATE

School code	School Name	# Tests ordered	Approx. Cost
262930	Beaumont	14(14FR)	\$0.00
263119	Mel Carnahan	210 (210FR)	\$0.00
263118	Central VPA	109 (64FR)	\$3,645.00
262971	Cleveland NJROTC	80 (59FR)	\$1,701.00
263099	Clyde C. Miller	98 (78FR)	\$1,620.00
q262949	Gateway STEM	276 (200FR)	\$6,156.00
262994	Metro	165 (31FR)	\$10,854.00
263104	McKinley	59 (25FR)	\$1,944.00
262929	Northwest	70 (69FR)	\$81.00
262984	Soldan	171 (142FR)	\$2,349.00
263100	Sumner	72 (72FR)	\$0.00
263020	Theodore Roosevelt	65(50)	\$1,215.00
263110	Vashon	8 (8FR)	\$0.00
New school	College Prep	31 (29FR)	\$162.00
<b>EST. TOTAL</b>			<b>\$29,727.00</b>

\*FR: Total number of exams qualifying for AP Exam fee reductions





# BOARD RESOLUTION

Date: April 12, 2013

Agenda Item: 05-09-13-15

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

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 from Pearson for instructional materials for Advanced Placement Biology for all the high schools in the St. Louis Public School District for 2013-2014 school year at a cost not to exceed \$18,564.17.

**BACKGROUND:** The Advanced Placement Biology team met to review new books and have recommended that Campbell Biology is the best choice for three main reasons: 1) It covers the materials more thoroughly than the others, 2) It provides highest DOK level questions in student and teacher resources, and 3) It has the best end of section reviews for students.

Accountability Plan Goals: Goal I: Student Performance

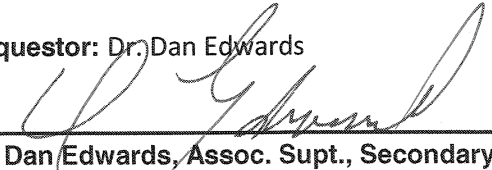
Objective/Strategy: 4

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

Fund Source: 816-V3-293-1151-6432	Non-GOB	Requisition #: 10133649
Amount: \$18,564.17		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$18,564.17	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600001985

Department: APIP


Requestor: Dr. Dan Edwards

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

 4/15/2013  
Dr. Nicole Williams, Dep. Supt., Academics

  
Angela Banks, Budget Director

  
Leon Fisher, CFO/Treasurer

  
Dr. Kelvin R. Adams, Superintendent



# REQUEST FOR SOLE SOURCE PURCHASE

<b>Requestor: Dr. Dan Edwards</b>	<b>Date: February 25, 2013</b>
<b>Department / School: Secondary Education</b>	<b>Phone Number:</b>
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
<b>Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)</b>	
Campbell Biology 9E	
<b>Vendor Name: Pearson</b>	<b>Email: Tammy.Tvetene@Pearson.com</b>
<b>Vendor Contact: Tammy Tvetene</b>	<b>Phone Number: 314-619-8846</b>
<b>Justification Information</b>	
<b>1. Why the uniquely specified goods are required?</b>	
<ul style="list-style-type: none"> <li>• Covers the material more thoroughly than the others.</li> <li>• Highest DOK level questions in student &amp; teacher resources.</li> <li>• Best end of section reviews for students.</li> </ul>	
<b>2. Why good or services available from other vendors /competitors are not acceptable?</b>	
This vendor will provide a complete set of teacher resource, free of charge, for every teacher currently teaching the course. The student edition comes with Pearson eText-6-year access.	
<b>3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)</b>	
<b>4. List the Names of other Vendors contacted &amp; Price Quotes:</b>	
Brooks/Cole, Freeman	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
<b>Your sole source request will not be approved without the required signatures below:</b>	
ChanTam Trinh, APIP Project Coordinator	February 25, 2013
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.

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

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- 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:

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**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.

## Campbell Biology 9e SLPS 2\_13

### School Information:

ST LOUIS CITY PUBLIC SCH DIST

801 N 11th St

SAINT LOUIS, MO 63101

Purchase Summary		
Description	Amount Free	Amount Charged
Campbell: Biology 2011	\$5,128.70	\$17,189.05
Subtotal	\$5,128.70	\$17,189.05
8% Shipping & Handling		\$1,335.13
Total		\$18,564.17

- \* Prices effective through Sept. 30, 2013.
- \*\* Prices do not include applicable taxes.
- \*\*\* Titles are subject to change without notice.

To Order:  
 Curriculum Customer Service  
 Email: [k12cs@cs.thepearson.com](mailto:k12cs@cs.thepearson.com)  
 Phone: 1-800-848-9500  
 Fax: 1-877-260-2530  
 Online at OASIS: <http://k12oasis.pearson.com>



## Campbell: Biology 2011

Description	ISBN	Price	Quantity		Total		
			Free	Charge	Free	Charge	
<b>Campbell: Biology 2011</b>							
Student Edition (HS Binding) with Mastering Biology with Pearson eText 6 year access	9780131375048	149.47	10	115	\$1,494.70	\$17,189.05	
Instructor Resource DVD with TestGen	9780321677860	200.97	10	0	2,009.70	0.00	
ExamView CD	9780132372213	50.97	10	0	509.70	0.00	
Printed Test Banks	9780321697295	19.97	10	0	199.70	0.00	
Inquiry in Action	9780321683366	11.97	10	0	119.70	0.00	
Biological Inquiry: A Workbook of Case Studies	9780321683205	10.97	10	0	109.70	0.00	
Practicing Biology	9780321683281	9.97	10	0	99.70	0.00	
Active Reading Guide	9780132603867	12.97	10	0	129.70	0.00	
Study Guide	9780321629920	25.47	10	0	254.70	0.00	
Study Card	9780321683229	4.97	10	0	49.70	0.00	
CAMPBELL BIOLOGY NASTA EDITION PREP AP EXAM	9780321856630	14.97	10	0	149.70	0.00	
<b>Subtotal</b>					\$5,126.70	\$17,189.05	
<b>Purchase Subtotal</b>					\$5,126.70	\$17,189.05	
<b>8% Shipping &amp; Handling</b>						\$1,375.12	
<b>Totals</b>					\$5,126.70	\$18,564.17	

**Proposal Grand Total: \$18,564.17**

Districts/schools registering to use OASIS for the first time receive a promo code for 3% freight. This code is good for every K12 order shipped via ground purchased through OASIS for the first 30 days after an account is activated.

To register for OASIS: <http://k12oasis.pearson.com>  
For OASIS assistance: 1-800-850-9124

- \* Prices effective through Sept. 30, 2013.
- \*\* Prices do not include applicable taxes.
- \*\*\* Titles are subject to change without notice.

**Note: This is a cost proposal. It is not a formal contract.**

**Ordering Information:**

**Schools:** Simply enclose your official purchase order, authorized signature, and title.  
**Teachers:** We can bill your school if you provide an approved P.O.  
**Individuals:** Please enclose check, money order, or credit card information.

**Shipping Charges:**

**All orders** are billed approximately 10% shipping & handling. Orders under \$100 may be billed more. International and overseas shipping and handling are slightly higher. **Special handling** is additional on all orders. All prices are in U.S. dollars, guaranteed until Sept. 30, 2013. Please call for current prices.

Districts/schools registering to use OASIS for the first time receive a promo code for 3% freight. This code is good for every K12 order shipped via ground purchased through OASIS for the first 30 days after an account is activated.

<p><b>Ship To:</b> Please Print</p> <p>NAME: _____</p> <p>ST LOUIS CITY PUBLIC SCH DIST</p> <p>E-MAIL ADDRESS: _____</p> <p>INSTITUTION: _____</p> <p>3416 COOK ST</p> <p>ADDRESS: _____</p> <p>SAINT LOUIS MO, 63106</p> <p>CITY STATE ZIP</p> <p>PHONE # _____ BEST TIME TO CALL _____</p>	<p><b>Bill To:</b></p> <p>NAME: _____</p> <p>ST LOUIS CITY PUBLIC SCH DIST</p> <p>E-MAIL ADDRESS: _____</p> <p>INSTITUTION: _____</p> <p>801 N 11th St</p> <p>ADDRESS: _____</p> <p>Saint Louis MO, 63101</p> <p>CITY STATE ZIP</p> <p>PHONE # _____ BEST TIME TO CALL _____</p>
<p><input type="checkbox"/> <b>Pre-Paid Order</b></p> <p><input type="checkbox"/> Check <input type="checkbox"/> Money Order Enclosed</p> <p>PURCHASE ORDER NO. _____</p> <p>AUTHORIZED SIGNATURE _____ TITLE _____</p>	<p><input type="checkbox"/> <b>Credit Card Order:</b></p> <p><input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover</p> <p>CARD NO _____ EXP. DATE _____</p> <p>SIGNATURE _____</p>

**Pearson Curriculum Customer Service**  
 PO Box 2500  
 145 S. Mt. Zion Road  
 Lebanon, IN 46052  
 Email: k12es@custhelp.com  
 Phone: 1-800-848-9500 or Fax 1-877-260-2530  
 Monday-Friday, 8am - 5pm EST; 8am - 6pm DST  
 Order OASIS: <http://k12oasis.pearson.com>

For additional information regarding product go to:  
<http://www.pearsonschool.com>





# BOARD RESOLUTION

Date: April 16, 2013

Agenda Item : 05-09-13-16

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract

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

Previous Board Resolution # 08-09-12-05

Prior Year Cost \$20,000.00

**SUBJECT:** To approve a contract with Chaifetz Arena for an amount not to exceed \$20,000.00 for expenses related to the rental of Chaifetz Arena on August 3, 2013 for the production of the annual Back to School Festival.

**BACKGROUND:** The Back to School Festival has been held annually in recent years, two weeks prior to the opening day of school to retain and recruit students and to assure maximum enrollment on the first day. The Festival is a joint effort between SLPS and the St. Louis Community Empowerment Foundation and the Urban League.

Accountability Plan Goals: Goal IV: Parent Community Involvement

Objective/Strategy: IV.A.

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

Fund Source:	various	GOB	Requisition #:
Amount:	\$20,000.00		
Fund Source:			Requisition #:
Amount:			
Fund Source:			Requisition #:
Amount:			
Cost Not to Exceed:	\$20,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600013291

Department: Community Education

Requestor: John Windom

John Windom, Exec. Director, Full Service Schools

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent





# BOARD RESOLUTION

Date: April 16, 2013

Agenda Item : 05-09-13-17

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract

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

**SUBJECT:** To approve a sole source contract with Why Try, LLC for consulting services to provide training, online curriculum uses, and individual and classroom Secondary Student Game Plan Journal use from May 10, 2013 through June 30, 2013, at a cost not to exceed \$10,985.00.

**BACKGROUND:** The High School Graduation Initiative grant SLPS Check and Connect staff expressed a desire to have a social skills intervention program to increase their effectiveness when interacting with caseload 8th and 9th graders. After reviewing several intervention programs and attending informational workshops, the SLPS Check and Connect staff selected the Why Try evidence-based school social work intervention program. The Why Try curriculum is designed for K-12 students using a multisensory approach to teaching critical social and emotional principles that help high risk students learn to persevere despite failure. Why Try has a standard protocol for program delivery of the ten analogies which include a fidelity check list to systematize delivery. Why Try is a multisensory social skills program developed to address student motivation and maladaptive patterns of dealing with failure. This cost-effective researched based program can also be used at tiers 1 to 3 in an RTI process. A license is issued to individuals who complete training.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: II.4

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

Fund Source: 816-VL-293-1151-6319	Non-GOB	Requisition #: 10132796
Amount: \$10,985.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$10,985.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600015263

Department: HSGI

Requestor: Dr. Dan Edwards

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

Dr. Nicole Williams, Dep. Supt., Academics

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

Cheryl L. VanDoy  
  
Dr. Chip Jones  
Revised 07/06/2011

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

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

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



# REQUEST FOR SOLE SOURCE PURCHASE

<b>Requestor:</b> Dan Edward	<b>Date:</b> January 3, 2012
<b>Department / School:</b> HSGI	<b>Phone Number:</b> 314-345-2488
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
<b>Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)</b>	
The High School Graduation Initiative grant Check and Connect staff expressed a desire to have social skills program materials to increase their effectiveness when interacting with caseload 8th and 9th graders. After reviewing several intervention programs and attending informational workshops, the Check and Connect staff selected the Why Try evidence-based school social work intervention program.	
<b>Vendor Name:</b> WhyTry, LLC	<b>Email:</b> Sean@whytry.org
<b>Vendor Contact:</b> Sean Dowdle	<b>Phone Number</b> 866-949-8791
<b>Justification Information</b>	
<b>1. Why the uniquely specified goods are required?</b>	
Check and Connect staff are in need of good social skills intervention materials to enhance their abilities to serve their high-risk caseload students. The Why Try curriculum, which uses a multisensory approach to teach critical social and emotional skills to high-risk students, is critical to the successes of the Check and Connect team. The fidelity of the systematized delivery process of the ten analogies should help the Check and Connect staff members give high-risk students better motivation and maladaptive patterns when dealing with failure and help more students experience success.	
<b>2. Why good or services available from other vendors /competitors are not acceptable?</b>	
The Why Try materials can be used effectively in a one-on-one relationship or for an entire classroom. The Check and Connect staff felt that the social and emotional analogy materials meet more of the needs of high-risk students than other intervention program materials	
<b>3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)</b>	
N/A	
<b>4. List the Names of other Vendors contacted &amp; Price Quotes:</b>	
Career Choices by Karen Ulrich and Jobs for the Future out of Boston, Massachusetts were two other vendors contacted. Both of these programs focus on career plans for postsecondary training while Why Try is designed to help with "drop out prevention" which is need by the Check and Connect team.	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
<b>Your sole source request will not be approved without the required signatures below:</b>	
Department Head	Date
CFO	Date
Superintendent	Date

## Sole Source Checklist

1. Check one of the following:

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

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

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

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

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

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

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

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

- Document a search for additional suppliers.

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

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

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

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

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

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

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

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

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

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

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

- Complete Emergency Purchase Form.

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





**WhyTry, LLC**  
 5455 N. River Run Drive  
 Provo, UT 84604-7726

# Quote

Date
12/11/12

**Bill To Name and Address**

Name: St. Louis Public Schools  
 John Niemeyer  
 Street Address: 801 N. 11th Street  
  
 City: St. Louis  
 State/Prov: MO Zip: 63101  
 E-mail Address: [john.niemeyer@slps.org](mailto:john.niemeyer@slps.org)  
 Phone Number: 314.345.2363

**Ship To Name and Address**

Name: St. Louis Public Schools  
 John Niemeyer  
 Street Address: 801 N. 11th Street  
  
 City: St. Louis  
 State/Prov: MO Zip: 63101  
 E-mail Address: [john.niemeyer@slps.org](mailto:john.niemeyer@slps.org)  
 Phone Number: 314.345.2363

Training Date:  
 Training City & State:

Terms:

Rep
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Item	Description	Qty	Rate	Total
	WhyTry Level 1 Facilitator Training: Registration Fee	15	300.00	4,500.00
	Online Curriculum	15	499.00	7,485.00
	Secondary Student Game Plan Journal	200	12.00	2,400.00
	Curriculum Discount	15	(200.00)	(3,000.00)
	Journal Discount	200	(2.00)	(400.00)

Thank you for your business.			<b>Subtotal</b>	\$10,985.00
Phone #	Fax #	FEIN	<b>Sales Tax</b>	\$0.00
(866) 949-8791	(801) 437-3222	45-3668537	<b>Total</b>	\$10,985.00





# BOARD RESOLUTION

Date: April 15, 2013

Agenda Item : 05-09-13-18

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Leon Fisher, CFO/Treasurer

Action to be Approved: RFP/Bid

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

RFP/Bid # RFP 027-1213 Pension Actuarial Review Services

**SUBJECT:** To approve a contract with Milliman to provide pension actuarial services. The period of performance will be May 1 1, 2013 through October 1, 2013 with the total cost not to exceed \$40,000.00.

**BACKGROUND:** The District is contracting for an actuarial review of the Pension System to include, at a minimum: the actuarial present value of future benefits for all plan participants; the actuarial value of the assets currently being held in the pension plan; the normal cost, which is the portion of the actuarial present value of future benefits allocated to each valuation year; and the actuarial liability which is the portion of the actuarial present value of future benefits not provided for by future normal costs.

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: 978-00-110-2517-6319	GOB	Requisition #:
Amount: \$40,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$40,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: TBD

Department:

Requestor:

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



April 16, 2013

## MEMORANDUM

**TO:** Dr. Kelvin Adams  
**FROM:** Leon Fisher  
**RE:** Bid for Pension System Actuarial Review

The evaluation took place on April 11, 2013. The evaluation committee consisted of the following:

Mary Houlihan	Deputy Superintendent, Operations
Leon Fisher	CFO/Treasurer
Kevin Coyne	Sr. Risk Management and Compliance Analyst

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

Company Name	Rating	Award (Y/N)
Milliman	245.00	Yes
Grant Thornton	227.00	No
Cheiron	194.00	No
Segal	190.00	No

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

Leon Fisher  
CFO/Treasurer

# Demonstration Evaluation Summary

## Pension System Actuarial Review

Name of Vendor	Evaluation Pts Total	Ranking (1,2,3, etc)	Comments
Milliman	245	1	
Grant Thornton	227	2	
Cheiron	194	3	
Segal	190	4	





# BOARD RESOLUTION

Date: April 15, 2013

Agenda Item : 05-09-13-19

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Althea Albert-Santiago, Director, Food Service

Action to be Approved: RFP/Bid

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

Prior Year Cost \$15,723,148

**SUBJECT:** To approve a contract with Southwest Food Service Excellence to provide food services for all District schools. The cost of the contract for Southwest and their selected vendors will not exceed \$14,453,034 for the period 7/1/13 to 6/30/14. The term of the contract is one year with the option to renew for an additional four years (5 years).

**BACKGROUND:** Food Service was bid through an open RFP process and Southwest Food Service Excellence was selected based on cost, program innovation, and the quality of the food they can provide. The profit guarantee in the contract will be \$1,695,000.

