

BOARD MEETING

JUNE 27, 2013

A G E N D A

SPECIAL ADMINISTRATIVE BOARD

MR. RICK SULLIVAN

MS. MELANIE ADAMS

MR. RICHARD GAINES

SUPERINTENDENT OF SCHOOLS

DR. KELVIN R. ADAMS

Meeting Agenda

Meeting Agenda

Meeting Agenda

Meeting Agenda

Consent Agenda

Consent Agenda

**ST. LOUIS PUBLIC SCHOOLS
SUPERINTENDENT'S REPORT
June 27, 2013**

1.0 Preliminary

1.1 Consent Agenda

- a) Information Item(s)
 - 1) Worker's Comp Incentive Program
 - 2) Budget Updates
 - 3) SIG (*tentative*)
- b) Business Items
 - 1) Consent Agenda

06-27-13-01 To approve an amendment to Board Resolution Number 03-14-13-07, a contract with Xerox for the cost associated with ending the lease in an amount not to exceed \$325,000, pending funding availability.

FUNDING SOURCE: GOB

06-27-13-02 To approve an amendment to Board Resolution Number 05-09-13-14, a purchase from the College Board A/P Exams for Advance Placement Testing fees in an amount not to exceed \$11,447, pending funding availability.

FUNDING SOURCE: Non-GOB

06-27-13-03 To ratify approval of a purchase from City Music Company, Nottleman Music and Shattinger Music for the purchase of music supplies and repair services in the amount of \$59,785.66.

FUNDING SOURCE: GOB

06-27-13-04 To approve the April 2013 Monthly Transaction Report.

06-27-13-05 To approve amendment number two to the FY2012-2013 GOB.

06-27-13-06 To approve the FY2013-2014 GOB and Non-GOB Operating Budgets.

06-27-13-07 To approve the 2013 Summer School Transportation routes.

06-27-13-08 To approve the recommendation to begin a community and staff engagement process and architectural evaluation/design for the construction of a new elementary school in the Tower Grove neighborhood opening for the 2015-2016 school year at a cost not to exceed \$17,575,000.35

FUNDING SOURCE: Prop S

- 06-27-13-09** To approve the renovation costs to reopen Carver Elementary School for the 2014-2015 school year. The work shall begin on June 28, 2013 and completed by May 31, 2014 at a cost not to exceed \$1,173,173.50
FUNDING SOURCE: Prop S
- 06-27-13-10** To approve the relocation costs to repurpose Meda P. Washington School. The work shall begin on June 7, 2013 and completed by August 30, 2013 at a cost not to exceed \$122,468.50, pending funding availability and legal review.
FUNDING SOURCE: GOB
- 06-27-13-11** To approve partnering with selected Aldermen in providing support for the summer school programs at Clay, Vashon and Walbridge Community Education Full Service Schools. The District and Aldermen will each pay 50% (\$52,059) of the total dollar amount (\$104,118) to cover the cost of operations for the summer programs. The summer programs will run from June 7, 2013 through July 26, 2013.
FUNDING SOURCE: TBD
- 06-27-13-12** To approve a contract with the St. Louis Urban Debate League (SLUDL) Advisory Board and the National Association for Urban Leagues (NAUDL) for the establishment of a St. Louis Urban Debate League in high schools within SLPS for the period September 1, 2013 through June 30, 2014. The cost will not exceed \$90,000 which is for stipends for coaches, transportation and facilities. No payments will be made to SLUDL or NAUDL.
FUNDING SOURCE: GOB
- 06-27-13-13** To approve a sole source contract with Harvey R. Fields, Jr. and Associates, LLC to provide site-based ACT preparation training and support for teachers and target students for the period July 1, 2013 through May 30, 2014 at a cost not to exceed \$20,970, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-14** To approve a contract with Abbott Ambulance, Inc. to provide stand-by ambulance services for all high and junior varsity football games for the period August 1, 2013 through December 31, 2013 at a cost not to exceed \$19,000.
FUNDING SOURCE: GOB
- 06-27-13-15** To approve a contract with Hackett Security, Inc. to provide security monitoring and investigative services for all District schools and buildings for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$190,000, pending funding availability and legal review.
FUNDING SOURCE: GOB