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: 906-00-510-3141-6319	Non-GOB	Requisition #:
Amount: \$14,453,034.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$14,453,034.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: TBD

Department: Food & Nutrition Service

Requestor:

Althea Albert-Santiago, Director, Food Service

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



April 8, 2013

## MEMORANDUM

**TO: Rick Schaeffer: Purchasing Office**

**FROM: Althea Albert-Santiago**

**RE: Bid Evaluation Record for RFP# 011-1213, Food Service Management**

The evaluation was held on Friday, April 5<sup>th</sup>, 2013. The evaluation committee consisted of the following:

Mary Houlihan	Deputy Superintendent of Operations	SLPS
Roger L. CayCe	Executive Director of Operations	SLPS
Althea Albert-Santiago	Director of Food Service	SLPS
Steve Warmack	Principal	SLPS
Rick Schaeffer	Procurement Analyst	SLPS

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

Company Name	Bid Amount	Overall Score	Award (Y/N)
Southwest Food Service Excellence	\$14,453,033	452	Yes
Chartwells –Thompson Hospitality	\$15,435,273	395	No

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

Althea Albert-Santiago  
Director of Food Service



Chartwells

Southwest Food

83	92
68	82
82	91
86	93
76	94

**SOUTHWEST FOOD SERVICE: RFP 011-1213**

Service Capability	Experience, References	Financial Condition Stability	Accounting and Reporting Systems	Personnel Management	Innovation	Promotion of School Food Service Program	Involvement of Students, Staff, and Patrons	Cost	MBE/WBE	TOTAL SCORE
5	9	8	9	9	5	8	5	29	5	92
Max 5%	Max 10%	Max 10%	Max 10%	Max 10%	Max 5%	Max 10%	Max 5%	Max 30%	Max 5%	
4	8	7	8	8	5	9	4	25	4	82
Max 5%	Max 10%	Max 10%	Max 10%	Max 10%	Max 5%	Max 10%	Max 5%	Max 30%	Max 5%	
5	9	8	8	9	5	8	5	29	5	91
Max 5%	Max 10%	Max 10%	Max 10%	Max 10%	Max 5%	Max 10%	Max 5%	Max 30%	Max 5%	
5	10	8	8	9	5	8	5	30	5	93
Max 5%	Max 10%	Max 10%	Max 10%	Max 10%	Max 5%	Max 10%	Max 5%	Max 30%	Max 5%	
5	9	8	8	9	5	10	5	30	5	94
Max 5%	Max 10%	Max 10%	Max 10%	Max 10%	Max 5%	Max 10%	Max 5%	Max 30%	Max 5%	

**TOTAL SCORE:**

**452**

**CHARTWELLS: RFP 011-1213**

Service Capability	Experience, References	Financial Condition Stability	Accounting and Reporting Systems	Personnel Management	Innovation	Promotion of School Food Service Program	Involvement of Students, Staff, and Patrons	Cost	MBE/WBE	TOTAL SCORE
5	8	10	7	7	3	8	5	25	5	83
Max 5%	Max 10%	Max 10%	Max 10%	Max 10%	Max 5%	Max 10%	Max 5%	Max 30%	Max 5%	
3	7	8	7	6	4	7	4	18	4	68
Max 5%	Max 10%	Max 10%	Max 10%	Max 10%	Max 5%	Max 10%	Max 5%	Max 30%	Max 5%	
5	8	9	6	7	4	8	5	25	5	82
Max 5%	Max 10%	Max 10%	Max 10%	Max 10%	Max 5%	Max 10%	Max 5%	Max 30%	Max 5%	
5	10	10	7	7	4	8	5	25	5	86
Max 5%	Max 10%	Max 10%	Max 10%	Max 10%	Max 5%	Max 10%	Max 5%	Max 30%	Max 5%	
5	9	10	7	7	3	8	4	20	3	76
Max 5%	Max 10%	Max 10%	Max 10%	Max 10%	Max 5%	Max 10%	Max 5%	Max 30%	Max 5%	
										<b>TOTAL</b>

**TOTAL SCORE:**

**395**





# BOARD RESOLUTION

Date: April 16, 2013

Agenda Item : 05-09-13-20

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: RFP/Bid

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

RFP/Bid # 025-1213

Prior Year Cost \$1,200,000

**SUBJECT:** To approve a contract with Ricoh USA, Inc. to lease the equipment and provide multi-functional devices and support, print shop management and mail services, along with printer management and document management application software at a cost not to exceed \$840,000 annually. The period of the contract will be 5 years from July 1, 2013 to June 30, 2018. The contract will be presented to the board each year for renewal of services and funding.

**BACKGROUND:** Ricoh, USA was selected through the RFP process. They provided pricing for both a 3 and a 5 year contract. By entering a 5 year agreement vs. a 3 year agreement, the district saves \$143,000 annually over the 5 year period. If the district opts to change service providers prior to the end of the 5 year term, the district is responsible for buying out the equipment lease or continuing to lease the equipment for the term of the agreement.

This new contract represents a \$360,000 savings over the current contract which expires June 30, 2013.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.B

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

Fund Source: 981-00-110-2577-6319	GOB	Requisition #:
Amount: 840,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$840,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: TBD

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

#21



April 12, 2013

**MEMORANDUM**

**TO: Dr. Kelvin Adams**

**FROM: Cheryl VanNoy**

**RE: Bid for Multifunctional Device Lease and Service**

The evaluation took place on April 4, 2013. The evaluation committee consisted of the following:

Cheryl VanNoy	Executive Director, Technology Services
Mary Houlihan	Deputy Superintendent, Operations
Tom Tiller	Project Manager, Technology Services
David Lashbrook	Project Manager, Technology Services
Kevin Coyne	Sr. Risk Management and Compliance Analyst

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

Company Name	Bid Amount	Rating	Award (Y/N)
Ricoh USA, Inc.	\$53,368 per month	87.4	Yes
Konica / Minolta	\$75,824 per month	78.8	No
DNT	\$60,862 per month	45.0	No

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

Cheryl VanNoy  
Executive Director, Technology Services

**RFP 025-1213 Multi-Functional Devices  
Evaluation Summary**

	Ricoh	Konica	DNT
Mary	88	77	43
Tom	86	79	45
David	93	80	35
Kevin	82	77	57
Cheryl	88	81	45
	87.4	78.8	45







# BOARD RESOLUTION

Date: April 12, 2013

Agenda Item : 15-09-13-21

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: RFP/Bid

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

RFP/Bid # 023-1214

**SUBJECT:** To approve contracts with multiple vendors for the purchase of interactive boards at a total combined cost not to exceed \$2,000,000. The purchases shall occur between 7/1/13 and 6/30/14. The contract with each vendor shall have the option to renew for up to two additional years, at the discretion of the Board.

**BACKGROUND:** This project was undertaken to provide the schools with flexibility in the selection of interactive boards from pre-selected vendors. The vendors were selected based on their responses to an RFP and represent the best and/or lowest cost vendors for each type of interactive board. The contract will include the cost of the equipment as well as delivery, installation and repair support (if needed after warranty). The vendors selected are as shown on the attached schedule. Products will be funded from GOB, Prop S, and/or Title.

Accountability Plan Goals: Superintendent's Initiatives

Objective/Strategy: III.B

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

Fund Source: various		Requisition #:
Amount: \$2,000,000		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$2,000,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: various

Department: Information Technology

Requestor: Cheryl L VanNoy

Angela Banks, Budget Director

Cheryl VanNoy, Exec. Dir., Technology Services

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent





April 10, 2013

## MEMORANDUM

**TO:** Dr. Kelvin Adams  
**FROM:** Cheryl VanNoy  
**RE:** Bid for Interactive Board Purchases

The evaluation took place on March 22, 2013. The evaluation committee consisted of the following:

Cheryl VanNoy	Executive Director, Technology Services
Tom Tiller	Project Manager, Technology Services
David Lashbrook	Project Manager, Technology Services
Kevin Coyne	Sr. Risk Management and Compliance Analyst

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

Company Name	Rating	Award (Y/N)
Haddock	74.50	Yes
TSI	69.00	Yes
Schillers (SMART)	57.30	Yes
Schillers (Ebeam)	77.30	Yes
Ricoh	35.00	No
EInstruction	52.80	No
CDW	43.00	No
Track Technology	Did Not Meet Specs	No

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

Cheryl VanNoy  
Executive Director, Technology Services



	Haddock	TSI	Schillers (SMART)	Schillers (Ebeam)	CDW	Ricoh	Einstruction	Track Technology
Kevin	73	69	64	88	43	35	51	0
Tom	77	69	53	85	43	35	57	0
David	76	69	55	55	43	35	52	0
Cheryl	72	69	57	81	43	35	51	0
	74.5	69.0	57.3	77.3	43.0	35.0	52.8	0.0

		fixed					Total Cost
		see below "Short Throw (fixed)"	Projector	cables	mount	Installation	
Haddock	Promethean (78")	n/a	n/a	n/a	n/a	n/a	
Schillers	SMART (64")	\$ 1,169.00	\$ 943.00	included	included	\$1,150	\$ 3,262.00
TSI	SMART (64")	\$ 1,270.00	\$ 662.50	\$ 20.00	\$ 233.70	\$560	\$ 2,746.20
Einstruction	Einstruction (79")	n/a	n/a	n/a	n/a	n/a	
CDW	Steel Case	n/a	n/a	n/a	n/a	n/a	
Ricoh	Hitachi	\$ 2,503.00	included			\$750	\$ 3,253.00
TrackTech	Whiteboards over chalkboards	Did not meet specs					

fixed									
			78"Short Throw (fixed)	Projector	cables	mount	Installation	Total Cost	
Haddock	Promethean (78") - 300 series		\$ 2,198.00	included			\$ 400.00	\$ 2,598.00	
Schillers	SMART (77")		\$ 1,480.00	\$ 943.00	included	included	\$1,150	\$ 3,573.00	
Schillers	Ebeam		\$ 629.00	\$ 1,619.00	included	included	\$0	\$ 2,248.00	
TSI	SMART (77")		\$ 1,540.00	\$ 662.50	\$ 20.00	\$ 233.70	\$560	\$ 3,016.20	
Einstruction	Einstruction (79")		\$ 679.00	\$ 625.00			\$1,120	\$ 2,424.00	
CDW	Steel Case		\$ 1,270.00	\$ 735.00	\$ 62.00	included	\$ 845.00	\$ 2,912.00	
Ricoh	Hitachi		\$ 2,503.00	included			\$750	\$ 3,253.00	
TrackTech	Whiteboards over chalkboards								

Mobile

		78"Short Throw (fixed)	Projector	cables	mount	Installation	
Haddock	Promethean (78") 500 series	\$ 5,310.00	included	included	included	included	\$ 5,310.00
Schillers	SMART (77")	\$ 4,995.00	included	included	included	included	\$ 4,995.00
TSI	SMART (77")	\$ 3,974.30					\$ 3,974.30
Einstruction	Einstruction (79")	\$ 679.00	\$ 625.00			\$1,120	\$ 2,424.00
CDW	Steel Case	n/a	n/a	n/a	n/a		
Ricoh	Hitachi		included			\$750	
TrackTech	Whiteboards over chalkboards	\$ 2,503.00					







# BOARD RESOLUTION

Date: April 12, 2013

Agenda Item : 05-09-13-22

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: RFP/Bid

Other Transaction Descriptors: RFP 023-1213  
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 06-07-12-06

Prior Year Cost \$5,500,000

**SUBJECT:** To approve a contract with Dell Corporation as the standard vendor for technology purchases for items such as; personal laptops, desktops, tablet computers, servers, storage devices and peripherals, for the period beginning July 1, 2013 through June 30, 2014. The contract with Dell shall have an option to renew for up two additional years. at the discretion of the Board. The annual cost will not exceed \$5,500,000.

**BACKGROUND:** Dell was selected as the result of a public RFP. The results of the RFP are attached. This project encompasses entering into a contractual agreement with Dell Corporation as the standardization and direct purchase of personal laptops, desktops, tablet computers, servers, storage devices and peripherals. The contract requires that Dell image, install and deliver all units. Dell is a diversified information supplier that sells numerous products directly to its customers. The funding accounts will include GOB, Title, SIG carryover and Prop S.

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: various		Requisition #:
Amount: \$5,500,000		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$5,500,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600005394

Department: Information Technology

Requestor: Cheryl L VanNoy

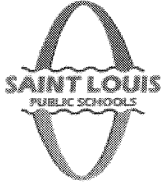
Angela Banks, Budget Director

Cheryl VanNoy, Exec. Dir., Technology Services

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



April 10, 2013

## MEMORANDUM

**TO:** Dr. Kelvin Adams  
**FROM:** Cheryl VanNoy  
**RE:** Bid for Computer Purchases

The evaluation took place on March 15, 2013. The evaluation committee consisted of the following:

Cheryl VanNoy	Executive Director, Technology Services
Tom Tiller	Project Manager, Technology Services
David Lashbrook	Project Manager, Technology Services
Kevin Coyne	Sr. Risk Management and Compliance Analyst

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

Company Name	Rating	Award (Y/N)
Dell	92.75	Yes
World Wide Technology	91.25	No
Ricoh	49.00	No

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

Cheryl VanNoy  
Executive Director, Technology Services

Dell Ricoh WWT'

Kevin	93	51	93
Tom	94	46	88
David	90	47	91
Cheryl	94	52	93

92.75 49.00 91.25





# BOARD RESOLUTION

Date: April 15, 2013

Agenda Item : 15-09-13-23

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 # RFPxxx-1213 Relocate Sound Room from Beaumont to Carnahan

**SUBJECT:** To approve a contract with Integrated Systems Group (a subsidiary of VSG) to disassemble sound room at Beaumont and relocate and assemble at Carnahan High School. The work should begin on April 26, 2013 and end on June 30, 2013 at a cost not to exceed \$14,591.50, which includes a 10% contingency of \$1,326.50. This project will be funded through the General Operating Budget.

**BACKGROUND:** The scope of this project is to disassemble the 16'x14' IAC sound room and production radio control console located at Beaumont High School. The sound panel and radio control console will then be reassembled at Carnahan High School, with the equipment to be tested for performance. This work will be funded through the General Operating – Warehouse Budget.

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: 919-00-110-2649-6319	GOB	Requisition #: TBD
Amount: \$14,591.50		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed \$14,591.50	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600013005

Department: Operations

Requestor: Linda C. McKnight

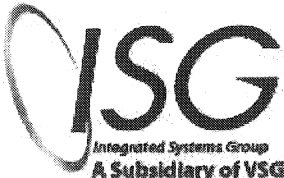
Angela Banks, Budget Director

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

  
Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

  
Dr. Kelvin R. Adams, Superintendent



314.487.8045 • 11126 Lindbergh Business Court • St. Louis, MO. 63123

# CLIENT PROPOSAL

QUOTE #: K121712

DATE: 12/17/2012

PAGE: 1

**EXPRESSLY FOR:** Division of Career and Technical Education  
St. Louis Public Schools  
Board of Education  
801 N. 11<sup>th</sup> Street  
St. Louis, MO. 63101  
[kelvin.carter@slps.org](mailto:kelvin.carter@slps.org)  
314.7567.6730

**Submitted by:** Parvin Tramel

QTY	MFR	DESCRIPTION	Unit	Total
<b><u>SLPS Sound Room Move</u></b>				
1	ISG Custom	Disassemble of the 16' x 14' IAC sound room located at Beaumont High School and demise electric. Disassemble of the production radio control console. Transport all wall panels and production control console to Carnahan High School and reassemble all panels as described in the IAC plans general notes. Reassemble the production radio control console and test equipment for performance. Timetable: 8 – 12 business days from start of project. All work to be performed M-F 8:00am to 4:30pm daily.		\$13,265.00

**Note:** Professional workmanship guidelines will be followed at all times but ISG or it's sub contractors can not assume responsibility for any unseen issues that arise from the dismantle and reassemble of the sound room and production radio control console equipment.

*Parvin Tramel*

Parvin Tramel  
System Sales/Design Consultant

**Accepted By:** \_\_\_\_\_

**ISG** Integrated Systems Group  
11126 Lindbergh Business Court  
St. Louis, MO. 63123  
314.487.8045 x 133

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

- I. **Terms: 50% DOWNPAYMENT W/ORDER, 50% DUE UPON DELIVERY.**
- II. All prices are subject to applicable taxes and shipping and handling charges.
- III. The written warranty of the manufacturer or supplier is the only warranty applicable to goods sold by ISG.
- IV. Prices listed herein are subject to manufacturer's pricing.







# BOARD RESOLUTION

Date: April 12, 2013

Agenda Item : 15-09-13-24

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 # PS90-1213 Vashon High School Gym Lighting

**SUBJECT:** To approve a contract with Raineri Construction to remove and replace existing lighting fixtures in the main and practice gymnasiums in Vashon High School. The work should begin on April 26, 2013 and be completed by July 31, 2013 at a cost not to exceed \$344,610.20, which includes a 10% contingency of \$31,328.20. This project will be funded through the Proposition S Bond Program.

**BACKGROUND:** The scope of this project includes, but is not limited to the removal of the existing suspended HID lighting fixture located in the Vashon High School main and practice gymnasiums. This includes associated conductors, hangers, supports, bracing, connections, controls, switches, etc. Existing raceway may be reused where possible. New cable hung high output fluorescent light fixtures are to be installed to achieve the horizontal foot candle levels specified for a Class II Indoor High School Basketball facility. A new zoned lighting control system will also be incorporated into the design, which will provide for daily lighting use for the practice gym and main gym, and for tournament play for the main gym. This project will be funded by the Proposition S Bond Program under Electrical Service upgrades at \$11,300,000.00. With this project approved, the balance in the Electrical Service upgrades budget is \$1,153,740.00. 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 #: 10134643
Amount: \$344,610.20		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed \$344,610.20	<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



March 29, 2013

## MEMORANDUM

**TO:** Rick Schaeffer: Purchasing Office

**FROM:** Linda C. McKnight

**RE:** Bid Evaluation Record for RFP PS 90-1213 Vashon High School Gym Lighting

The evaluation began at 3/25/13, 10:00 a.m. The evaluation committee consisted of the following:

Roger CayCe	Building Commissioner	SLPS
Mike Dobbs	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)
Raineri Construction	\$313,282	267	Yes
Schneider Electric Company	\$518,930	148	No
ABNA Enterprises	\$668,000	183	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:** Vashon High School Gym Lighting  
**PROJECT NUMBER:** RFP# PS90-1213  
**EVALUATED BY:** Prop S Construction Management Team  
**EVALUATION DATE:** March 22, 2013

### **Bid Proposals**

Three bid proposals were received and publically opened on March 22, 2013, at 10:00 a.m. from the following contractors for the project:

1. Raineri Construction:

**Total:** \$213,282  
**Allowance:** \$100,000  
 \$313,282

2. Schneider Electric Company:

**Total:** \$418,930  
**Allowance:** \$100,000  
 \$518,930

ABNA Enterprises, LLC:

**Total:** \$568,000  
**Allowance:** \$100,000  
 \$668,000

### **Raineri Construction:**

Raineri Construction is the apparent low and responsive bidder because they have complied with the bid requirements and their bid proposal is lower than Schneider Electric Company's (+\$205,648) and ABNA Enterprises, LLC's (+\$354,718) bid proposals. They have a total of 100% M/WBE participation; 73% MBE and 27% WBE and plan to provide 40% M/WBE field workforce. They have no exclusions and have acknowledged the issued Addendum #1. 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 87%.

### **Schneider Electric Company**

Schneider Electric Company's bid proposal is higher (\$205,648) than Raineri's bid proposal.

### **ABNA Enterprises, LLC**

ABNA Enterprises, LLC's bid proposal is higher (\$354,718) than Raineri's bid proposal.

### **Recommendation**

Therefore, we recommend awarding the contract to Raineri Construction, for the amount of \$213,282 to complete the project per scope and specifications.

NAME: Roger L. CayCe

BID SUMMARY FOR RFP # PS90-1213 Vashon High School Gym Lighting											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "P" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Raineri Construction	\$213,282		MBE: 73% WBE: 27%		Yes		No		Yes		
Score	Max 40%	40	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	90
Schneider Electric Company	\$418,930		MBE: 10% WBE: 0%		Yes		No		Yes		
Score	Max 40%	20	Max 30%	10	Max 10%	10	Max 10%	-	Max 10%	10	50
ABNA Enterprises, LLC	\$568,000		MBE: 67.2% WBE: 0%		Yes		Yes		Yes		
Score	Max 40%	15	Max 30%	15	Max 10%	10	Max 10%	10	Max 10%	10	60
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: Mike Dobbs

**BID SUMMARY FOR RFP# PS90-1213 Vashon High School Gym Lighting**

Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Raineri Construction	\$213,282		MBE: 73% WBE: 27%		Yes		No		Yes		
Score	Max 40%	40	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	90
Schneider Electric Company	\$418,930		MBE: 10% WBE: 0%		Yes		No		Yes		
Score	Max 40%	20	Max 30%	10	Max 10%	10	Max 10%	-	Max 10%	10	50
ABNA Enterprises, LLC	\$568,000		MBE: 67.2% WBE: 0%		Yes		Yes		Yes		
Score	Max 40%	15	Max 30%	15	Max 10%	10	Max 10%	10	Max 10%	10	60
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: KWAME BUILDING GROUP, INC.

BID SUMMARY FOR RFP# PS90-1213 Vashon High School Gym Lighting											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Raineri Construction	\$213,282		MBE: 73% WBE: 27%								
Score	Max 40%	40	Max 30%	30	Max 10%	8	Max 10%	-	Max 10%	9	87
Schneider Electric Company	\$418,930		MBE: 10% WBE: 0%								
Score	Max 40%	20	Max 30%	10	Max 10%	9	Max 10%	-	Max 10%	9	48
ABNA Enterprises, LLC	\$568,000		MBE: 67.2% WBE: 0%								
Score	Max 40%	15	Max 30%	20	Max 10%	9	Max 10%	10	Max 10%	9	63
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%	-	-





# BOARD RESOLUTION

Date: April 12, 2013

Agenda Item: 05-09-13-25

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 # PS104-1213 Playscapes at Three Schools

**SUBJECT:** To approve a contract with Ranieri Construction to install complete playground systems at Lyon Academy at Blow and Gateway Michael Elementary School. The project will also include the removal and replacement of the existing safety surfaces at Stix ECC Elementary School. The work should begin on April 26, 2013 and be completed by July 19, 2013 at a cost not to exceed \$184,646.07, which includes a 10% contingency of \$16,786.00. This project will be funded through the Proposition S Bond Program.

**BACKGROUND:** The scope of this project involves providing and installing complete playground systems, including site preparation, new play equipment, required accessories, fasteners, footing and foundations, safety surfacing and restoration of sites at Lyon Academy at Blow and Gateway Michael Elementary School. In addition, the project will include providing a wheelchair accessible swing with 20'- 0" x 32'-0" fence with a 3'-0" wide gate at Gateway Michael. Also included will be the removal and replacement of the existing safety surfaces at Stix ECC Elementary School. This work will be funded by the Proposition S Bond Program under the Playgrounds/Parking Upgrades at \$4,700,000.00. With this project approved, the balance of the Playgrounds/Parking Upgrades budget is \$1,618,025.93.

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 #: 10134648
Amount: \$184,646.07		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed \$184,646.07	<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





March 29, 2013

**MEMORANDUM**

**TO: Rick Schaeffer: Purchasing Office**

**FROM: Linda C. McKnight**

**RE: Bid Evaluation Record for RFP# 104-1213 Playscapes at Three Schools**

The evaluation began at 3/25/13, 10:00 a.m. The evaluation committee consisted of the following:

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

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

<b>Company Name</b>	<b>Bid Amount</b>	<b>Overall Score</b>	<b>Award (Y/N)</b>
Raineri Construction	\$167,860.07	266	Yes
C. Rallo contracting	\$208,500	213	No
Kozeny Wagner	\$261,411	183	No
Hankins Construction	\$288,500	158	No
Demine Construction	\$319,200	176	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:** Playscapes at Three Schools  
**PROJECT NUMBER:** RFP# PS104-1213  
**EVALUATED BY:** Prop S Construction Management Team  
**EVALUATION DATE:** March 19, 2013

### **Bid Proposals**

Five bid proposals were received and publically opened on March 19, 2013, at 10:00 a.m. for the Playscapes at Three Schools (PS104-1213) project, below is a summary of the bids received and our recommendation:

1. Raineri Construction:

**Base Bid:** \$151,412.97  
**Alternate 1:** \$ 16,447.10  
**Total:** \$167,860.07

2. C. Rallo Contracting:

**Base Bid:** \$187,000  
**Alternate 1:** \$ 21,500  
**Total:** \$208,500

3. Kozeny Wagner:

**Base Bid:** \$235,595  
**Alternate 1:** \$ 25,816  
**Total:** \$261,411

4. Hankins Construction:

**Base Bid:** \$263,500  
**Alternate 1:** \$ 25,000  
**Total:** \$288,500

5. Demien Construction:

**Base Bid:** \$296,000  
**Alternate 1:** \$ 23,200  
**Total:** \$319,200

**Raineri Construction:**

Raineri Construction is the apparent low and responsive bidder, they have complied with the bid requirements and their bid proposal is lower (\$40,640.00) than C. Rallo's bid proposal. They have a total of 55.6% M/WBE participation; 42% MBE and 13.6% WBE and plan to provide 66% M/WBE field workforce. They have no exclusions and have acknowledged the issued Addendums #1 and #2. They are in agreement with the schedule but 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 86%.

**C. Rallo Contracting:**

C. Rallo's bid proposal is higher (\$40,640.00) than Raineri's bid proposal.

**Kozney-Wagner:**

Kozney-Wagner's bid proposal is higher (\$93,551.00) than Raineri's bid proposal.

**Hankins Construction Company:**

Hankins Construction Company's bid proposal is much higher (\$120,640.00) than Raineri's bid proposal.

**Demien Construction:**

Demien Construction's bid proposal is considerably higher (\$151,340.00) than Raineri's bid proposal.

**Recommendation**

Therefore, we recommend awarding the contract to Raineri Construction for the amount of \$167,860.07 to complete the project per scope and specifications.

NAME: Roger L. CayCe  
3/25/13

BID SUMMARY FOR RFP# PS104-1213 Playscapes at Three Schools											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Raineri Construction	\$167,860.07		MBE: 42% WBE: 13.6%		Yes		No		Yes		
Score	Max 40%	40	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	90
C. Rallo Contracting	\$208,500		MBE: 47% WBE: 0%		Yes		No		Yes		
Score	Max 40%	30	Max 30%	20	Max 10%	10	Max 10%	-	Max 10%	10	70
Kozney-Wagner	\$261,411		MBE: 45.6% WBE: 0%		Yes		No		Yes		
Score	Max 40%	20	Max 30%	20	Max 10%	10	Max 10%	-	Max 10%	10	60
Hankins Construction Company	\$288,500		MBE: 0% WBE: 2%		Yes		Yes		Yes		
Score	Max 40%	20	Max 30%	5	Max 10%	10	Max 10%	10	Max 10%	10	55
Demien Construction	\$319,200		MBE: 37.2% WBE: 0%		Yes		Yes		Yes		
Score	Max 40%	10	Max 30%	20	Max 10%	10	Max 10%	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: Mike Dobbs

BID SUMMARY FOR RFP # PS104-1213 Playscapes at Three Schools											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "P" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Raineri Construction	\$167,860.07		MBE: 42% WBE: 13.6%		Yes		No		Yes		
Score	Max 40%	40	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	90
C. Rallo Contracting	\$208,500		MBE: 47% WBE: 0%		Yes		No		Yes		
Score	Max 40%	30	Max 30%	20	Max 10%	10	Max 10%	-	Max 10%	10	70
Kozney-Wagner	\$261,411		MBE: 45.6% WBE: 0%		Yes		No		Yes		
Score	Max 40%	20	Max 30%	20	Max 10%	10	Max 10%	-	Max 10%	10	60
Hankins Construction Company	\$288,500		MBE: 0% WBE: 2%		Yes		Yes		Yes		
Score	Max 40%	20	Max 30%	5	Max 10%	10	Max 10%	10	Max 10%	10	55
Demien Construction	\$319,200		MBE: 37.2% WBE: 0%		Yes		Yes		Yes		
Score	Max 40%	10	Max 30%	20	Max 10%	10	Max 10%	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: Yvonne Green

BID SUMMARY FOR RFP# PS104-1213 Playscapes at Three Schools											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Raineri Construction	\$167,860.07		MBE: 42% WBE: 13.6%								
Score	Max 40%	40	Max 30%	30	Max 10%	8	Max 10%	-	Max 10%	8	86
C. Rallo Contracting	\$208,500		MBE: 47% WBE: 0%								
Score	Max 40%	30	Max 30%	25	Max 10%	9	Max 10%	-	Max 10%	9	73
Kozney-Wagner	\$261,411		MBE: 45.6% WBE: 0%								
Score	Max 40%	20	Max 30%	25	Max 10%	9	Max 10%	-	Max 10%	9	63
Hankins Construction Company	\$288,500		MBE: 0% WBE: 2%								
Score	Max 40%	15	Max 30%	5	Max 10%	9	Max 10%	10	Max 10%	9	48
Demien Construction	\$319,200		MBE: 37.2% WBE: 0%								
Score	Max 40%	10	Max 30%	20	Max 10%	8	Max 10%	10	Max 10%	8	56
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# PS104-1213 Playscapes at Three Schools											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Raineri Construction	\$167,860.07		MBE: 42% WBE: 13.6%								
Score	Max 40%	40	Max 30%	30	Max 10%	8	Max 10%	-	Max 10%	8	86
C. Rallo Contracting	\$208,500		MBE: 47% WBE: 0%								
Score	Max 40%	30	Max 30%	25	Max 10%	9	Max 10%	-	Max 10%	9	73
Kozney-Wagner	\$261,411		MBE: 45.6% WBE: 0%								
Score	Max 40%	20	Max 30%	25	Max 10%	9	Max 10%	-	Max 10%	9	63
Hankins Construction Company	\$288,500		MBE: 0% WBE: 2%								
Score	Max 40%	15	Max 30%	5	Max 10%	9	Max 10%	10	Max 10%	9	48
Demien Construction	\$319,200		MBE: 37.2% WBE: 0%								
Score	Max 40%	10	Max 30%	20	Max 10%	8	Max 10%	10	Max 10%	8	56
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: April 12, 2013

Agenda Item : 05-09-13-26

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract

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

RFP/Bid # PS37-1213 Tuckpointing/Painting/Flooring – Package 1

**SUBJECT:** To approve a contract with Ranieri Construction for tuckpointing, painting and replacing flooring at Sumner and Roosevelt High Schools. The work should begin on April 26, 2013 and be completed by July 31, 2013 at a cost not to exceed \$4,860,045.30, which includes a 10% contingency of \$441,822.30. This project will be funded through the Proposition S Bond Program.

**BACKGROUND:** The scope of this project involves tuckpointing the exterior masonry walls, painting the interior surfaces and replacing flooring at Sumner and Roosevelt High Schools. This work will be funded by the Proposition S Bond Program under Building Envelope Upgrades at \$37,406,065. With this project approved, the balance in the Building Envelope Upgrades budget is \$2,879,848.70.

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 #: 10134640
Amount: \$4,860,045.30		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed \$4,860,045.30	<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



March 29, 2013

**MEMORANDUM**

**TO: Rick Schaeffer: Purchasing Office**

**FROM: Linda C. McKnight**

**RE: Bid Evaluation Record for RFP# 37-1213 Tuckpointing/Painting/Flooring – Package 1**

The evaluation began at 3/6/13, 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)
Raineri Construction	\$4,418,223	360	Yes
KAI	\$6,279,503	230	No
Hankins Construction	\$6,614,000	285	No
Kozeny Wagner	\$6,640,000	195	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: Tuckpointing/Painting/Flooring – Package 1  
 PROJECT NUMBER: RFP# PS37-1213 (rev1)  
 EVALUATED BY: Prop S Construction Management Team  
 EVALUATION DATE: March 6, 2013

### Bid Proposals

Four bid proposals were received and publically opened on February 28, 2013 at 10:00 a.m. Below is a summary of the bids and our recommendation.

1. Raineri		<i>(revised proposal)</i>	<i>(original proposal)</i>
	Base Bid	\$ 1,173,716.00	\$2,948,516.00
	Alternate #1	\$ 2,976,683.00	\$1,201,883.00
	Alternate #2	\$ 133,560.00	\$ 133,560.00
	Alternate #3	\$ 134,264.00	\$ 134,264.00
	<b>TOTAL</b>	<b>\$4,418,223.00</b>	<b>\$4,418,223.00</b>
2. KAI			
	Base Bid	\$ 1,248,285.00	
	Alternate #1	\$ 4,401,778.00	
	Alternate #2	\$ 169,356.00	
	Alternate #3	\$ 205,719.00	
	<b>TOTAL</b>	<b>\$ 6,279,503.00</b>	
3. Hankins			
	Base Bid	\$ 1,479,000.00	
	Alternate #1	\$ 4,485,000.00	
	Alternate #2	\$ 330,000.00	
	Alternate #3	\$ 320,000.00	
	<b>TOTAL</b>	<b>\$ 6,614,000.00</b>	
4. Kozeny Wagner			
	Base Bid	\$ 1,500,000.00	
	Alternate #1	\$ 4,830,000.00	
	Alternate #2	\$ 168,000.00	
	Alternate #3	\$ 142,000.00	
	<b>TOTAL</b>	<b>\$ 6,640,000.00</b>	

### RAINERI:

Raineri Construction is the apparent low bidder with their bid being 30% lower than the second low bidder . They have indicated a combined M/WBE participation 56.3%. They have acknowledged addenda's 1-3, included a Bid Bond with their proposal and agreed to the proposed schedule. Based on our evaluation criteria, they have obtained a total score of 90%.

### KAI:

KAI is the second low bidder. They have acknowledged addenda's 1-3, included a Bid Bond with their proposal and have indicated an M/WBE participation 7.4%. They are in agreement with the schedule. Based on our evaluation criteria, they have obtained a total score of 60%.

### Recommendation

Therefore, we recommend awarding the contract to Raineri Construction for the amount of \$ 4,418,223.00.

NAME: Roger L. CayCe

BID SUMMARY FOR RFP# PS37-1213: Tuckpointing/Painting/Flooring - Package 1											
Contractor	Price (BaseBid + Alternates)	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "P" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Raineri	\$4,418,223.00		36.6 % MBE 19.7% WBE		Yes		No		Yes		
Score	Max 40%	40	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	90
KAI	\$6,279,503.00		7.4% MBE 0% WBE		Yes		Yes		Yes		
Score	Max 40%	25	Max 30%	10	Max 10%		Max 10%	10	Max 10%	10	55
Hankins	\$6,614,000.00		41 % MBE 1.2% WBE		Yes		Yes		Yes		
Score	Max 40%	20	Max 30%	20	Max 10%	10	Max 10%	10	Max 10%	10	70
Kozeny Wagner	\$6,640,000.00		58 % MBE 0% WBE		Yes		No		Yes		
Score	Max 40%	10	Max 30%	15	Max 10%	10	Max 10%	-	Max 10%	10	45
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# PS37-1213: Tuckpointing/Painting/Flooring - Package 1											
Contractor	Price (BaseBid + Alternates)	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "P" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Raineri	\$4,418,223.00		36.6 % MBE 19.7% WBE		Yes		No		Yes		
Score	Max 40%	40	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	90
KAI	\$6,279,503.00		7.4% MBE 0% WBE		Yes		Yes		Yes		
Score	Max 40%	30	Max 30%	10	Max 10%		Max 10%	10	Max 10%	10	60
Hankins	\$6,614,000.00		41 % MBE 1.2% WBE		Yes		Yes		Yes		
Score	Max 40%	20	Max 30%	20	Max 10%	10	Max 10%	10	Max 10%	10	70
Kozeny Wagner	\$6,640,000.00		58 % MBE 0% WBE		Yes		No		Yes		
Score	Max 40%	10	Max 30%	15	Max 10%	10	Max 10%	-	Max 10%	10	45
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: Yvonne Green

BID SUMMARY FOR RFP# PS37-1213: Tuckpointing/Painting/Flooring - Package 1											
Contractor	Price (BaseBid + Alternates)	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Raineri	\$4,418,223.00		36.6 % MBE 19.7% WBE		Yes		No		Yes		
Score	Max 40%	40	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	90
KAI	\$6,279,503.00		7.4% MBE 0% WBE		Yes		Yes		Yes		
Score	Max 40%	25	Max 30%	10	Max 10%		Max 10%	10	Max 10%	10	55
Hankins	\$6,614,000.00		41 % MBE 1.2% WBE		Yes		Yes		Yes		
Score	Max 40%	20	Max 30%	20	Max 10%	10	Max 10%	10	Max 10%	10	70
Kozeny Wagner	\$6,640,000.00		58 % MBE 0% WBE		Yes		No		Yes		
Score	Max 40%	10	Max 30%	15	Max 10%	10	Max 10%	-	Max 10%	10	45
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# PS37-1213: Tuckpointing/Painting/Flooring - Package 1**

Contractor	Price (BaseBid + Alternates)	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Raineri	4,418,223.00		36.6/19.7=56.3								
Score	Max 40%	40	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	90
KAI	6,279,503.00		7.4/0=7.4								
Score	Max 40%	30	Max 30%	10	Max 10%		Max 10%	10	Max 10%	10	60
Hankins	6,614,000.00		41/1.2=42.2								
Score	Max 40%	20	Max 30%	25	Max 10%	10	Max 10%	10	Max 10%	10	75
Kozeny Wagner	6,640,000.00		58/0=58%								
Score	Max 40%	10	Max 30%	30	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%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-



March 29, 2013

**MEMORANDUM**

**TO: Rick Schaeffer: Purchasing Office**

**FROM: Linda C. McKnight**

**RE: Bid Evaluation Record for RFP PS 90-1213 Vashon High School Gym Lighting**

The evaluation began at 3/25/13, 10:00 a.m. The evaluation committee consisted of the following:

Roger CayCe	Building Commissioner	SLPS
Mike Dobbs	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)
Raineri Construction	\$313,282	267	Yes
Schneider Electric Company	\$518,930	148	No
ABNA Enterprises	\$668,000	183	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:** Vashon High School Gym Lighting  
**PROJECT NUMBER:** RFP# PS90-1213  
**EVALUATED BY:** Prop S Construction Management Team  
**EVALUATION DATE:** March 22, 2013

### Bid Proposals

Three bid proposals were received and publically opened on March 22, 2013, at 10:00 a.m. from the following contractors for the project:

1. Raineri Construction:

**Total:** \$213,282  
**Allowance:** \$100,000  
 \$313,282

2. Schneider Electric Company:

**Total:** \$418,930  
**Allowance:** \$100,000  
 \$518,930

ABNA Enterprises, LLC:

**Total:** \$568,000  
**Allowance:** \$100,000  
 \$668,000

### Raineri Construction:

Raineri Construction is the apparent low and responsive bidder because they have complied with the bid requirements and their bid proposal is lower than Schneider Electric Company's (+\$205,648) and ABNA Enterprises, LLC's (+\$354,718) bid proposals. They have a total of 100% M/WBE participation; 73% MBE and 27% WBE and plan to provide 40% M/WBE field workforce. They have no exclusions and have acknowledged the issued Addendum #1. 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 87%.

### Schneider Electric Company

Schneider Electric Company's bid proposal is higher (\$205,648) than Raineri's bid proposal.

### ABNA Enterprises, LLC

ABNA Enterprises, LLC's bid proposal is higher (\$354,718) than Raineri's bid proposal.

### Recommendation

Therefore, we recommend awarding the contract to Raineri Construction, for the amount of \$213,282 to complete the project per scope and specifications.

NAME: Roger L. CayCe

BID SUMMARY FOR RFP # PS90-1213 Vashon High School Gym Lighting											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "P" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Raineri Construction	\$213,282		MBE: 73% WBE: 27%		Yes		No		Yes		
Score	Max 40%	40	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	90
Schneider Electric Company	\$418,930		MBE: 10% WBE: 0%		Yes		No		Yes		
Score	Max 40%	20	Max 30%	10	Max 10%	10	Max 10%	-	Max 10%	10	50
ABNA Enterprises, LLC	\$568,000		MBE: 67.2% WBE: 0%		Yes		Yes		Yes		
Score	Max 40%	15	Max 30%	15	Max 10%	10	Max 10%	10	Max 10%	10	60
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: Mike Dobbs

BID SUMMARY FOR RFP# PS90-1213 Vashon High School Gym Lighting											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Raineri Construction	\$213,282		MBE: 73% WBE: 27%		Yes		No		Yes		
Score	Max 40%	40	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	90
Schneider Electric Company	\$418,930		MBE: 10% WBE: 0%		Yes		No		Yes		
Score	Max 40%	20	Max 30%	10	Max 10%	10	Max 10%	-	Max 10%	10	50
ABNA Enterprises, LLC	\$568,000		MBE: 67.2% WBE: 0%		Yes		Yes		Yes		
Score	Max 40%	15	Max 30%	15	Max 10%	10	Max 10%	10	Max 10%	10	60
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: KWAME BUILDING GROUP, INC.

**BID SUMMARY FOR RFP# PS90-1213 Vashon High School Gym Lighting**

Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Raineri Construction	\$213,282		MBE: 73% WBE: 27%								
Score	Max 40%	40	Max 30%	30	Max 10%	8	Max 10%	-	Max 10%	9	87
Schneider Electric Company	\$418,930		MBE: 10% WBE: 0%								
Score	Max 40%	20	Max 30%	10	Max 10%	9	Max 10%	-	Max 10%	9	48
ABNA Enterprises, LLC	\$568,000		MBE: 67.2% WBE: 0%								
Score	Max 40%	15	Max 30%	20	Max 10%	9	Max 10%	10	Max 10%	9	63
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%	-	-





# BOARD RESOLUTION

Date: April 12, 2013

Agenda Item : 05-09-13-27

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 # PS40-1112 Restroom Renovations at Category 3 & 4 Schools

**SUBJECT:** To approve a contract with Demien Construction for Restroom Renovations at Category 3 & 4 schools. The work should begin on April 26, 2013 and be completed by August 31, 2013 at a cost not to exceed \$4,739,900.00, which includes a 10% contingency of \$430,900.00. This project will be funded through the Proposition S Bond Program.