- 06-27-13-16** To approve a contract with Cintas to provide annual testing and inspection services of fire alarm systems in all District schools and buildings for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$46,147, pending funding availability and legal review.
FUNDING SOURCE: GOB
- 06-27-13-17** To approve a contract with Bieg Plumbing to provide inspections, testing and repair of the domestic backflow systems in all District schools for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$17,907, pending funding availability and legal review.
FUNDING SOURCE: GOB
- 06-27-13-18** To approve a contract with Johnson Controls to provide air conditioning chiller maintenance for District schools for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$35,151, pending funding availability and legal review.
FUNDING SOURCE: GOB
- 06-27-13-19** To approve a contract with American Water to provide inspection, cleaning and water treatment of the cooling towers for District schools for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$15,852, pending funding availability and legal review.
FUNDING SOURCE: GOB
- 06-27-13-20** To approve a contract with National Design Build Services to provide mechanical upgrades in the Gateway Complex for the period June 28, 2013 through August 31, 2014 at a cost not to exceed \$1,755,982.80 which includes a 10% contingency of \$159,634.80.
FUNDING SOURCE: HVAC
- 06-27-13-21** To approve a contract with World Wide Technology for CISCO SMARTNet to cover the wirelesslan (WLAN) controllers in preparation of the deployment of dense wireless coverage in all schools for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$9,821, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-22** To approve a sole source contract renewal with College Summit for junior and senior year college access services and the Launch Program for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$330,320, pending funding availability.
FUNDING SOURCE: GOB and NON-GOB

- 06-27-13-23** To approve a sole source contract renewal with the Father Support Center to provide parenting support for teen fathers at Vashon, Sumner and Roosevelt High Schools for the period September 3, 2013 through May 20, 2014 at a cost not to exceed \$10,800, pending funding availability.
FUNDING SOURCE: NON-GOB
- 06-27-13-24** To approve a contract renewal with Our Little Haven to provide therapeutic day treatment services to identified preschool students for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$118,000, pending funding availability.
FUNDING SOURCE: NON-GOB
- 06-27-13-25** To approve a sole source contract renewal with Marilyn Bohnsack to act as a consultant to Early Childhood/Early Childhood Special Education for the period July 22, 2013 through May 23, 2014 at a cost not to exceed \$12,000, pending funding availability.
FUNDING SOURCE: NON-GOB
- 06-27-13-26** To approve a contract renewal with FUSE for marketing production and placement services for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$150,000, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-27** To approve a sole source contract renewal with the Twenty-Second Judicial Circuit Court of Missouri Family Court – Juvenile Division for the Truancy Initiative work for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$47,293, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-28** To approve a contract renewal with CTB/McGraw-Hill to purchase and administer the Acuity formative assessment program for grades 2-8 for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$335,000, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-29** To approve a contract renewal with Gilmore Bell to provide post issuance bond compliance services for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$8,000, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-30** To approve a contract renewal with Accelify to provide third party Medicaid claiming management of direct therapy services and the School District Administrative Claiming (SDAC) program for the period July 1, 2013 through June 30, 2014 at a cost not to exceed 7.5% of the revenue generated on behalf of the District.
FUNDING SOURCE: NON-GOB

- 06-27-13-31** To approve a contract renewal with MyLearningPlan, an online electronic management system, for professional development and teacher certification for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$40,000.
FUNDING SOURCE: GOB
- 06-27-13-32** To approve a contract renewal with Dirsec for the internet filtering solution used on internet surfing at SLPS for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$33,400, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-33** To approve a contract renewal with TSI, Inc. to cover PBX Maintenance on the non E-rate schools for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$70,000, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-34** To approve a contract renewal with TSI, Inc. to cover cable repair and new wiring on the non E-rate schools for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$30,000, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-35** To approve a contract renewal with IPNS to cover the Wide Area Network (WAN) and Local Area Network (LAN) services and UPS replacement and services at the non E-rate schools for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$70,000, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-36** To approve a contract renewal with Automated Data Process, Inc. (ADP) to provide benefits administration services for the period July 1, 2013 through December 31, 2013 at a cost not to exceed \$175,000, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-37** To approve a contract renewal with the University of Missouri-Columbia (MU/Missouri partnership for Educational Renewal [MPER]) to provide the Teaching Fellows program for selected first year teachers for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$38,120, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-38** To approve a contract renewal with First Student Inc. for the FY2013-2014 transportation services in an amount not to exceed \$23,707,347, which also includes \$450,000 for Metro bus passes, pending funding availability.
FUNDING SOURCE: GOB and NON-GOB