**BACKGROUND:** The scope of this project consists of the selective demolition of existing toilet rooms and services including partitions, ceilings, doorways, finishes, fixtures and accessories. Plumbing, mechanical, electrical and life safety systems serving these spaces are also included in the improvements. Facilities are to be reconfigured to allow proper clearances to comply with all current accessibility requirements for restrooms, with new fixtures, fittings, accessories and finishes. All new services are to be configured for age appropriate heights, clearances and reach performed in Bryan Hill, Clay, Columbia, Farragut and Laclede Schools. This work will be funded by the Proposition S Bond Program, with \$3,309,000.00 to be charged to the Restrooms Upgrades budget and \$1,000,000.00 to be charged to the ADA Upgrades budget. With this project approved, the balance in Restrooms Upgrades budget is \$708,434.00; the balance in the ADA Upgrades budget is \$690,180.00.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

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

Fund Source: 905-00-914-2611-6522	Prop S	Requisition #: 10134641
Amount: \$4,739,900.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed \$4,739,900.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600015048

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

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

Leon Fisher, CFO/Treasurer

Mary M. Houlahan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



March 29, 2013

**MEMORANDUM**

**TO: Rick Schaeffer: Purchasing Office**

**FROM: Linda C. McKnight**

**RE: Bid Evaluation Record for RFP# 40-1112 Restroom Renovation at Category 3 & 4 Schools**

The evaluation began at 3/14/13, 10:00 a.m. The evaluation committee consisted of the following:

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

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

<b>Company Name</b>	<b>Bid Amount</b>	<b>Overall Score</b>	<b>Award (Y/N)</b>
Demien Construction	\$4,309,000	265	Yes
Hankins Construction	\$9,230,139	214	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:** Restroom Renovation at Category 3 & 4 Schools  
**PROJECT NUMBER:** RFP# PS40-1112  
**EVALUATED BY:** Prop S Construction Management Team  
**EVALUATION DATE:** July 9, 2012 (Phase 1), March 14, 2013 (Phase 2)

### **Bid Proposals**

Two bid proposals were received and publically opened on June 28, 2012 at 10:00 a.m. Then on Tuesday, July 3, 2012 at 1:30pm the apparent low bidder was given an opportunity to confirm his bid in relationship to the scope of work.

On Friday July 6, 2012 the scope of work was substantially reduced and below is a summary of the original bid and then the revised bid along with our recommendation. This reduction in scope is identified as Phase 1, with Phase 2 following at some point in the future.

On Thursday, March 14, 2013 the remainder of the scope in this project was authorized for consideration, that summary is listed below along with our recommendation.

#### **1. Demien Construction Co.**

Base Bid	\$8,394,000
Alternates:	\$ 120,000
<b>Total</b>	<b>\$ 8,514,000</b>
• <b>Reduced Scope (Phase 1)</b>	
Revised Base Bid due to change in scope	\$4,162,000
Revised Alternates due to change in scope	\$ 43,500
Deduct for not using P-card	\$ - 37,500
<b>Revised Total (Phase 1)</b>	<b>\$ 4,168,000 (Previously Awarded)</b>
• <b>Remaining Scope (Phase 2) = \$8,514,000 - \$4,168,000 =</b>	<b>\$4,346,000</b>
Deduct for not using P-card	\$ - 37,000
<b>Remaining Total (Phase 2)</b>	<b>\$4,309,000 (Under Consideration)</b>

#### **2. Hankins Construction Co.**

Base Bid:	\$9,101,335
Alternates:	\$ 128,804
<b>Total</b>	<b>\$ 9,230,139</b>

#### **Demien Construction Co.:**

Demien Construction Company is the apparent low bidder with their bid being 8% lower than the second low bidder. They have indicated a combined M/WBE participation 42.4%. They have acknowledged addenda 1,2 and 3, included a Bid Bond with their proposal and agreed to the proposed schedule. Based on our evaluation criteria form; they have obtained a total score of 85%.

#### **Hankins Construction Co.:**

Hankins Construction Co. is the second low bidder. They have acknowledged addenda 1,2 and 3, included a Bid Bond with their proposal and have indicated an M/WBE participation 44%. They are in agreement with the schedule. Based on our evaluation criteria form, they have obtained a total score of 74%.

#### **Recommendation**

Therefore, we recommend awarding contract for the remainder of the work associated with this project (Base Bid and all Alternates) to Demien Construction Company for the amount of \$4,309,000.



NAME: Roger L. CayCe

BID SUMMARY FOR RFP# PS40-1112 – Restroom Renovations at Category 3 & 4 Schools											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Demien Construction Co.	\$8,514,000		37.1MBE 5.3% WBE		Yes		Yes		Yes		
Score	Max 40%	30	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	10	90
Hankins Construction Co.	\$9,230,139		40 % MBE 4% WBE		Yes		No		Yes		
Score	Max 40%	25	Max 30%	25	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%	-	-
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# PS40-1112 – Restroom Renovations at Category 3 & 4 Schools**

Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "P" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Demien Construction Co.	\$8,514,000		37.1MBE 5.3% WBE		Yes		Yes		Yes		
Score	Max 40%	30	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	10	90
Hankins Construction Co.	\$9,230,139		40 % MBE 4%WBE		Yes		No		Yes		
Score	Max 40%	25	Max 30%	25	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%	-	-
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# PS40-1112 – Restroom Renovations at Category 3 & 4 Schools											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "p" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Demien Construction Co.	8.5 8.4 m		37.1/5.3=42.4%								
Score	Max 40%	40	Max 30%	25	Max 10%	-	Max 10%	10	Max 10%	10	85
Hankins Construction Co.	9.1m		40/4=44%								
Score	Max 40%	25	Max 30%	29	Max 10%	10	Max 10%	-	Max 10%	10	74
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%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-





# BOARD RESOLUTION

Date: April 12, 2013

Agenda Item : 05-09-13-28

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 # PS102-1213 Replacement Doors Leading from the Cafeteria at Roosevelt High School

**SUBJECT:** To approve a contract with Demien Construction to replace five sets of double doors leading from the cafeteria to adjacent north and south corridors at Roosevelt High School. The work should begin on April 26, 2013 and be completed by June 30, 2013 at a cost not to exceed \$60,500.00, which includes a 10% contingency of \$5,500.00. This project will be funded through the Proposition S Bond Program.

**BACKGROUND:** The scope of this project involves the replacement of five sets of double doors leading from Roosevelt's cafeteria to adjacent north and south corridors. It also includes painting the new door frames and installing new door hardware. This project will be funded by the Proposition A Bond Program under the Cafeteria/Kitchen Upgrades at \$10,000,000.00. With this project approved, the balance of the Cafeteria/Kitchen upgrades budget is \$171,773.00.

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 #: 10134645
Amount: \$60,500.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed \$60,500.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600015048

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

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

Leon Eisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



March 29, 2013

**MEMORANDUM**

**TO: Rick Schaeffer: Purchasing Office**

**FROM: Linda C. McKnight**

**RE: Bid Evaluation Record for RFP# 102-1213 Replacement Doors Leading to Cafeteria at Roosevelt High School**

The evaluation began at 2/19/13, 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)
Demien	\$55,000	400	Yes
Kozeny	\$55,750	305	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:** Roosevelt H.S.: Replacement of Doors Leading from the Cafeteria  
**PROJECT NUMBER:** RFP# PS102-1213  
**EVALUATED BY:** Prop S Construction Management Team  
**EVALUATION DATE:** February 20, 2013

### **Bid Proposals**

Two bid proposals were received and publically opened on February 19, 2013, at 10:00 a.m. from the following contractors for the project:

- |                         |               |                 |
|-------------------------|---------------|-----------------|
| 1. Demien Construction: | <b>Total:</b> | <b>\$55,000</b> |
| 2. Kozney-Wagner:       | <b>Total:</b> | <b>\$55,750</b> |

### **Demien Construction:**

Demien Construction: is the apparent low and responsive bidder because they have complied with the bid requirements and their bid proposal is slightly lower (\$750.00) than Kozney-Wagner's bid proposal. They have a total of 47% M/WBE participation; 40.5% MBE and 6% WBE and plan to provide 40% M/WBE field workforce. They have no exclusions and have acknowledged the issued Addendum #1. They are in agreement with the schedule and are willing to use "P" Card as part of their bid amount. Based on our evaluation criteria form, they have obtained a total score of 100%.

### **Kozney-Wagner**

Kozney-Wagner's bid proposal is slightly higher (\$750.00) than Demien's bid proposal.

### **Recommendation**

Therefore, we recommend awarding the contract to Demien Construction for the amount of \$55,000 to complete the project per scope and specifications.

NAME: Roger L. CayCe

BID SUMMARY FOR RFP# PS102-1213 Roosevelt High School: Replacement of Doors Leading from the Cafeteria											
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
Demien Construction	\$55,000		MBE: 40.5% WBE: 6%		Yes		Yes		Yes		
Score	Max 40%	40	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	10	100
Kozney-Wagner	\$55,750		MBE: 45.9% WBE: 0%		Yes		Yes		Yes		
Score	Max 40%	35	Max 30%	20	Max 10%	10	Max 10%	-	Max 10%	10	75
Score	Max 40%		Max 30%		Max 10%	-	Max 10%		Max 10%		-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-



NAME: Mike Dobbs

BID SUMMARY FOR RFP# PS102-1213 Roosevelt High School: Replacement of Doors Leading from the Cafeteria											
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
Demien Construction	\$55,000		MBE: 40.5% WBE: 6%		Yes		Yes		Yes		
	Max 40%	40	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	10	100
Kozney-Wagner	\$55,750		MBE: 45.9% WBE: 0%		Yes		Yes		Yes		
	Max 40%	35	Max 30%	20	Max 10%	10	Max 10%	-	Max 10%	10	75
Score	Max 40%		Max 30%		Max 10%	-	Max 10%		Max 10%		-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
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# PS102-1213 Roosevelt High School: Replacement of Doors Leading from the Cafeteria											
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
Demien Construction	\$55,000		MBE: 40.5% WBE: 6%		Yes		Yes		Yes		
	Max 40%	40	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	10	100
Kozney-Wagner	\$55,750		MBE: 45.9% WBE: 0%		Yes		Yes		Yes		
	Max 40%	35	Max 30%	20	Max 10%	10	Max 10%	-	Max 10%	10	75
Score	Max 40%		Max 30%		Max 10%	-	Max 10%		Max 10%		-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
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# PS102-1213 Roosevelt High School: Replacement of Doors Leading from the Cafeteria											
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
Demien Construction	\$55,000		MBE: 40.5% WBE: 6%								
Score	Max 40%	40	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	10	100
Kozney-Wagner	\$55,750		MBE: 45.9% WBE: 0%								
Score	Max 40%	35	Max 30%	25	Max 10%	10	Max 10%	-	Max 10%	10	80
Score	Max 40%		Max 30%		Max 10%	-	Max 10%		Max 10%		-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
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: April 12, 2013

Agenda Item : 05-09-13-29

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 # PS103-1213 Interior Door and Lock Replacement in Classrooms and Offices

**SUBJECT:** To approve a contract with Interface Construction to replace non-compliant doors and locksets in classrooms, offices and public areas in multiple schools. The work should begin on April 26, 2013 and be completed by July 31, 2013 at a cost not to exceed \$366,177.90, which includes a 10% contingency of \$33,288.90. This project will be funded through the Proposition S Bond Program.

**BACKGROUND:** The scope of this project includes replacing interior doors and locksets located in classrooms, offices and public areas in multiple schools. All new locksets are to be ADA compliant and are to be of an entry or dormitory function, with a push-button locking feature on the inside. In addition, all new locksets are to be equipped with interchangeable cores and finishes that match existing cores and finishes. This project will be funded by the Proposition S Bond Program under Safety/Security upgrades at \$3,100,000.00. With this project approved, the balance in the Safety/Security upgrades budget is \$2,465,996.00.

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 #: 10134646
Amount: \$366,177.90		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed \$366,177.90	<input type="checkbox"/> Pending Funding Availability	Vendor #:600000882

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



March 29, 2013

**MEMORANDUM**

**TO: Rick Schaeffer: Purchasing Office**

**FROM: Linda C. McKnight**

**RE: Bid Evaluation Record for RFP 103-1213 Interior Door and Lock Replacement @ Classrooms & Offices**

The evaluation began at 3/25/13, 10:00 a.m. The evaluation committee consisted of the following:

Roger CayCe	Building Commissioner	SLPS
Mike Dobbs	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)
Interface Construction	\$332,889	300	Yes
Demien Construction	\$337,000	255	No
Hankins Construction	\$356,000	150	No
Raineri Construction	\$475,000	180	No
Kozeny Wagner Construction	\$490,000	148	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



APPROVED !!  
R. C. C.

3/26/13



## BID EVALUATION

**PROJECT NAME:** Interior Door and Lock Replacement @ Classrooms & Offices  
**PROJECT NUMBER:** RFP# PS103-1213  
**EVALUATED BY:** Prop S Construction Management Team  
**EVALUATION DATE:** March 21, 2013

### **Bid Proposals**

Five bid proposals were received and publically opened on March 21, 2013, at 10:00 a.m. for the Interior Door and Lock Replacement @ Classrooms, Offices & Public Areas (PS103-1213) Project, below is a summary of the Base Bids received and our recommendation:

1. Interface Construction:	<b>Base Bid:</b>	<b>\$332,889.00</b>
2. Demien Contraction:	<b>Base Bid:</b>	<b>\$337,000.00</b>
3. Hankins Construction:	<b>Base Bid:</b>	<b>\$356,000.00</b>
4. Raineri Construction:	<b>Base Bid:</b>	<b>\$475,000.00</b>
5. Kozeny Wagner Construction:	<b>Base Bid:</b>	<b>\$490,000.00</b>

### **Interface Construction:**

Interface Construction is the apparent low and responsive bidder, they have complied with the bid requirements and their bid proposal is 1.5% (\$5,000) less than Demein's bid proposal. They have a total of 100% M/WBE participation; 82% MBE and 18% WBE and plan to provide 40% M/WBE field workforce. They have no exclusions and have acknowledged the issued Addendums 1- 4. They are in agreement with the schedule and are willing to use "P" Card as part of their bid amount. Based on our evaluation criteria form, they have obtained a total score of 100%.

### **Demein Contraction:**

Demien Construction's bid proposal is slightly higher (\$5,000) than Interface's s bid proposal. They have a total of 40% M/WBE participation; 40% MBE and 0% WBE. They have no exclusions and have acknowledged the issued Addendums #1 - 4. They are in agreement with the schedule and are willing to use "P" Card as part of their bid amount. Based on our evaluation criteria form, they have obtained a total score of 85%.

**Recommendation**

Therefore, we recommend awarding the contract to Interface Construction for the amount of \$332,889.00 to complete the Base Bid on the project per plans and specifications.



NAME: Roger L. CayCe

BID SUMMARY FOR RFP# PS103-1213 Interior lockset replacement											
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
Interface Construction	\$332,889.00		MBE: 82% WBE: 18%		Yes		Yes		Yes		
Score	Max 40%	40	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	10	100
Demien Contraction	\$337,000		MBE: 40% WBE: 0%		Yes		Yes		Yes		
Score	Max 40%	30	Max 30%	25	Max 10%	10	Max 10%	10	Max 10%	10	85
Hankins Construction Company	\$356,000		MBE: 0% WBE: 1.5%		Yes		Yes		Yes		
Score	Max 40%	20	Max 30%	-	Max 10%	10	Max 10%	10	Max 10%	10	50
Raineri Construction	\$475,000		MBE: 42% WBE: 10%		Yes		No		Yes		
Score	Max 40%	10	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	60
Kozeny Wagner	\$490,000		MBE: 42% WBE: 0%		Yes		No		Yes		
Score	Max 40%	5	Max 30%	25	Max 10%	10	Max 10%	-	Max 10%	10	50
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

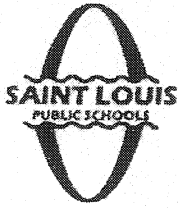
NAME: Mike Dobbs

BID SUMMARY FOR RFP# PS103-1213 Interior lockset replacement											
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
Interface Construction	\$332,889.00		MBE: 82% WBE: 18%		Yes		Yes		Yes		
Score	Max 40%	40	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	10	100
Demien Contraction	\$337,000		MBE: 40% WBE: 0%		Yes		Yes		Yes		
Score	Max 40%	30	Max 30%	25	Max 10%	10	Max 10%	10	Max 10%	10	85
Hankins Construction Company	\$356,000		MBE: 0% WBE: 1.5%		Yes		Yes		Yes		
Score	Max 40%	20	Max 30%	-	Max 10%	10	Max 10%	10	Max 10%	10	50
Raineri Construction	\$475,000		MBE: 42% WBE: 10%		Yes		No		Yes		
Score	Max 40%	10	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	60
Kozeny Wagner	\$490,000		MBE: 42% WBE: 0%		Yes		No		Yes		
Score	Max 40%	5	Max 30%	25	Max 10%	10	Max 10%	-	Max 10%	10	50
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: KWAME BUILDING GROUP, INC.

**BID SUMMARY FOR RFP# PS103-1213 Interior lockset replacement**

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
Interface Construction	\$332,889.00		MBE: 82% WBE: 18%								
Score	Max 40%	40	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	10	100
Demien Contraction	\$337,000		MBE: 40% WBE: 0%								
Score	Max 40%	30	Max 30%	25	Max 10%	10	Max 10%	10	Max 10%	10	85
Hankins Construction Company	\$356,000		MBE: 0% WBE: 1.5%								
Score	Max 40%	20	Max 30%	-	Max 10%	10	Max 10%	10	Max 10%	10	50
Rainerl Construction	\$475,000		MBE: 42% WBE: 10%								
Score	Max 40%	10	Max 30%	30	Max 10%	10	Max 10%	-	Max 10%	10	60
Kozeny Wagner	\$490,000		MBE: 42% WBE: 0%								
Score	Max 40%	-	Max 30%	28	Max 10%	10	Max 10%	-	Max 10%	10	48
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-



## ADDENDUM

TO: All Bidders

FROM: Proposition S Construction Management Team

DATE: February 15, 2013

FOR: RFP# PS103-1213: Interior Door & Lock Replacement @ Classrooms, Offices and Public Areas in Multiple Schools

### ADDENDUM NO 1: Revised Bidder's Information and Specifications

#### Notice to Bidders

This Addendum forms a part of the Contract Documents for RFP PS103-1213: Interior Door & Lock Replacement @ Classrooms, Offices and Public Areas in Multiple Schools. Contractors are required to acknowledge receipt of this addendum on the bid proposal form. Failure to acknowledge the receipt of this addendum may be subject for bidder to be disqualified.

Bidders are hereby informed that the contract documents are modified as follows:

#### REVISED BIDDER'S INFORMATION

1. Attached is a Revised Bidder's Information Sheet, incorporating the following changes:
  - a. Revised **Mandatory Bidder's Conference** locations
  - b. Revised **Final Questions Due** date.
  - c. Revised **Bid Due Date**

#### SPECIFICATION

1. All new locksets are to be ADA compliant and are to be of an Entry or Dormitory Function with a push button locking feature on the inside. Additionally all new locksets are to be equipped with interchangeable cores and finishes that match existing (see Supplemental Scoping Document). The following list identifies some of the major manufactures' ordering numbers which incorporates the Entry or Dormitory Function along with other desirable features associated with their product line for this project:
  - a. Best-93KT14DS3 + finish #
  - b. Schlage-D91JD Sparta + finish #
  - c. Sargent-6028 FW 10G24 LL + finish #
  - d. Yale-PB5404 F694 497 1210 1-3/4" + finish #
2. For all other locksets not listed above, Contact the District's Locksmith: Steve Pinkston at (314) 574-9457.





# BOARD RESOLUTION

Date: April 12, 2013

Agenda Item : 05-09-13-30

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

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

Action to be Approved: Contract

RFP/Bid #16-1213 Replace Heat Pumps in Gymnasium and Stage Area at Froebel & Lexington Schools

**SUBJECT:** To approve a contract with American Boiler to replace the heat pumps for the gymnasiums and stage areas at Froebel and Lexington Elementary Schools. The work should begin on April 26, 2013 and be completed by August 1, 2013 at a cost not to exceed \$222,393.00, which includes a 10% contingency of \$20,218.00. This project will be funded through the HVAC Bond Program.

**BACKGROUND:** The scope of this project is to replace the existing heat pumps that are located above the ceiling of the gymnasium which is approximately 30 ft. from the floor. The difficulty in maintaining the units is due to the lack of the equipment to raise a technician to the proper height; the existing units are failing. The new equipment will be mounted approximately 10 ft. from the floor of the stage and will be easily accessible from a ladder which will extend equipment life and ensure proper maintenance is completed.

**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-HE-909-2624-6522	HVAC Bond	Requisition #: 10134650
Amount: \$222,393.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$222,393.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600002817

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

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

Leon Fisher, CFO/Treasurer

Mary M. Hedlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



March 29, 2013

**MEMORANDUM**

**TO: Rick Schaeffer: Purchasing Office**

**FROM: Linda C. McKnight**

**RE: Bid Evaluation Record for RFP 16-1213 Replacement Heat Pumps in Gym and Stage Area for Froebel and Lexington Schools**

The evaluation began at 3/25/13, 10:00 a.m. The evaluation committee consisted of the following:

Roger CayCe	Building Commissioner	SLPS
Mike Dobbs	Project Manager	SLPS

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

Company Name	Bid Amount	Overall Score	Award (Y/N)
American Boiler	\$202,175	160	Yes
National Design Build Services	\$202,324	145	No
Jarrell Contracting	Bid Late	0	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: Mike Dobbs BID EVALUATION FOR RFP 016-1213 GYM MECHANICAL EQUIP REPLACEMENT (LEXINGTON AND FROEBEL)

CONTRACTOR	PRICE	M/WBE PARTICIPATION	SLPS PAST PERFORMANCE	P CARD	VENDOR EXPERIENCE	SCORE	NOTES
AMERICAN BOILER	\$202,175 Max 40% (40)	MBE 38.5% WBE 0% Max 30% (0)	Satisfactory Max 10% (10)	Yes Max 10% (10)	Satisfactory Max 10% (10)	70	Tying new heat pumps into existing ductwork. Stand alone (Trend) controls accessible via the internet.
NATIONAL DESIGN BUILD SERVICES	\$202,324 Max 40% (35)	MBE 48% WBE 5.4% Max 30% (30)	Satisfactory Max 10% (10)	No Max 10% (0)	Satisfactory Max 10% (10)	85	Tying into the existing ductwork for better air distribution. Reusing existing control boards.
JARRELL CONTRACTING	BID WAS LATE 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% ( )		



# American Boiler & Mechanical

www.americanboilermech.com

## PROPOSAL

Date: March 21, 2013

Quote No: PLH13-071

To: Saint Louis Public Schools  
801 N. 11<sup>th</sup> Street  
St. Louis, Missouri 63101

Re: Project # RFP 016-1213 - Gymnasium Mechanical Equipment replacement at:  
Froebel and Lexington Schools

Attention: Mike Dobbs

Thank you for the opportunity to offer this proposal for your consideration. Based upon the project specifications as detailed in RFP 016-1213, American Boiler & Mechanical offers the following proposal to furnish all necessary labor, material and equipment required to replace the existing water source heat pumps located above the gymnasium ceiling with new Climate Master, water source heat pumps relocated and mounted on wall brackets in the stage area, approximately 10ft to 12ft AFF in each school. 160-ton McQuay, air cooled, fluid cooler/chillers with (2) new 160-ton air cooled chillers perform the scope of work as detailed below.

1. Disconnect, remove, and haul away the (3) existing water source heat pumps and associated accessories as needed.
2. Furnish and install three (3) new Climate Master, vertical water source heat pumps.
3. The new units will be mounted on wall brackets inside of the stage area, approximately 10ft. to 12 ft. above the floor.
4. The new heat pumps will be of equal capacity to the old units being removed.
5. The existing closed loop piping will be extended or re-routed to and connected to the new units.
6. Provide electrical wiring to connect the existing electric to the new units.
7. Due to the obsolescence of the existing control system and the lack of parts for expansion/modification, the new units will be controlled by a stand alone TREND IQ by Honeywell control system. No IP interface to school's network has been included.
8. Extend new supply air duct from each of the new heat pumps up to and connect to the respective existing supply air ducts above the ceiling.
9. After completing the above detailed installations, the new units will be started and checked for proper operation, based upon manufacturers' recommended start-up procedures.

The lump sum price to perform the scope of work as detailed above shall be:

**Two Hundred Two Thousand One Hundred Seventy Five - Dollars - (\$202,175.00)**  
**Sales Tax Not Included**

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4950 Bischoff Avenue  
St. Louis, MO 63110  
Phone: 314-865-3000  
FAX: 314-865-3001  
800-235-5377

602 East 12th Avenue  
N. Kansas City, MO 64116  
Phone: 816-421-0382  
FAX: 816-421-7071  
888-440-0382

400 N. 2nd St.  
Salina, KS 67401  
Phone: 785-827-6829  
FAX: 785-823-9651  
800-227-6829





# American Boiler & Mechanical

www.americanboilermech.com

All work performed under this agreement shall be invoiced as to job progress on a monthly basis and/or upon completion, whichever comes first. Our terms are Net ten (10) days from date of invoice. Applicable sales tax has not been included in the quoted price. Should you choose to accept this proposal, please sign, date, and return a signed copy to our office.

Respectfully Submitted by:  
American Boiler and Mechanical

Customer Acceptance by:  
Saint Louis Public Schools

Phil Hendrickson

Phil Hendrickson - Project Manager

\_\_\_\_\_  
Signature of Acceptance      Title

March 21, 2013

Date of Proposal

\_\_\_\_\_  
Date of Acceptance

P.O. #

## TERMS AND CONDITIONS

Our terms are Net 10 days, and in the event payments are late or in any other way not received by American Boiler & Mechanical when due, then Buyer shall make further payments calculated at a rate of 1.5% of the total amount due per month. In the event American Boiler & Mechanical takes any action to collect any payments due as a result of any late or non-payment, then Buyer further agrees to pay any and all reasonable expenses and costs of such collection, including reasonable attorney's fees.

4950 Bischoff Avenue  
St. Louis, MO 63110  
Phone: 314-865-3000  
FAX: 314-865-3001  
800-235-5377

602 East 12th Avenue  
N. Kansas City, MO 64116  
Phone: 816-421-0382  
FAX: 816-421-7071  
888-440-0382

400 N. 2nd St.  
Salina, KS 67401  
Phone: 785-827-6829  
FAX: 785-823-9651  
800-227-6829







# BOARD RESOLUTION

Date: April 12, 2013

Agenda Item : 05-09-13-31

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 #15-1213 Replace Chillers at Hickey Elementary School

SUBJECT: To approve a contract with American Boiler to replace two chillers at Hickey Elementary School. The work should begin on April 26, 2013 and be completed by August 1, 2013 at a cost not to exceed \$218,680.00, which includes a 10% contingency of \$19,880.00. This project will be funded through the HVAC Bond Program.

**BACKGROUND:** The scope of this project is to replace the existing McQuay chillers. The existing chillers are evaporative-type chillers and were designed for warm, arid climates. They are prone to freeze ups in the mid-west's climate and have done so many times over the years which has drastically shortened the life expectancy of 20-25 years. The new chillers are air cooled and should provide years of adequate cooling and save in maintenance costs.

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-HE-909-2624-6522	HVAC Bond	Requisition #: 10134636
Amount: \$218,680.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$218,680.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600002817

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



March 29, 2013

**MEMORANDUM**

**TO: Rick Schaeffer: Purchasing Office**

**FROM: Linda C. McKnight**

**RE: Bid Evaluation Record for Replace Chillers at Hickey School**

The evaluation began at 3/25/13, 10:00 a.m. The evaluation committee consisted of the following:

Roger CayCe	Building Commissioner	SLPS
Mike Dobbs	Project Manager	SLPS

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

Company Name	Bid Amount	Overall Score	Award (Y/N)
American Boiler	\$198,800	140	Yes
National Design Build Service	Bid Late	0	No
Jarrell Contracting	Bid Late	0	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 Replacement Chillers at Hickey and L'Ouverture											
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
American Boiler	\$372,660 Hickey Only - 198,800		0.0%		Yes		Yes		Yes		
Score	Max 40%	40	Max 30%	-	Max 10%	10	Max 10%	10	Max 10%	10	70
National Design Build Services	Bid Late										
Score	Max 40%		Max 30%		Max 10%		Max 10%		Max 10%		-
Jarrell Contracting	Bid Late										
Score	Max 40%		Max 30%		Max 10%		Max 10%		Max 10%		-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: Mike Dobbs

BID EVALUATION FOR RFP 015-1213 CHILLER REPLACEMENT AT HICKEY AND L'OUVERTURE

CONTRACTOR	PRICE	M/WBE PARTICIPATION	SLPS PAST PERFORMANCE	P CARD	VENDOR EXPERIENCE	SCORE	NOTES
American Boiler	\$372,660 Hickey only \$198,800	0%	Satisfactory	Yes	Satisfactory		Bid both projects separately so pulling L'Ouverture won't be a concern
	Max 40% (40)	Max 30% ( )	Max 10% (10)	Max 10% (10)	Max 10% (10)	70	
National Design Build Services	BID WAS LATE						
	Max 40% ( )	Max 30% ( )	Max 10% ( )	Max 10% ( )	Max 10% ( )	0	
JARRELL CONTRACTING	BID WAS LATE						
	Max 40% ( )	Max 30% ( )	Max 10% ( )	Max 10% ( )	Max 10% ( )	0	
	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% ( )		





# American Boiler & Mechanical

www.americanboilermech.com

## PROPOSAL

Date: March 21, 2013

Quote No: PLH13-070

To: Saint Louis Public Schools  
801 N. 11<sup>th</sup> Street  
St. Louis, Missouri 63101

Re: Project # RFP 015-1213 - Chiller Replacement at Hickey School, 3111 Cora Ave.

Attention: Mike Dobbs

Thank you for the opportunity to offer this proposal for your consideration. Based upon the project specifications as detailed in RFP 015-1213, American Boiler & Mechanical offers the following proposal to furnish all necessary labor, material and equipment required to replace the (2) existing 160-ton McQuay, air cooled, fluid cooler chillers with (2) new 160-ton air cooled chillers perform the scope of work as detailed below.

1. Disconnect, remove, and haul away the (2) existing 160-ton McQuay, air cooled fluid cooler chillers, associated accessories, and piping as needed for the new chillers to be installed.
2. Furnish and install two (2) new Carrier, model 30RBX16064-L7L3L, 160-ton, 460 volt/3-phase, air cooled chillers.

**Features included by York:**

- a. R410a refrigerant
  - b. 460/3/60
  - c. Freeze protection
  - d. Non fused disconnect
  - e. Low sound option
  - f. Minimum load control
  - g. Single point power connection
  - h. BACnet Communications
  - i. No Coil Trim panels
  - j. Compressor 2-5 years Parts only Warranty
  - k. Complete Unit 2 years Parts and Labor Warranty (less hydronic system)
  - l. Factory start-up and complete unit 1<sup>st</sup> year labor, first unit
  - m. Dual chiller accessory kit
  - n. Thermister and thermister well
2. The existing chilled water supply piping and chilled water return piping will be connected to each of the new chillers with welded schedule 40 black iron pipe and fittings.

---

4950 Bischoff Avenue  
St. Louis, MO 63110  
Phone: 314-865-3000  
FAX: 314-865-3001  
800-235-5377

602 East 12th Avenue  
N. Kansas City, MO 64116  
Phone: 816-421-0382  
FAX: 816-421-7071  
888-440-0382

400 N. 2nd St.  
Salina, KS 67401  
Phone: 785-827-6829  
FAX: 785-823-9651  
800-227-6829





# American Boiler & Mechanical

www.americanboilermech.com

3. All new chilled water pipe and fittings will be insulated to match the existing insulation as close as possible.
4. Provide electrical wiring to connect the existing electric to the new chillers.
5. Provide control work by Johnson Controls to interface the existing control system to the (2) new chillers, without new operator stations or new software.
6. After completing the above detailed chiller replacement, factory start-up will be provided, to insure proper operation, based upon manufacturers' recommended start-up procedures.

The lump sum price to perform the scope of work as detailed above shall be:

**One Hundred Ninety Eight Thousand Eight Hundred - Dollars - (\$198,800.00)**  
**Sales Tax Not Included**

All work performed under this agreement shall be invoiced as to job progress on a monthly basis and/or upon completion, whichever comes first. Our terms are Net ten (10) days from date of invoice. Applicable sales tax has not been included in the quoted price. Should you choose to accept this proposal, please sign, date, and return a signed copy to our office.

Respectfully Submitted by:  
American Boiler and Mechanical

Customer Acceptance by:  
Saint Louis Public Schools

Phil Hendrickson

Phil Hendrickson - Project Manager

\_\_\_\_\_  
Signature of Acceptance

\_\_\_\_\_  
Title

March 21, 2013

Date of Proposal

\_\_\_\_\_  
Date of Acceptance

\_\_\_\_\_  
P.O. #

## TERMS AND CONDITIONS

Our terms are Net 10 days, and in the event payments are late or in any other way not received by American Boiler & Mechanical when due, then Buyer shall make further payments calculated at a rate of 1.5% of the total amount due per month. In the event American Boiler & Mechanical takes any action to collect any payments due as a result of any late or non-payment, then Buyer further agrees to pay any and all reasonable expenses and costs of such collection, including reasonable attorney's fees.

4950 Bischoff Avenue  
St. Louis, MO 63110  
Phone: 314-865-3000  
FAX: 314-865-3001  
800-235-5377

602 East 12th Avenue  
N. Kansas City, MO 64116  
Phone: 816-421-0382  
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888-440-0382

400 N. 2nd St.  
Salina, KS 67401  
Phone: 785-827-6829  
FAX: 785-823-9651  
800-227-6829







# BOARD RESOLUTION

Date: April 12, 2013

Agenda Item : 05-09-13-32

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 # 17-1213 Hot Gas Bypass Circuit Installation at Sigel Elementary School

**SUBJECT:** To approve a contract with Johnson Controls to install a hot gas bypass circuit on the York chiller at Sigel Elementary School. The work should begin on April 26, 2013 and end by June 30, 2013 at a cost not to exceed \$29,075.20, which includes a 10% contingency of \$2,643.20. This project will be funded through the HVAC Bond Program.

**BACKGROUND:** The scope of this project is to extend the life of the chiller by adding the hot gas bypass. The chiller is oversized to the point that it is detrimental to the cooling capabilities in the facility due to the excessive amount of starts and stops. The hot gas bypass will eliminate the excessive starts by keeping the chiller loaded, which will ensure a smoother operation and more reliable cooling capabilities,

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-HE-909-2624-6522	HVAC Bond	Requisition #: 10134638
Amount: \$29,075.20		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed \$29,075.20	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600001291

Department: Operations

Requestor: Linda C. McKnight

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

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



March 29, 2013

## MEMORANDUM

**TO:** Rick Schaeffer: Purchasing Office

**FROM:** Linda C. McKnight

**RE:** Bid Evaluation Record for RFP 017-1213 Hot Gas Bypass Installation at Sigel School

The evaluation began at 3/25/13, 10:00 a.m. The evaluation committee consisted of the following:

Roger CayCe	Building Commissioner	SLPS
Mike Dobbs	Project Manager	SLPS

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

Company Name	Bid Amount	Overall Score	Award (Y/N)
Johnson Controls	\$26,432	140	Yes

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 017-1213 HOT GAS BYPASS INSTALLATION AT SIGEL ELEMENTARY											
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
Johnson controls	\$26,432		0.0%		Yes		Yes		Yes		
Score	Max 40%	40	Max 30%	-	Max 10%	10	Max 10%	10	Max 10%	10	70
Score	Max 40%		Max 30%		Max 10%		Max 10%		Max 10%		-
Score	Max 40%		Max 30%		Max 10%		Max 10%		Max 10%		-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

NAME: Mike Dobbs

BID SUMMARY FOR RFP 017-1213 HOT GAS BYPASS INSTALLATION AT SIGEL ELEMENTARY						
Contractor	Price	M/WBE Participation	SLPSPast Performance	P Card	Vendor Experience	Scores
Johnson Controls	\$26,432	0.00%	Satisfactory	Yes	Satisfactory	
	Max 40% (40)	Max 30% (0)	Max 10% (10)	Max 10% (10)	Max 10% (10)	70
Score	Max 40% (0)	Max 30% (0)	Max 10% (0)	Max 10% (0)	Max 10% (0)	0
Score	Max 40% (0)	Max 30% (0)	Max 10% (0)	Max 10% (0)	Max 10% (0)	0
Score	Max 40% (0)	Max 30% (0)	Max 10% (0)	Max 10% (0)	Max 10% (0)	
Score	Max 40% (0)	Max 30% (0)	Max 10% (0)	Max 10% (0)	Max 10% (0)	
Score	Max 40% (0)	Max 30% (0)	Max 10% (0)	Max 10% (0)	Max 10% (0)	
Score	Max 40% (0)	Max 30% (0)	Max 10% (0)	Max 10% (0)	Max 10% (0)	







# BOARD RESOLUTION

Date: April 12, 2013

Agenda Item : 05-09-13-33

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Debra Falkiner, Director of Parent and Student Engagement

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 04-12-12-06  
Prior Year Cost \$160,000

**SUBJECT:** To approve a contract renewal with the Achievement Commitment Excellence Learning Centers (ACE) to provide the alternative Summer School Program for the period of June 3 – June 28, 2012, in an amount not to exceed \$160,000. The cost of the renewal contract is included in the \$3 million proposed cost of the Summer School Program.

**BACKGROUND:** The Achievement Commitment Excellence Learning Center (ACE) will provide an alternative summer program to serve student referrals identified by the Innovative Pathways Division. The ACE Learning Center will provide 300 slots @ \$533.33 per slot or \$160,000.

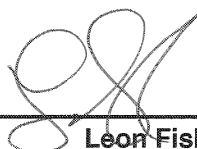
Accountability Plan Goals: Goal I: Student Performance


Objective/Strategy: 1.1A

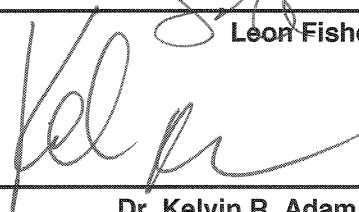
FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type – 2218 Function– 6411 Object Code)

Fund Source:	GOB	Requisition #:
Amount: \$160,000		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$160,000	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600007514

  
Angela Banks, Budget Director

  
Leon Fisher, CFO/Treasurer

  
Debra Falkiner, Director of Parent and Student Engagement

  
Dr. Kelvin R. Adams, Superintendent



## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: March 8, 2012
Dept / School: Secondary Education Office		Reported By: Debra Falkiner
Vendor: ACE Learning Center		Vendor #: : 600007614
Contract # / P.O. #: 4500157613		Contract Name: Summer School Alternative Program
Contract Amount: \$160,000		Award Date: 4/12/12
<b>Purpose of Contract (Brief Description):</b> Provide an alternative Summer School Program to serve student referrals identified by the Innovative Pathways Division.		
<b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
<b>Quality of Goods / Services</b>	5 X	Customer service is excellent. ACE brings their own team to service the students and district.
	4	
	3	
	2	
	1	
<b>Timeliness of Delivery or Performance</b>	5 X	Eighteen percent of SLPS graduates last school year attended ACE programs.
	4	
	3	
	2	
	1	
<b>Business Relations</b>	5 X	Excellent working relationship.
	4	
	3	
	2	
	1	
<b>Customer Satisfaction</b>	5 X	Eighteen percent of SLPS graduates last school year attended ACE programs.
	4	
	3	
	2	
	1	
<b>Cost Control</b>	5 X	ACE makes every attempt to keep costs down.
	4	
	3	
	2	
	1	
<b>Average Score</b>	25	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

## VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

### Performance Ratings Guidelines

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

### Performance Categories Descriptions

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



 **BOARD RESOLUTION**

Date: April 15, 2013

Agenda Item : 05-09-13-31

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: **Contract Renewal**

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

Previous Board Resolution # 05-03-12-09

Prior Year Cost \$43,300.00

**SUBJECT:** To approve a contract renewal with Linn State Technical College (LSTC) to provide a Technical Scholars Academy (TSA) for twelve (12) SLPS high school students. The Academy is a summer program offered by LSTC. The contract will be for the period June 10, 2013 to June 27, 2013 on the LSTC campus. The cost of the Academy will not exceed \$45,000.00.

**BACKGROUND:** This program will afford students the opportunity to earn industry-recognized civil and construction technology MODOT certifications and college credit, explore multiple technical career fields, and participate in team building and job readiness skills while living on the college campus.