- 06-27-13-39** To approve one (1) year contract renewals for the 2013-2014 school year with Metropolitan Taxicab Corporation, Express Medical Transporters, Inc. and Harris Taxicab Company to provide student transportation. The first six (6) months of services will be in an amount not to exceed \$1,000,000. When the comparison cost study of taxicab services is completed, staff will bring this item back to the Board of its proposed solutions and request the necessary additional funds.
FUNDING SOURCE: GOB
- 06-27-13-40** To approve a contract renewal with ARAMARK Management Services Limited Partnership to provide Facilities Management Services for maintenance, custodial and ground services for all buildings in the District for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$5,460,019.92, pending funding availability and legal review.
FUNDING SOURCE: GOB
- 06-27-13-41** To approve a contract renewal with Cooperating School District, in conjunction with Tremco/Weatherproofing Technologies to provide roofing inspections and repair and replacement services for District schools and buildings for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$500,000, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-42** To approve a Memorandum of Understanding with the Urban League Head Start for the period July 1, 2013 through June 30, 2014. The Urban League Head Start will help maximize the use of available local resources in providing special education and related services for the young children and their families.
- 06-27-13-43** To approve a Memorandum of Understanding with Grace Hill for the period July 1, 2013 through June 30, 2014. Grace Hill will help maximize the use of available local resources in providing special education and related services for the young children and their families.
- 06-27-13-44** To approve a Memorandum of Understanding with Gateway Greening to establish food producing gardens for selected District schools for the period July 1, 2013 through June 30, 2014.
- 06-27-13-45** To approve an Agency partnership Agreement with Jamison Memorial Human Resources and Development Agency to operate a 21st Century Community Learning Center for the period July 1, 2013 through June 30, 2014.
- 06-27-13-46** To approve the purchase of K12's A+ and Aventa Credit Recovery Software license through the Cooperating School District at a cost not to exceed \$300,000, pending funding availability.
FUNDING SOURCE: GOB

- 06-27-13-47** To approve the purchase of the textbook, *United States Government, Principles and Practice* and resource materials from Holt/McDougal at a cost not to exceed \$173,768, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-48** To approve the printing cost for Ricoh to print the 2013-2014 Student Code of Conduct Handbook at a cost not to exceed \$24,606, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-49** To approve a sole source purchase from CTB/McGraw-Hill for the Grade Level Assessment (MAP and GLA) test at a cost not to exceed \$30,000, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-50** To approve a sole source purchase from American College Testing (ACT) for the EXPLORE and PLAN tests to include test booklets and score reports at a cost not to exceed \$60,000, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-51** To approve a sole source purchase from Questar Assessment, Inc. for the Missouri Assessment Program End of Course (MAP EOC) tests that includes purchase of online tests/scoring services at a cost not to exceed \$25,000, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-52** To approve the purchase of athletic equipment including 64 football helmets and uniforms for middle and high school sports programs from various vendors (listed in the background of the Resolution) at a cost not to exceed \$169,000, pending funding availability,
FUNDING SOURCE: GOB
- 06-27-13-53** To approve the purchase of safety and security officers' uniforms (up to 150) and equipment and supplies from Leon's Uniform Company at a cost not to exceed \$16,768, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-54** To approve the purchase of musical equipment in the amount of \$50,377.06 from Virco through our US Communities Purchase Agreement and a grand piano in the amount of \$21,195 from Lacefield Music.
FUNDING SOURCE: GOB and Prop S

- 06-27-13-55** To approve the renewal of the Crime Insurance Policy with Travelers Insurance Company through our insurance broker Bell's and Associates for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$6,500, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-56** To approve the renewal of the School Board Management Liability insurance policy from State national Insurance (doing business as HISCOX) for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$156,776, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-57** To approve the purchase of a renewal All-Risk Property Insurance Policy from Travelers Insurance Company and Landmark Insurance Company through our insurance broker, Marsha USA for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$756,705, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-58** To approve the purchase of a renewal Excess Workers' Compensation Insurance Policy with Arch Insurance through our insurance broker, Marsh USA for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$234,504, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-59** To approve the purchase of a renewal Automobile Liability and Physical Damage Insurance Policy with State Farm for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$112,500, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-60** To approve the purchase of a renewal Boiler and Machinery Insurance Policy with Hartford Steam Boiler Insurance Company through our insurance broker Marsh USA for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$48,838, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-61** To approve a membership renewal with Cooperating School Districts for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$62,947, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-62** To approve a sole source maintenance agreement with Scantron Corporation and Harland Technology for the period July 1, 2013 through June 30, 2014 in a total combined cost not to exceed \$19,498, pending funding availability.
FUNDING SOURCE: GOB

NOTE: Items 06-27-13-63 through 06-27-13-72 are additional items that were not previously listed under the “June 27, 2013 Items for Consideration”.