Accountability Plan Goals: Superintendent's Initiatives

Objective/Strategy:


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


Fund Source: 022-00-240-2426-6319	Non-GOB	Requisition #:
Amount: \$45,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$45,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600010424


Department: Career and Technical Educ


Requestor: Tim M. Murrell

  
Timothy Murrell, Exec. Dir., Career Technical Ed

 4/15/2013  
Dr. Nicole Williams, Dep. Supt., Academics

  
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: March 27, 2013
Dept / School: Career & Technical Education		Reported By: Cathy Gutjahr, Program Manager
Vendor: Linn State Technical College		Vendor #: 600010424
Contract # / P.O. #: 4500162813		Contract Name: Consultant Agreement W/Linn State
Contract Amount: \$ 43,300.00		Award Date: June 11, 2012
<b>Purpose of Contract (Brief Description):</b> To provide students with an opportunity to earn industry-recognized civil and construction technology MODOT certifications and college credit, explore multiple technical career fields, and participate in team building and job readiness skills while living on the college campus.		
<b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
<b>Quality of Goods / Services</b>	5 x 4 3 2 1	Excellent – successful students receive college credit
<b>Timeliness of Delivery or Performance</b>	5 x 4 3 2 1	Excellent – planning timeline for this program is followed cooperatively by Linn State and SLPS CTE dept.
<b>Business Relations</b>	5 x 4 3 2 1	Excellent – Easy access to communication with Linn State to support student successes and needs while living on campus.
<b>Customer Satisfaction</b>	5 x 4 3 2 1	Excellent – students are mentored and tutored when needed.
<b>Cost Control</b>	5 x 4 3 2 1	Excellent – shared costs. Final budget from Linn State indicates actual costs, not estimates.
<b>Average Score</b>	<b>5</b>	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

## VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

### Performance Ratings Guidelines

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

### Performance Categories Descriptions

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

## **Technology Scholars Academy**

### **Summary:**

This project is a partnership between St. Louis Public Schools (SLPS) and Linn State Technical College (LSTC) in Linn Missouri to provide a Technology Scholars Academy (TSA) during the summer of 2013. The TSA is intended to provide students with a “jump start” to their senior year by providing academic and personal growth experiences during a three week period in June of 2013. Successful participation will yield industry recognized credentials, college credit, and team building skills in a structured, safe, and fun academy environment.

### **Need:**

Providing students with experiences that helps them better understand themselves and their abilities can be important in goal setting. Experiences that challenge students in specific technical areas combined with broad based exposure to other technical content and personal growth opportunities are ways to provide the construct for students to visualize career options. Furthermore, reinforcement of learned skills by projects, on-site visits and exposure to professionals in the field can stimulate decision making.

The TSA is designed to provide some of these experiences in expectation that students will gain experiences to establish goals for which they will bring motivation and purpose toward the completion of their senior year. Students who have and prepare for attainment of goals tend to stay in school and be better prepared for post-secondary education and college.

### **Goals:**

The TSA is structured to attain the following goals:

1. Provide challenging technical immersion in Civil and Construction Technology to obtain industry recognized certificate(s).
2. Provide exploratory technical exposure to broaden experiences for further career inquiry.
3. Provide personal growth experiences through activities designed to increase team building, problem solving, and communication skills.
4. Provide other activities and experiences unique to Mid-Missouri in a structured, safe, and fun academy environment.



# Linn State Technical College - Technology Scholars Academy

June 10 thru 27th

## BUDGET

DESCRIPTION	QTY	UNIT	TOTAL	COMMENT
TSA Mentor	1		\$4,800	Mentor provided by SLPs
Site Coordinator	1		\$3,000	Site coordinator provided by Linn State
Housing	9	650	\$5,850	Eight rooms, plus mentor/site coordinator/linen services once a week
Food and Beverages	14	340	\$4,760	Food, Beverages, & Breakouts
Tuition and Fees	12	555	\$6,660	Instructors, books, fees, and consumables
Departmental Consumables, Other	5	300	\$1,500	Instructional materials for technical exploratory
Departmental Other support	3	300	\$900	Other support
Instruction Costs (iPADs, Cases, Accessories)	14	500	\$7,000	iPADS, Case, Gift Card
Industry Certification. Awards, other	12	250	\$3,000	
Transportation (Local)			\$2,400	Off-campus travel to businesses, government, training sites, etc.
Transportation (St. Louis to Linn)	6	335	\$2,010	Travel from St. Louis to Linn and back
Other Activities, Fees, Honorarium			\$1,000	Cultural events, team building, other admission fees
T-shirts, planning, support & rental			\$900	Graduation/Rental of Equipment/Other
<b>Budget</b>			<b>\$43,780</b>	<b>Total Cost includes 12 students, one on-site Coordinator, activities</b>
<b>Contingency</b>			<b>\$1,220</b>	
<b>Costs not to Exceed</b>			<b>\$45,000</b>	





# BOARD RESOLUTION

Date: April 15, 2013

Agenda Item : 05-09-13-35

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 # 04-12-12-07

Prior Year Cost \$350,000.00

**SUBJECT:** To approve the renewal and amendment of the contract with Teach for America to provide recruiting and training for up to 70 first year teachers for the 2013/2014 school year at a cost of \$2,500 per teacher and to authorize payment of \$2,500 per teacher for up to 70 second year teachers. The total contract cost not to exceed \$350,000.

**BACKGROUND:** The District approved a multi-year contract with Teach for America to recruit and train highly qualified teachers who are specifically equipped to positively impact student achievement in under-resourced communities. The annual contract cost was established in Board Resolution 02-13-07-04. The contract was most recently renewed under Board Resolution 04-12-12-07 for recruitment and training of up to 70 first year teachers and up to 70 second year teachers at \$2,500 per teacher. The total contract price for the 2012/2013 school year was not to exceed \$350,000. (The actual expenditure was \$242,500.)

CSIP Goal 94 - MSIP Standard 8.10.1

CSIP Goal 151 - MSIP Standard 2.2.1

CSIP Goal 154 - MSIP Standard 5.1

Accountability Plan Goals: Goal II: Highly Qualified Staff

Objective/Strategy: II.F.

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: 350,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
\$350,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600010140

Department: Human Resources

Requestor:

Dr. James Henderson, Chief Human Resource Officer

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer  
Dr. Kelvin R. Adams, Superintendent



## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: April 12, 2013
Dept / School: Human Resources		Reported By: Dr. James L. Henderson
Vendor: Teach For America		Vendor #: 600010140
Contract # / P.O/ #: 4500165553		Contract Name: Teach For America
Contract Amount: \$ 350,000		Award Date: 4/12/12
<b>Purpose of Contract (Brief Description):</b> To provide recruiting and training for up to 70 new teachers.		
<b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
<b>Quality of Goods / Services</b>	5 <input checked="" type="checkbox"/>	
	4	
	3	
	2	
	1	
<b>Timeliness of Delivery or Performance</b>	5	
	4 <input checked="" type="checkbox"/>	
	3	
	2	
	1	
<b>Business Relations</b>	5 <input checked="" type="checkbox"/>	The Teacher for America has proven to be viable and flexible partner in delivering high quality, focused and passionate educators to the classroom.
	4	
	3	
	2	
	1	
<b>Customer Satisfaction</b>	5 <input checked="" type="checkbox"/>	
	4	
	3	
	2	
	1	
<b>Cost Control</b>	5	
	4 <input checked="" type="checkbox"/>	
	3	
	2	
	1	
<b>Average Score</b>	4.6	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

## VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

### Performance Ratings Guidelines

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

### Performance Categories Descriptions

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





# BOARD RESOLUTION

Date: April 12, 2013

Agenda Item : 05-09-13-36

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 # 06-26-12-43

Prior Year Cost \$15,000

**SUBJECT:** To approve a contract renewal for the use of the nFocus software for the Community Education registration system. The contract is for the period July 1, 2013 to June 30, 2014 at a cost not to exceed \$25,000.00. The increase is due to a request in additional capabilities in the product.

**BACKGROUND:** This software application product allows the Community Education Department personnel to register, maintain, and track enrollments in the program. It supports their processes and procedures and provides reporting and tracking of their successes.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.D.3.

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

Fund Source: 981-00-110-2828-6319	GOB	Requisition #:
Amount: \$25,000		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$25,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600013821

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: 03/29/2013
Dept / School: Technology		Reported By: Cheryl VanNoy
Vendor: HP		Vendor #: 600010323
Contract # / P.O. #: 4500163986		Contract Name: HP
Contract Amount: \$15,000		Award Date: 9/27/12
Purpose of Contract (Brief Description): HP Network Node		
<b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 4 <b>X3</b> 2 1	Good product and support
Timeliness of Delivery or Performance	5 4 <b>X3</b> 2 1	Timely delivery and installation
Business Relations	5 4 <b>X3</b> 2 1	Appropriate working relationship with vendor
Customer Satisfaction	5 4 <b>X3</b> 2 1	Customer satisfaction is acceptable
Cost Control	5 4 <b>x3</b> 2 1	Good financial responsibility for product services.
Average Score	3	
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"/>		







# BOARD RESOLUTION

Date: April 12, 2013

Agenda Item : 05-09-12-37

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 # 06-26-12-42

Prior Year Cost \$181,000

**SUBJECT:** To approve a contract renewal with Belcan InfoServices to provide temporary technical personnel to be used in the Technology Department to support intranet, email accounts, and server administration. The contract is for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$186,430. This amount includes a 3% increase over last year's cost due to increase in hourly rate by company.

**BACKGROUND:** Belcan InfoServices specializes in providing temporary and direct hire technical personnel. As a result of continued changes in staffing in the Technology Department, a continued need has been identified for an individual(s) with the technical knowledge to support the SLPS intranet, email accounts and assist with server administration along with SAP and other database work.

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

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

Fund Source: 981-75-110-2828-6319	GOB	Requisition #:
Amount: \$186,430		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$186,430.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600013993

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: 03/22/2013
Dept / School: Technology		Reported By: Cheryl VanNoy
Vendor: Belcan		Vendor #: 600013993
Contract # / P.O. #: 4500163140		Contract Name: Belcan Professional Services
Contract Amount: \$181,000		Award Date: 6/26/12
<b>Purpose of Contract (Brief Description):</b> To provide problem resolution support for all technology systems.		
<b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 X4 3 2 1	The expertise that we receive from their professional services is at a high quality with a broad array of experience and knowledge.
Timeliness of Delivery or Performance	5 X4 3 2 1	Individuals who are assigned to our location are always on time and provide quality outcomes.
Business Relations	5 X4 3 2 1	Belcan and SLPS have a great working relationship.
Customer Satisfaction	5 X4 3 2 1	The Technology Department is pleased with the product that Belcan provides.
Cost Control	5 X4 3 2 1	This amount is fiscally responsible with industry standard comparison of the services provided.
Average Score	4	
<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: April 12, 2013

Agenda Item: 05-09-13-38

To: Dr. Kelvin R. Adams, Superintendent

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

Action:     X    

Action to be Approved:

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

<b>X</b>	<u>Contract Renewal</u>	
	Previous Bd. Res. #	06-07-12-07
	Previous Year Cost	\$ 3,000,000.00

**SUBJECT:**

To approve a renewal contract with Apple as the sole source for technology purchases for items such as iPads, iMacs, iPods, Bretford iPad sync carts, professional development, and other peripherals beginning July 1, 2013 through June 30, 2014 at a cost not to exceed \$3,000,000.00.

**BACKGROUND:**

The equipment will be purchased from GOB, Title, SIG, DESEG and/or Prop S funds.

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

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

Fund Source:	-	-	-	-		Requisition #:
Amount:	\$	3,000,000.00				
Fund Source:	-	-	-	-		Requisition #:
Amount:						
Fund Source:	-	-	-	-		Requisition #:
Amount:						
Cost not to Exceed:	\$	3,000,000.00	<input checked="" type="checkbox"/>		Pending Funding Availability	Vendor #: 600011766

Department: Information Technology Services

Angela Banks, Budget Director

Cheryl VanNoy, Exec. Dir., Technology Services

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



## Vendor Performance Report

Type of report: Final X Quarterly <input type="checkbox"/>		Report Date: 03/21/2013
Dept / School: Technology		Reported By: Cheryl VanNoy
Vendor: Apple		Vendor #: 600011766
Contract # / P.O / #:		Contract Name: Apple
Contract Amount: \$3,000,000.00		Award Date: 6/7/12
<b>Purpose of Contract (Brief Description):</b> To provide problem resolution support for all technology systems.		
<b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 X4 3 2 1	
Timeliness of Delivery or Performance	5 X4 3 2 1	
Business Relations	5 X4 3 2 1	
Customer Satisfaction	5 X4 3 2 1	
Cost Control	5 X4 3 2 1	
Average Score	4	
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check    Yes X    No <input type="checkbox"/>		





# BOARD RESOLUTION

Date: April 12, 2013

Agenda Item : 05-09-13-39

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 # 06-07-12-08

Prior Year Cost \$18,500

**SUBJECT:** To approve a contract renewal with Pitney Bowes for maintenance services and equipment on the postage meter application system. This contract is for the period July 1, 2013 to June 30, 2014 at a cost not to exceed \$17,700.00.

**BACKGROUND:** This service is needed to add the postage of mailed letters along with software application to identify correct mailing addresses prior to mailing.

Accountability Plan Goals: Superintendent's Initiatives

Objective/Strategy: III.B

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

Fund Source: 981-00-110-2577-6319	GOB	Requisition #:
Amount: \$17,700		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$17,700.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600005507

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: 03/22/2013
Dept / School: Technology		Reported By: Cheryl VanNoy
Vendor: Pitney Bowes		Vendor #: 6000005507
Contract # / P.O. #: 4500163293		Contract Name: Pitney Bowes
Contract Amount: \$18,500		Award Date: 06/7/12
<b>Purpose of Contract (Brief Description):</b> Pitney Bowes is the contractor that supplies the postage meter for adding postage to the mailing letters. Additionally, it will include a computer application that will verify addresses before they are mailed.		
<b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	X5 4 3 2 1	Excellent product
Timeliness of Delivery or Performance	X5 4 3 2 1	Excellent performance
Business Relations	X5 4 3 2 1	Great working relationship
Customer Satisfaction	X5 4 3 2 1	Satisfied customer service
Cost Control	X5 4 3 2 1	Good product for price
Average Score	5	
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"/>		





# BOARD RESOLUTION

Date: April 12, 2013

Agenda Item : 05-09-13-40

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 # 06-26-12-40

Prior Year Cost \$280,587.75

**SUBJECT:** To approve a contract renewal with SAP America to provide maintenance and enterprise support services for the SAP financial system and the BSI Payroll Tax software for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$290,000.

**BACKGROUND:** The District's main Business Information System is the SAP America Enterprise System. SLPS has used the SAP Software System since 1998 and upgraded its license in 2001. Also included in the contract is processing maintenance for the BSI U.S. Payroll Tax software that is used in conjunction with the SAP software. The 2013-14 amount represents a 1.0% increase in the service.

Accountability Plan Goals: Superintendent's Initiatives

Objective/Strategy: III.B

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

Fund Source: 981-75-110-2828-6319	GOB	Requisition #:
Amount: \$290,000		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$290,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600005771

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: 03/22/2013
Dept / School: Technology		Reported By: Cheryl VanNoy
Vendor: SAP		Vendor #: 600005771
Contract # / P.O. #: 4500163295		Contract Name: SAP
Contract Amount: \$280,587.75		Award Date: 06/26/12
Purpose of Contract (Brief Description): Licensing and support of SAP Enterprise 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	5 4 <b>X3</b> 2 1	Good product and support
Timeliness of Delivery or Performance	5 4 <b>X3</b> 2 1	Timely delivery and installation
Business Relations	5 4 <b>X3</b> 2 1	Appropriate working relationship with vendor
Customer Satisfaction	5 4 <b>X3</b> 2 1	Customer satisfaction is acceptable
Cost Control	5 4 3 <b>x2</b> 1	Cost of maintaining and training on product is costly
Average Score	3	
<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: April 12, 2013

Agenda Item: 05-09-13-41

To: Dr. Kelvin R. Adams, Superintendent

Action: X

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

Action to be Approved:

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

X Contract Renewal  
 Previous Bd. Res. # 05-17-12-23  
 Previous Year Cost \$ 110,000.00

**SUBJECT:**

To approve a contract renewal with Kronos for maintenance services on the timeclock software application for the period July 1, 2013 to June 30, 2014 at a cost not to exceed \$115,371.13.

**BACKGROUND:**

This service is needed for appropriate tracking of employees' time on a daily basis. The system was completely upgraded to the current version during the 2012-13 school year. The increase in the cost reflects that fact that we only paid for 1/2 of the year with the Knowledge Pass system (the on-line help system in the product). Additionally, the system is now on the virtualized server hardware system for more reliability and flexibility as more ram and storage is needed.

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	-	75	-	110	-	2828	-	6319
Amount:	\$								115,371.13

GOB

Requisition #:

Fund Source:	-	-	-	-
Amount:				

Requisition #:

Fund Source:	-	-	-	-
Amount:				

Requisition #:

Cost not to Exceed: \$ 115,371.13

Pending Funding Availability

Vendor #:

600012373

Department: Technology Services

Angela Banks, Budget Director

Cheryl VanNoy, Exec. Dir., Technology Services

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: March 21, 2013
Dept / School: Information Technology		Reported By: Cheryl VanNoy
Vendor: Kronos		Vendor #: 600012373
Contract # / P.O. #: 4500163141		Contract Name: Kronos Maintenance
Contract Amount: \$110,000.00		Award Date: 05/17/2012
<b>Purpose of Contract (Brief Description):</b> Kronos maintenance for the employee time clock monitoring system		
<b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
<b>Quality of Goods / Services</b>	5	Accurate tracking of time by employees Reports are available and usable
	X4	
	3	
	2	
	1	
<b>Timeliness of Delivery or Performance</b>	5	Support is appropriate and responsive
	X4	
	3	
	2	
	1	
<b>Business Relations</b>	5	Good relationship and support
	X4	
	3	
	2	
	1	
<b>Customer Satisfaction</b>	5	Sufficiently satisfied with system as selected
	X4	
	3	
	2	
	1	
<b>Cost Control</b>	5	Fiscal responsibility is evident
	X4	
	3	
	2	
	1	
<b>Average Score</b>	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

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

### Performance Ratings Guidelines

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

### Performance Categories Descriptions

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







# BOARD RESOLUTION

Date: April 12, 2013

Agenda Item : 05-09-13-42

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 # 05-17-12-16

Prior Year Cost \$64,500.00

**SUBJECT:** To approve a contract renewal with Huber & Associates to provide the maintenance and support on the newly implemented virtualization hardware system. The contract includes monitoring and support on 100 servers with monthly reports and Tier 3 repair for the period July 1, 2013 to June 30, 2014 at a cost not to exceed \$64,500.00.

**BACKGROUND:** This service will offer proactive support and maintenance on our newly installed virtualized environment. The service will be monitored 24/7 and will alert when specific issues arrive to accommodate the repair and/or modifications without downtime. We will receive monthly reports with issues and resolutions and also includes 30/60/90 day checkup on system throughout the year.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.B

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

Fund Source: 981-L3-110-2223-6441	GOB	Requisition #:
Amount: \$64,500		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$64,500.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600014630

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: 03/22/2013
Dept / School: Information Technology		Reported By: Cheryl VanNoy
Vendor: Huber & Associates		Vendor #: 600014630
Contract # / P.O/ #: 4500163479		Contract Name: Huber & Associates Maintenance Contract
Contract Amount: \$ 64,500.00		Award Date: 05/17/12
<b>Purpose of Contract (Brief Description):</b> Monitoring and support on virtualized server environment		
<b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	X5 4 3 2 1	System is supported with proactive management of issues with quick resolution.
Timeliness of Delivery or Performance	X5 4 3 2 1	With the 24/7 support, the opportunity for long-term down time is not seen.
Business Relations	X5 4 3 2 1	Huber & Associates and SLPS have a great working relationship and feel supported with our issues.
Customer Satisfaction	X5 4 3 2 1	This is a high level of satisfaction on any project that we work with them.
Cost Control	5 X4 3 2 1	Considering the amount of hardware that is supported and the consistency in support, the cost is fiscally responsible.
Average Score	4.8	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

## VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

### Performance Ratings Guidelines

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

### Performance Categories Descriptions

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





# BOARD RESOLUTION

Date: April 12, 2013

Agenda Item : 09-05-13-43

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 # 05-03-12-06

Prior Year Cost \$16,500

**SUBJECT:** To approve a contract renewal for the subscription to use the SafeSchools Training website. The contract is for the period July 1, 2013 to June 30, 2014 at a cost not to exceed \$16,500.00.

**BACKGROUND:** This subscription for the Safe School Training website provides on-line training to our employees. While the specific intent is to provide additional safety training, the site also includes topics of more general interest, such as Technology, Human Resources and Food Services. Each department or division can assign pre-designed training to its employees. The subscription also includes a tracking system that will alert management if the mandatory training has not been viewed by a specific time.

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

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

Fund Source: 981-75-110-2828-6319	GOB	Requisition #:
Amount: \$16,500		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$16,500.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600014603

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: 03/28/2013
Dept / School: Risk Management		Reported By: Kevin Coyne
Vendor: SafeSchools		Vendor #: 600014603
Contract # / P.O. #: 4500163480		Contract Name: Safety Training Website
Contract Amount: \$16,500.00		Award Date: 5/3/2012
Purpose of Contract (Brief Description): To provide online school safety training.		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
<b>Quality of Goods / Services</b>	5X	The website has been used by 80% of the District employees with very little difficulty.
	4	
	3	
	2	
	1	
<b>Timeliness of Delivery or Performance</b>	5 X	The website was operational as soon as we input the employee data and the website support has been very strong.
	4	
	3	
	2	
	1	
<b>Business Relations</b>	5	Safeschools contacts us for feedback at least quarterly and sends updates as they occur.
	4 X	
	3	
	2	
	1	
<b>Customer Satisfaction</b>	5 X	The website has been very useful for the Safety committee and the support has been very good.
	4	
	3	
	2	
	1	
<b>Cost Control</b>	5 X	There has been no change in cost since the inception of the program.
	4	
	3	
	2	
	1	
<b>Average Score</b>	4.8	
<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: April 12, 2013

Agenda Item : 05-09-13-44

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Leon Fisher, CFO/Treasurer

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 07-10-12-18

Prior Year Cost \$193,000.00

**SUBJECT:** To approve the contract renewal with Rubin Brown, LLP to audit governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprises the financial statements of the St. Louis Public Schools. The period of performance will be July 1, 2013 through December 31, 2013 with the total cost not to exceed \$193,000.00.

**BACKGROUND:** RSMo. 165.181 requires that the Mayor of the City of St. Louis shall appoint one or more expert accountants, who shall examine the books, accounts and vouchers of the treasurer and all other departments of expenditures of the Board of the Metropolitan District (SLPS) and shall make due report thereof to the Mayor and the Board of Education of the City of St. Louis. The Mayor has appointed Rubin Brown, LLP to serve as the statutorily required expert accountant for SLPS. The audit includes the financial reporting model as required by the Governmental Standards Accounting Board (GASB).

**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: 978-00-110-2517-6315	GOB	Requisition #:
Amount: \$193,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$193,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600001244

Department: Finance

Requestor:

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: 03/28/2013
Dept / School: Fiscal Control		Reported By: Leon Fisher
Vendor: Rubin Brown LLC		Vendor #: 600001244
Contract # / P.O. #: 4500164453		Contract Name: External Auditing Services
Contract Amount: \$193,000.00		Award Date: 7/10/2012
<b>Purpose of Contract (Brief Description):</b> To provide external auditing services and produce the CAFR.		
<b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 4 3 2 1	Exhibited extensive knowledge of SLPS operations and governmental accounting standards
Timeliness of Delivery or Performance	5 4 3 2 1	Worked with SLPS to deliver an accurate external audit/CAFR within the prescribed timelines and in accordance with associated deadlines
Business Relations	5 4 3 2 1	Services were rendered in a professional and courteous manner.
Customer Satisfaction	5 4 3 2 1	
Cost Control	5 4 3 2 1	
Average Score	5	
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 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Leon Fisher, CFO



OFFICE OF THE MAYOR  
CITY OF ST. LOUIS  
MISSOURI

FRANCIS G. SLAY  
MAYOR

CITY HALL - ROOM 200  
1200 MARKET STREET  
SAINT LOUIS, MISSOURI 63103-2877  
(314) 622-3201  
FAX: (314) 622-4061

March 28, 2013

Mr. Rick Sullivan  
St. Louis Public Schools  
801 N. 11<sup>th</sup> Street  
St. Louis, MO 63101

Dear Mr. Sullivan:

By this letter, I hereby appoint the firm of RubinBrown LLP to examine and thoroughly audit all books, accounts, vouchers, expenditures and records relating to the fiscal affairs of St. Louis Public Schools and its Special Administrative Board.

This appointment is a one-year extension of the current engagement of RubinBrown LLP for this purpose, and has been made in reliance on RubinBrown LLP's representation that RubinBrown LLP will provide such audit service under the same terms and for no increase in fees for service than those charged for the 2012 audit.

I have copied this letter to RubinBrown LLP and ask that firm to confirm by return mail to you and to me that it is able and willing to provide such service under such terms, and that it will prepare such documentation as may be required by St. Louis Public Schools and the Special Administrative Board to confirm the scope and terms of the engagement.

Sincerely yours,

Francis G. Slay  
Mayor, City of St. Louis

cc: Mr. Jeff Winter  
Partner  
RubinBrown LLP  
One North Brentwood  
Saint Louis, MO 63105







# BOARD RESOLUTION

Date: April 12, 2013

Agenda Item : 05-09-13-45

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Althea Albert-Santiago, Director, Food Service

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 07-10-12-17

**SUBJECT:** To approve a contract renewal with Dynamic Vending to provide beverage and snack vending machine services. There is no cost to the District under this contract, and Dynamic pays the District commissions on the sales in the vending machines. This will be the third year of a five year contract. The contract period will be for the period July 1, 2013 to June 30, 2014.

**BACKGROUND:** During the current year, it is estimated that Dynamic will pay approximately \$85,000 to the District in commissions on the sales from the beverage and snack vending machines. We are now receiving \$6-12K per month. Most of the commissions have been returned to the schools. Dynamic has been very supportive of the District's position on the Missouri Eat Smart Guidelines and the vending choices are pre-approved by the District.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1.

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

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

Department: Food & Nutrition Service

Requestor:

Althea Albert-Santiago  
Althea Albert-Santiago, Director, Food Service

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

Angela Banks  
Angela Banks, Budget Director

Leon Fisher  
Leon Fisher, CFO/Treasurer

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



## Vendor Performance Report

<b>Type of report:</b> Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		<b>Report Date:</b> 5/13/2010
<b>Dept / School:</b> Operations/Food Services		<b>Reported By:</b> Althea Albert-Santiago
<b>Vendor:</b> Dynamic Vending		<b>Vendor #:</b> 600012482
<b>Contract # / P.O / #:</b>		<b>Contract Name:</b> Dynamic Vending
<b>Contract Amount:</b>		<b>Award Date:</b> 7/10/12
<b>Purpose of Contract (Brief Description):</b> Vending Company in SLPS Schools		
<p><b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). <b>Ratings</b> 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory</p>		
Category	Rating	Comments (Brief)
<b>Quality of Goods / Services</b>	5 <b>4 x</b> 3 1	Dynamic Vending is always trying to improve the quality of snacks and beverages in the vending machines. This year Dynamic has placed heart healthy stickers by the more healthy items in the snack machines. They have also started installing timers in the vending machines to stay in compliance with the USDA Guidelines.
<b>Timeliness of Delivery or Performance</b>	5 <b>4x</b> 3 2 1	Dynamic Vending is meeting the requirements based in the contract.
<b>Business Relations</b>	5 <b>4X</b> 3 2 1	Dynamic has a good working relationship with SLPS Food Services Staff. Dynamic's Account Managers are very professional and responsive to the needs of the school.
<b>Customer Satisfaction</b>	5 <b>4 x</b> 3 2 1	The feedback from schools is positive. Dynamic is trying to address vending issues when they occur at the schools and at the Central office.
<b>Cost Control</b>	5 <b>4x</b> 3 2 1	The schools and the Central Office are receiving the commissions check according to the contract
<b>Average Score</b>	<b>20/5=4</b>	
<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;"><b>Please Check</b>    Yes <input checked="" type="checkbox"/>    No <input type="checkbox"/></p>		

## VENDOR PERFORMANCE REPORT INSTRUCTIONS

**Type of report** Identify if this the 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** This 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: April 16, 2013

Agenda Item : 05-09-13-46

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Membership

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

Previous Board Resolution # 05-03-12-23

Prior Year Cost \$6,000

**SUBJECT:** To approve a membership renewal with Focus Saint Louis for the Youth Leadership St. Louis (YLSL) program. The membership dues for the period of September 3, 2013 through May 23, 2014 will not exceed \$6,000.00.

**BACKGROUND:** Focus Saint Louis is a high school leadership program for juniors that develops leadership skills, promotes teamwork among diverse groups, and provides a deeper understanding of the St. Louis Region. This program involves the students with hands-on experience in political activities, arts, social service, and criminal justice systems. Six students will be selected from four Saint Louis high schools (Carnahan, Roosevelt, Soldan, and Vashon) to participate. Students attend regional sites, meet with leaders and participate in simulations. Topics relate to critical issues facing the St. Louis Region including: crime, poverty, economic development, cultural, and racial harmony. While exploring these topics, students acquire leadership and team building skills, as well as strengthen self-awareness and character development.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.B.11.d

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

Fund Source: 110-2331-816-00-110-6381	GOB	Requisition #:
Amount: \$6,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$6,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600001446

Department: Academics

Requestor: Dan Edwards

Angela Banks, Budget Director

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

Leon Fisher, CFO/Treasurer

Dr. Nicole Williams, Dep. Supt., Academics

Dr. Kelvin R. Adams, Superintendent

December 20, 2012

Dr. Kelvin Adams  
Saint Louis Public Schools  
801 N. 11<sup>th</sup> Street  
St. Louis, MO 63101

Dear Dr. Adams,

FOCUS St. Louis<sup>(®)</sup> would like to invite Carnahan High School, Roosevelt High School, Vashon, and Soldan International High School to once again be a part of Youth Leadership St. Louis (YLSL), a program that changes the lives of hundreds of students in the St. Louis region each year. Since 1989, YLSL has provided select high school juniors a unique opportunity to develop themselves as leaders and explore the in-depth workings of the St. Louis region during an eight-month, 13 day experiential learning program.

During the program, students will have the opportunity to hear from and work with a wide range of diverse citizens and community leaders, such as Mayor Francis Slay, Timothy McGowan, Judge Michael Burton, and countless others. Some of the program highlights include the opportunity to hear and learn from a crime victim and a parolee as students explore the ins and outs of the criminal justice system. The student leaders share a meal with people who are experiencing homelessness and undergo the rigors of life in poverty during a group simulation. They meet civic and business leaders from around the region and explore the topic of diversity. YLSL empowers students to create positive change by giving them knowledge of themselves and the region around them, as well as experiences they otherwise may not have had.

For the past three years, Dr. James Gilsinan from Saint Louis University has led our students in action research projects. The students' contribution to this project is published in a white paper report and student representatives present their research to superintendents throughout the St. Louis region. This year students are researching one of the following topics: academics, rules and regulations and support services.

Another added benefit of the program is the training on leadership and diversity that your teacher advisors receive. We are proud to provide in-depth instruction on process observation and facilitation skills, expertise that advisors can easily transfer to use in the classroom.

This program thrives on diversity, which it achieves through strong partnerships with the schools and organizations that participate. **Please re-join our program and provide your students with a one-of-a-kind opportunity to learn and grow.**

\*The cost of the program is \$500 per student. This charge represents 60 percent of the cost. FOCUS St. Louis is committed to raising the remaining 40 percent.

**As a school or organization, your commitment includes:**

- Participating in the student nomination and selection process to identify candidates who represent the demographics of your school.
- Being responsible for arranging transportation to and from program sites.
- Appointing an advisor as a chaperone and leadership coach.
- Allowing students and advisors to participate in YLSL without being considered absent from school. Of the 13 program dates, 8 take place during the week.

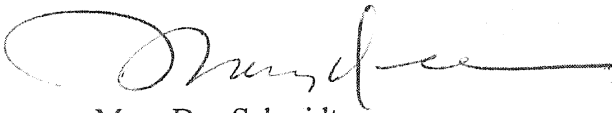
**FOCUS St. Louis commits to:**

- Raising additional funding to support each school team.
- Providing transportation during the program days.
- Planning and implementing all immersion-based program days.
- Providing advisor/teacher training on leadership, facilitation, diversity, and process observation skills.
- Ensuring that a statement of insurance and liability are on file in the FOCUS St. Louis office.

Please complete and return the enclosed commitment form by **Friday, February 8, 2013**. Following your commitment, notices to principals and advisors will be forwarded. Please feel free to contact me with any questions at (314) 622-1250 ext. 114 or [marydees@focus-stl.org](mailto:marydees@focus-stl.org). I look forward to working with you and your students in 2013-2014.

Wishing you a happy holidays!

Sincerely,



Mary Dee Schmidt  
Director  
Youth Leadership St. Louis

Enclosure

## *Youth Leadership St. Louis*

A program of FOCUS St. Louis®

Student Leaders Today • Regional Leaders Tomorrow

### About the Youth Leadership St. Louis Program

Youth Leadership St. Louis (YLSL), a program of FOCUS St. Louis, empowers the region's youth to become future community leaders. Founded in 1989, YLSL is a program for high school juniors that develops leadership skills, promotes teamwork among diverse groups, and provides a deeper understanding of the St. Louis region.

YLSL is based on seven leadership objectives - to inform, to involve, to inspire, to challenge, to empower, to promote action, and to value diversity. The program was designed to provide students with hands-on experiences in the St. Louis region's political, arts, social service, and criminal justice fields. Students have the opportunity to learn and practice leadership skills, such as collaboration, facilitation, problem-solving, and public speaking. Each high school team is accompanied by a teacher/YLSL advisor who is trained by FOCUS as a leadership coach.

### How is this program unique?

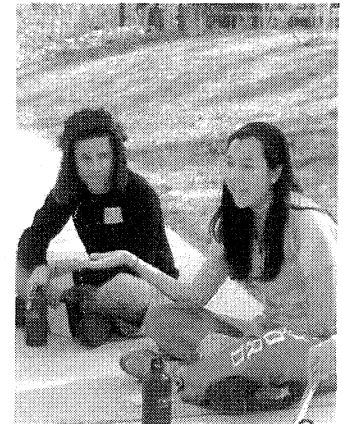
YLSL brings students together from approximately 30 urban, suburban, rural, public, private, and parochial schools from throughout the region, as well as the Girl Scouts of Eastern Missouri and the Purina PALS program. The students learn how to take leadership roles, to appreciate each other's differences, to cooperate, and to lead with other students whose lives often bear little resemblance to their own.



### Opportunities

Completion of the YLSL program is an impressive entry on any resume and often an avenue to scholarships. YLSL graduates have an opportunity to do the following:

- Serve on an allocation panel of the United Way of Greater St. Louis
- Serve as one of two youth representatives on the FOCUS St. Louis board of directors for a one-year term
- Serve on the curriculum development team



### Student Commitment

YLSL participants meet one to two times per month during the school year. The program begins with an overnight retreat in September and ends with a graduation ceremony in April. Workshops include a combination of team-building exercises, conflict resolution models, experiential learning, and dialogue with community leaders. Students visit sites such as St. Louis City Hall, St. Louis Holocaust Museum, St. Patrick Center, City Museum, courts, and prisons.

### How students join

Applications are distributed by the YLSL advisor at each school that is part of the program, and interviews to select program participants are conducted by community leaders.

### Program Cost

Funding from various companies, foundations, and individuals enables FOCUS to offer the YLSL program for only \$500 per student. In most cases, the fee is paid by the school or district.

## *Youth Leadership St. Louis*

### **A program of FOCUS St. Louis®**

#### **YLSL Accolades**

In 2011-12, YLSL has been recognized locally, nationally, and internationally for its excellence and service to youth.

- Designated a Promise Place by America's Promise Alliance, the preeminent collaborative around child and youth issues in the U.S.
- YLSL director Mary Dee Schmidt and co-facilitator Harlan Hodge selected by the NAACP as two of St. Louis' Most Inspiring Leader award winners
- Honored with a Recognition Professionals International (RPI) conference award

"YLSL has opened up my internal leadership qualities, captured my thoughts, and has given me the knowledge to push forward in my quest to become the best possible leader in my community - a goal which I now feel is reachable."

*Nawel Girma, Lafayette High School, YLSL 2011-12*

#### **Program Support**

FOCUS St. Louis thanks the following donors for their generous support of the YLSL program.

Cardinals Care  
Dana Brown Charitable Trust  
William T. Kemper Foundation  
Mark and Deborah Miller  
Purina  
The Saigh Foundation  
The Mildred, Herbert & Julian Simon Foundation

#### **About FOCUS St. Louis**

FOCUS St. Louis is the region's premier leadership development organization that connects diverse leaders from public, private, and civic sectors and empowers them to work together to build a thriving St. Louis community. As a neutral convener and facilitator, FOCUS engages citizens to deliberate on critical regional community issues in a trusted, nonpartisan space.

FOCUS offers a continuum of six leadership programs to engage leaders from high school students to senior executives. FOCUS alumni and members are leaders who make a difference.

#### **2012-13 YLSL Teams**

Berkeley High School  
Carnahan High School  
Chaminade College Preparatory School  
Clayton High School  
Crossroads College Preparatory School  
Eureka High School  
Girl Scouts of Eastern Missouri  
John F. Kennedy Catholic High School  
Ladue Horton Watkins High School  
Lafayette High School  
Marquette High School  
McCluer High School  
McCluer North High School  
Maplewood Richmond Heights High School  
Parkway Central High School  
Parkway North High School  
Parkway South High School  
Parkway West High School  
Pattonville High School  
Purina Pals (Cleveland, Gateway, and Metro High Schools)  
Rockwood Summit High School  
Roosevelt High School  
SIUE East St. Louis Charter School  
Soldan International Studies High School  
St. John Vianney High School  
St. Mary's High School  
University City High School  
Vashon High School  
Wright City High School



#### **For more information or to participate in YLSL**

Contact Mary Dee Schmidt, YLSL director  
314-622-1250 x114  
marydees@focus-stl.org





# BOARD RESOLUTION

Date: April 17, 2013

Agenda Item : 05-09-13-47

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 Life Impact Ministries to raise awareness and financial support for the Community Education Full Service Schools through a 5K race taking place on July 13, 2013 in St. Louis called Race to Renew engaging members of the LIFE conference as well as residents in the St. Louis Community at no cost to the district. The MOU will be for the period May 10, 2013 to September 1, 2013.

**BACKGROUND:** Life Impact Ministries has committed to carry out all responsibilities in regards to the Race to Renew. (Race management, volunteers, t-shirts, insurance, etc) and the performance standards of (1) a goal of 5,000 race registrations and participants, and (2) a goal of \$100,000 gift based on race registration after expenses are covered from the race.

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

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

<b>Fund Source:</b>		<b>Requisition #:</b>
<b>Amount:</b> No Cost		
<b>Fund Source:</b>		<b>Requisition #:</b>
<b>Amount:</b>		
<b>Fund Source:</b>		<b>Requisition #:</b>
<b>Amount:</b>		
<b>Cost Not to Exceed:</b> \$ 0.00	<input type="checkbox"/> Pending Funding Availability	<b>Vendor #:</b>

Department: Community Education

Requestor: John Windom

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

John Windom, Exec. Director, Full Service Schools

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 Life Impact Ministries (Agency”) on this 10th day of May, 2013.

**The purpose of this Memorandum of Understanding is to establish a partnership between Life Impact Ministries and the St. Louis Public Schools in order to raise awareness and financial support for the Community Education Full Service Schools through a 5K race in St. Louis called Race to Renew. The race will engage members of the LIFE conference as well as residents in the St. Louis Community. The race will take place on July 13, 2013.**

---

**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. The requirement for background checks shall only apply to those individuals who will interact with SLPS students at an SLPS facility.



**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) Promote race – through contacts with businesses and community leaders, SLPS will invite residents of the St. Louis Community to participate and register in the race.

\_\_\_\_\_

(b) Present a proposal for how funds raised will be used in the next 3 years.

\_\_\_\_\_

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

\_\_\_\_\_

**6. Obligations of Agency:**

(a) Carry out all responsibilities in regards to the Race to Renew. (Race management, volunteers, t-shirts, etc)

\_\_\_\_\_

(b) Transfer all proceeds above expenses from the Race to Renew to SLPS to be used for the Community Education Full Service Schools after race is completed.

\_\_\_\_\_

(c) Provide appropriate insurance to cover all aspects of the race.

\_\_\_\_\_

(d) Provide any information related to the race to SLPS staff upon request.

\_\_\_\_\_

**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) Goal: 5,000 race registrations and participants.  
\_\_\_\_\_  
\_\_\_\_\_

(b) Goal: \$100,000 gift based on race registration after expenses are covered from the race.  
\_\_\_\_\_  
\_\_\_\_\_

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

**8. Term and Termination:** The term of the MOU will be from May 10, 2013 through September 1, 2013, unless earlier terminated by either party by providing thirty (30) days' written notice to the person who has signed as a representative of each party below.

Saint Louis Public Schools

Life Impact Ministries

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

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





# BOARD RESOLUTION

Date: April 12, 2013

Agenda Item : 05-09-13-48

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 People's Community Action Corporation to provide services/programs including but not limited to: leadership development, energy services, life skills classes, anger management, computer training and community gardens to youth and their families at the Community Education Full Service Schools and other District sites for the period May 10, 2013 to June 30, 2014 at no cost to the district.

**BACKGROUND:** People's Community Action Corporation has committed to (1) provide programs for youth development such as mentoring, youth employment readiness, anger management, after school enrichment, and tutoring; (2) Provide case management and emergency services to qualified parents and students; (3) Provide life-skills classes such as healthy homes, energy savings, parenting, conflict resolution, and others as identified. Performance measure include: (1) a minimum of 10 youth will successfully complete the youth employment program; (2) a minimum of 25 students will improve in basic skills due to tutoring or mentoring; (3) a minimum of 25 youth will avoid risky behavior, or improve behaviors due to participation; and (4) a minimum of 15 parents will participate in life-skills or other programs and improve their knowledge of topics.

Accountability Plan Goals: Goal IV: Parent Community Involvement

Objective/Strategy:

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

Fund Source:		Requisition #:
Amount: No Cost		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Community Education

Requestor: John Windom

John Windom, Exec. Director, Full Service Schools

Rachel Seward, Dep. Supt., Institutional Advancement

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

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

This Memorandum of Understanding (“MOU”) is entered into by and between the Saint Louis Public Schools (“SLPS”) and People’s Community Action Corporation (Agency”) on this 10th day of May, 2013.

**The purpose of this Memorandum of Understanding is to establish a partnership between People’s Community Action Corporation and the St. Louis Public Schools in order to provide services/programs to at risk youth and their families at the Community Education Full Service Schools and other District sites. A sample listing of services/programs include; leadership development, food pantry, energy services, life skills classes, anger management, clothing, computer training and community gardens.**

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

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

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

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

**5. Obligations of SLPS:**

(a) Provide space for meetings, classes and one-on-one interactions with students and parents.

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(b) Assist with recruitment of students and parents.

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(c) Provide internet access where possible and needed for classes or programs.

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(d) Assist with reaching parents through usual school communication methods.

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(e) Address discipline and security issues that might arise during programs.

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**6. Obligations of Agency:**

(a) Provide programs for youth development such as mentoring, youth employment readiness, anger management, after school enrichment, and tutoring.

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(b) Provide case management and emergency services to qualified parents and students.

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(c) Provide life-skills classes such as healthy homes, energy savings, parenting, conflict resolution, and others as identified.

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

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

(a) A minimum of 10 youth will successfully complete the youth employment program as measured by pre and post tests.

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(b) A minimum of 25 students will improve in basic skills due to tutoring or mentoring as measured by the District.

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(c) A minimum of 25 youth will avoid risky behavior, or improve behaviors due to participation in programs as measured by the District.

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(d) A minimum of 15 parents will participate in life-skills or other programs and improve their knowledge of topics as measured by pre and post tests.

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**8. Term and Termination:** The term of the MOU will be from May 10, 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

People's Community Action Corporation

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

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







# BOARD RESOLUTION

Date: April 12, 2013

Agenda Item : 15-09-13-49

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 Grace Hill Settlement House to run a program at Clay Community Education Full Service School that establishes three family support specialists, or "home-school liaisons" in order to comprehensively serve students and their families by tracking outcomes, crafting interventions and otherwise supporting families as needed for the period May 10, 2013 to June 30, 2014 at no cost to the district.

**BACKGROUND:** Grace Hill Settlement House has committed to the performance standards of (1) reducing the mobility rate among students attending Clay Elementary School; (2) increasing the average daily attendance rates as measured by SLPS and the Missouri Department of Elementary and Secondary Education; and (3) improving student performance as measured by report cards and standardized exams.

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

Department: Community Education

Requestor: John Windom

Angela Banks, Budget Director

John Windom, Exec. Director, Full Service Schools

Leon Fisher, CFO/Treasurer

Rachel Seward, Dep. Supt., Institutional Advancement

Dr. Kelvin R. Adams, Superintendent

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

This Memorandum of Understanding (“MOU”) is entered into by and between the Saint Louis Public Schools (“SLPS”) and Grace Hill Settlement House (“Agency”) on this 10th day of May, 2013.

**The purpose of this Memorandum of Understanding is to establish a partnership between Grace Hill Settlement House and the St. Louis Public Schools in order to run a program at Clay Elementary Community Education Full Service School that establishes three family support specialists, or “home-school liaisons” in order to comprehensively serve students and their families by tracking outcomes, crafting interventions and otherwise supporting families as needed.**

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

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

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

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

**5. Obligations of SLPS:**

(a) Maintains an open and active partnership between SLPS and Grace Hill Settlement House as the program is launched and continues to grow. This includes staff time, available materials, and other support as appropriate and necessary for the program’s success.

(b) Provides access to all available data relating to the student and his/her family once approved for release by the parent/guardian.

(c) Communicates concerns and challenges to program leadership immediately, working collaboratively toward swift problem solving and resolution.

**6. Obligations of Agency:**

(a) Provides skilled and sufficient staff to executive programming as outlined in the attached document (Exhibit A).

(b) Communicates with and secures approval for all partners/providers working on the program while providing planning and technical assistance as well as data coordination.

(c) Meets no less than monthly with school leadership to evaluate performance of the program while helping address concerns and planning/managing its growth.

(d) Makes all information related to the program available to SLPS staff upon request.

(e) The terms of the document titled Home-School Liaison Program Details and attached hereto as Exhibit A are also incorporated herein, except where specifically noted.

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

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

(a) Reduce the mobility rate among students attending Clay Elementary School.  
\_\_\_\_\_  
\_\_\_\_\_

(b) Increase average daily attendance rates as measured by SLPS and the Missouri Department of Elementary and Secondary Education.  
\_\_\_\_\_  
\_\_\_\_\_

(c) Improve student performance as measured by report cards and standardized exams.  
\_\_\_\_\_  
\_\_\_\_\_

**8. Term and Termination:** The term of the MOU will be May 10, 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

Grace Hill Settlement House

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

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





# BOARD RESOLUTION

Date: April 12, 2013

Agenda Item : 05-09-13-50

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 Better Family Life, Inc. (BFL) to provide social service programs, including but not limited to; teen pregnancy prevention, youth job training programs, and clinical services, to youth, families, and the community in the Community Education Full Service Schools and other district sites for the period of May 10, 2013 to June 30, 2014 at no cost to the district.

**BACKGROUND:** Better Family Life, Inc. has committed to provide services, resources, and assistance to a minimum of 300 youth, families, and the community at large. There are specific outcome measures for each program offered. BFL will provide an evaluation report at conclusion of program year upon request.

Accountability Plan Goals: Goal IV: Parent Community Involvement

Objective/Strategy:

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

Fund Source:		Requisition #:
Amount: No Cost		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Community Education

Requestor: John Windom

John Windom, Exec. Director, Full Service Schools

Rachel Seward, Dep. Supt., Institutional Advancement

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

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

This Memorandum of Understanding (“MOU”) is entered into by and between the Saint Louis Public Schools (“SLPS”) and Better Family Life, Inc (BFL) (Agency) on this 10th day of May, 2013.

**The purpose of this Memorandum of Understanding is to establish a partnership between Better Family Life, Inc (BFL) and the St. Louis Public Schools in order to provide services, resources, and assistance to youth, families, and the community at large. BFL provides a variety of social service programs, including but not limited to; Teen Pregnancy Prevention Education, Financial Literacy, Healthy Marriage/Relationship Initiative, Housing, Youth Job Training Programs, Clinical Services, and After/Summer School Programs. These services, resources, and assistance will be offered in the Community Education Full Service Schools and at other District sites.**

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

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

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

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

**5. Obligations of SLPS:**

(a) Identify and refer students, adults, and families who may qualify for services and provide information to school and general public about services available.

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(b) Provide adequate access, space, and furnishings.

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(c) Provide data that BFL needs for evaluation purposes. (Non-confidential data only with written Parent/Family consent)

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(d) Work collaboratively with agency to seek and secure grants and other funding to help deliver services to youth in the district.

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**6. Obligations of Agency:**

(a) Provide services, resources, and assistance to a minimum of 300 youth, families, and the community at large. BFL provides a variety of social service programs, including but not limited to: Teen Pregnancy Prevention Education, Financial Literacy, Healthy Marriage/Relationship Initiative, Housing, Youth Job Training Programs, Clinical Services, and After/Summer School programs.

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(b) Ensure all staff working in the schools with children are properly trained and have completed all necessary background checks.

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(c) Work collaboratively with district to seek and secure grants and other funding to help deliver services to youth in the district.

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(d) Provide attendance and other participant information to SLPS upon request.

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

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

(a) BFL will serve a minimum of 300 students, adults, or families. Sign in sheets will be used to verify attendance.

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(b) BFL is subject to an independent evaluation. There are specific outcome measures for each program offered. BFL will provide an evaluation report at conclusion of program year upon request.

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

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**8. Term and Termination:** The term of the MOU will be from May 10, 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

Better Family Life, Inc.

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

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





# BOARD RESOLUTION

Date: April 12, 2013

Agenda Item : 05-09-13-51

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Althea Albert-Santiago, Director, Food Service

Action to be Approved:  
Memorandum of Understanding

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

Previous Board Resolution # 07-10-12-10

**SUBJECT:** To approve a Memorandum of Understanding (MOU) with HOSCO, LLC. to provide urban agricultural training, healthy cooking and nutrition classes, and participate in the Health and Wellness Council. The MOU will be for the period July 1, 2013 to June 30, 2014.

**BACKGROUND:** HOSCO, LLC is an urban farming organization that works to build limited square footage, high yielding hydroponic, aeroponic and quaponic greenhouses. As an SLPS partner they will help implement a multi-grade level urban Agriculture curriculum within selected schools. Initially, the program will begin at Peabody, Gateway Complex and Gateway STEM.

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

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

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

Department: Food & Nutrition Service

Requestor:  
  
Althea Albert-Santiago, Director, Food Service

Rachel Seward, Dep. Supt., Institutional Advancement

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

**Memorandum of Understanding**  
**Performance Standard(s)**  
**Report**

**Agency:** HOSCO

**Schools:** Peabody Elementary, Gateway Complex and Gateway STEM

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

**Performance Standard 1:** Provided an increase in the amount of produce and specialty crops made available at SLPS locations

**Status:** At this time, HOSCO is working in the greenhouse at Gateway Complex growing lettuce, kale, zucchini, cantaloupes, watermelons, and cucumbers.

**Performance Standard 2:** Established a program that provides nutritional education to local parents and families of SLPS school children

**Status:** HOSCO will start working with parents in April discussing the benefits of gardening and health eating

**Performance Standard 3:** Increased engagement of the number of students and parents involvement measures against data taken from pre program, mid program and post program.

**Status:** At the moment, HOSCO has not started worked with parents, the agency will start conducting class presentations with grades Kg-5 starting in April. This agency also conducted a workshop at Gateway STEM on the benefits of gardening with 20 students.

**Performance Standard 4:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Status:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Submitted by:** Althea Albert-Santiago

**Date:** March 26, 2013 \_\_\_\_\_

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

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

**Recommendation:**

X Continue

Discontinue

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

This Memorandum of Understanding (“MOU”) is entered into by and between the Saint Louis Public Schools (“SLPS”) and the HOSCO, LLC (“HOSCO”) on this 9th day of April, 2012.

**The purpose of this Memorandum of Understanding is to establish a partnership between HOSCO, LLC and any of its affiliated companies and the St. Louis Public Schools in order to better serve the SLPS students and their families and spread the importance of health and wellness through the availability of local fresh foods within the schools. This will be done through outreach focused on urban agricultural training, healthy cooking and nutrition classes and the participation and establishment of a Health and Wellness Council. A number of projects and programs will be implemented by SLPS and HOSCO, LLC in order to systematically redesign the local food system available to SLPS.**

**1. Fundraising:** It is agreed by HOSCO that the SLPS does not endorse any fundraising efforts by HOSCO, whether or not associated with the activities and duties contemplated by this MOU. To the extent that HOSCO 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 HOSCO, and the SLPS shall not be liable for such cost under any circumstance. HOSCO 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:** HOSCO 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, HOSCO 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. HOSCO 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) Work closely with HOSCO to build limited square footage high yielding hydroponic, aeroponic and aquaponic greenhouses; and to develop create implement a multi grade level urban Agriculture curriculum within select schools.

(b) Work closely with HOSCO to develop a successful model for sustainable local food production, distribution and purchasing platform for fresh produce directly to SLPS.

(c) Work with HOSCO to develop a successful nutritional education program and to provide support for the development of a Health and Wellness Council at selected SLPS locations.

(d) Work with HOSCO to secure funding through federal, state and other grants made available to further the healthy food initiative. The fund raising will be in HOSCO’s name and the primary SLPS contact will be apprised of the strategy of the fund raising.

**6. Obligations of HOSCO:**

(a) Work closely with SLPS to build limited square footage high yielding hydroponic, aeroponic and aquaponic greenhouses; and to develop, create implement a multi grade level urban Agriculture curriculum within select schools.

(b) Work closely with SLPS to develop a successful model for sustainable local food production, distribution and purchasing platform for fresh produce directly to SLPS.

(c) Work with SLPS to develop a successful nutritional education program and to provide support for the development of a Health and Wellness Council at selected SLPS locations.

(d) Work with SLPS to secure funding through federal, state and other grants made available to further the healthy food initiative.

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

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

- (a) Provided an increase in the amount of produce and specialty crops made available at SLPS locations.
- (b) Established a program to provide nutritional education to local parents and families of SLPS school children.
- (c) Increased engagement of the number of student and parent involvement measured against data taken from pre program, mid program and post program.

**8. Term and Termination:** The term of the MOU will be from July 1, 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

HOSCO, LLC

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

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

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

Name: Gibron Jones Burchett

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

Title: Managing Director







# BOARD RESOLUTION

Date: April 12, 2013

Agenda Item : 05-09-13-52

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Althea Albert-Santiago, Director, Food Service

Action to be Approved:  
Memorandum of Understanding  
Previous Board Resolution # 05-03-12-21

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

**SUBJECT:** To approve the renewal of a Memorandum of Understanding (MOU) with Operation Food Search to provide nutrition education in the St. Louis Public Schools and to establish a cooperative relationship to implement the Agency's child feeding program, Operation Backpack. The MOU will be for the period July 1, 2013 to June 30, 2014.

**BACKGROUND:** The nutrition education program includes lessons for students in grades 1-12. Operation Backpack will be implemented with Operation Food Search providing feedback on the acceptability of the food provided and how the food was used. The Cooking Matters courses have been taught at 8 schools (Gateway Elementary, Oak Hill, Mann, Meramec, Vashon, Stix, Langston, and Long) this year and 6 schools (Dewey, Dunbar, Froebel, Mann, Monroe, Mullanphy) are included in the Operation Backpack program.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.A.

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

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

Department: Food & Nutrition Service

Requestor:

Althea Albert-Santiago  
Althea Albert-Santiago, Director, Food Service

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

Angela Banks  
Angela Banks, Budget Director

Leon Fisher  
Leon Fisher, CFO/Treasurer

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

# Memorandum of Understanding

## Performance Standard(s)

### Report

**Agency:** Operation Food Search

**School:** Multiple Schools

**From:** May 4, 2012

**To:** June 30, 2013

**Performance Standard 1:** The Agency will evaluate nutrition education programming at the end of each session.

**Status:** This agency gives a post test after each class ensuring the students understand the material. To date this SY, Operation Food Search has completed 8 Cooking Matters for Kids and Teens courses. They have reached 86 students and added two new courses. One is a Cooking Matters for Teens course and the other is a Cooking Matters for Adults course (this is with Vashon CEC). The have classes scheduled at Gateway Elementary, Oak Hill, Mann, Meramec, Stix, Langston, Long, and Vashon.

**Performance Standard 2:** The Agency will keep current records of SLPS students participating in Operation Backpack. The agency will conduct personal interviews with a sample of students participating in Operation Backpack. The interview will provide the Agency with important feedback information, such as acceptability of food provided, how food was used, and simply did they use the food provided.

**Status:** Operation Food Search sends a report to the Food Service Director showing how many students are participating in the program as well as how many schools are being served through the program. To date Operation Food Search has provided backpacks for 6 different elementary totaling 20,880 backpacks. They are Dewey, Dunbar, Froebel, Mann, Monroe, and Mullanphy. In addition to these weekly backpacks, they are also providing bags of food to the Little Bit Foundation to 8 different schools. The Little Bit Foundation provides these bags of food to students in these schools on an as needed basis. To date, they have provided 5,500 bags of food to the Little Bit Foundation. The schools that are associated with the Little Bit Foundation are as follows: Walbridge, Bryan Hill, Sigel, Patrick Henry, Hodgen, Herzog, Columbia, and Clay.

**Performance Standard 3:** The Agency will provide at least one employee to participate in the Health and Wellness program.

**Status:** This agency has been participating on the District Health and Wellness Council all school year  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Performance Standard 4:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Status:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Submitted by:** Althea Albert-Santiago

**Date:** March 26, 2013

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

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

**Recommendation:**

X Continue

Discontinue

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

This Memorandum of Understanding ("MOU") is entered into by and between the Saint Louis Public Schools ("SLPS") and the Operation Food Search ("Agency") on this 8 day of April, 2013.

**The purpose of this Memorandum of Understanding is to establish a partnership between Operation Food Search and the St. Louis Public Schools in order to provide nutrition education to the student population at SLPS. In addition to nutrition education, the purpose of this MOU is to formally establish a cooperative relationship between SLPS staff in implementing the Agency's child feeding program, Operation Backpack.**

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

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

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

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

**5. Obligations of SLPS:**

(a) SLPS will provide the space, participants, and staff needed to implement successful nutrition education programming.

(b) SLPS will provide the space, participants, staff needed to implement the Operation Backpack program. SLPS will adhere to the Agency's guidelines and standards for administering the Operation Backpack program.

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

(d) The terms of the document titled \_\_\_\_\_ and attached hereto as Exhibit A are also incorporated herein, except where specifically noted.

**6. Obligations of Agency:**

(a) Within the means of the Agency, the Agency will provide nutrition education to various SLPS schools requesting nutrition education programming. The Agency will provide all materials needed to administer and implement the programming.

(b) Within the means of the Agency, the Agency will provide a weekend child feeding program, Operation Backpack to various elementary schools requesting the program.

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

(d) The terms of the document titled \_\_\_\_\_ and attached hereto as Exhibit A are also incorporated herein, except where specifically noted.

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

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

(a) The Agency will evaluate the nutrition education program at the end of each 6 week course.

(b) The Agency will conduct personal interviews with a sample of students participating in Operation Backpack. The interview will provide the Agency with important feedback, such as acceptability of food provided and how food was used.

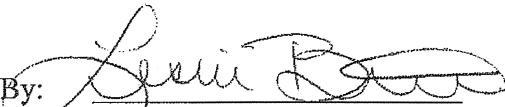
(c) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8. Term and Termination:** The term of the MOU will be from July 1, 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

Operation Food Search

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

By:   
Name: Leslie H. Bertsch, MS, MPH, RD, LD  
Title: Nutrition Education Manager