06-27-13-63 To approve the worker’s compensation incentive program for the 2013-2014 school year and the payment/pre-payment of incentives as determined at a cost not to exceed \$400,000, pending funding availability.

FUNDING SOURCE: GOB

06-27-13-64 To approve a contract with the employment agency (*potential agencies are listed on the Resolution under “background information”*) selected by the Finance Department for the fees associated with securing one full-time permanent individual to fill the Controller position in the Finance Department at a cost not exceed \$30,000.00 for the period June 28, 2013 to June 30, 2014, pending funding availability.

FUNDING SOURCE: GOB

06-27-13-65 To approve a contract with Grease Masters to provide inspection cleaning of the exhaust hoods and grease traps for the District schools beginning July 1, 2013 through June 30, 2014 at a cost not to exceed \$48,298.50, pending funding availability.

FUNDING SOURCE: GOB

06-27-13-66 To approve the amendment of Board Resolution Number 08-09-12-03, a contract renewal with John Windom to serve as the Executive Director of Community Education. This amendment request is to increase the contract by \$10,000 because the time requirement exceeded the original anticipated time and the approved dollars did not cover the additional services required. If this request is granted, the total cost for this contract will now be \$65,000 for the 2012-2013 school year.

FUNDING SOURCE: GOB

06-27-13-67 To approve the amendment of Board Resolution Number 10-18-12-01, a contract with the Alliance of Parents and Children for Educational Empowement (APCEE), Inc. This amendment request will reflect an increase in the cost of the services under the contract. The additional cost of the amendment will not exceed \$19,999.40. If this request is approved, the total amount for this contract will now be \$280,459.70 for the 2012-2013 school year.

FUNDING SOURCE: Non-GOB

06-27-13-68 To approve a sole source contract with the Alliance of Parents and Children for Educational Empowement (APCEE), Inc. to conduct student recruitment and enrollment support for the St. Louis Public Schools for the period June 28, 2013 through August 31, 2013 at a cost not exceed \$42,000, pending funding availability.

FUNDING SOURCE: GOB

06-27-13-69 To approve the amendment of Board Resolution Number 01-17-13-04, a sole contract with Dr. Ron Ferguson. The amendment request for this contract is to extend the ending date service period to December 31, 2013 from June 30, 2013. No additional dollars are required.

FUNDING SOURCE: GOB

06-27-13-70 To approve the acceptance and expenditures of \$413,882 in reimbursable funds from the Missouri Department of Elementary and Secondary Education - School Food Services for the Fresh Fruit and Vegetable Program for 2013-2014 school year.

FUNDING SOURCE: NON-GOB

06-27-13-71 To rescind Board Resolution Number 02-21-13-04, a contract with an employment agency, as selected by the Finance Department, to provide an individual to fill the temporary position of a Payroll Analyst in the Payroll Division at a cost not to exceed \$73,280.

FUNDING SOURCE: GOB

06-27-13-72 To approve a contract with K-Force (an employment agency) for fees associated with securing one full-time permanent individual to fill the position of Payroll Analyst in the Payroll Department for the period June 28, 2013 through August 31, 2013 at a cost not to exceed \$20,000, pending funding availability.

FUNDING SOURCE: GOB

JULY 25, 2013 ITEM(S) FOR CONSIDERATION

[2013-2014 SCHOOL YEAR STARTS HERE]

07-25-13-01 To approve a contract with the St. Louis Community College at Forest Park for the Dual Enrollment/Early College Academy for the 2013-2014 school year at a cost not to exceed \$59,819.53, pending funding availability.

FUNDING SOURCE: GOB

07-25-13-02 To approve a contract renewal with Concentra Medical Centers to provide pre-employment medical screenings, TB skin tests, fit-for-duty exams, for cause drug testing and drug testing as required for all potential new hires for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$55,000, pending funding availability.

FUNDING SOURCE: GOB

07-25-13-03 To approve a contract renewal with Sunfarm Food Service to provide the produce to support the Fresh Fruit and Vegetable Program for the 2013-2014 school year at a cost not to exceed \$413,882, pending funding availability.

FUNDING SOURCE: NON-GOB

- 07-25-13-04** To approve a contract renewal with Malawi Aquatics to provide aquarium and terrarium cleaning services for the aquariums and terrarium at the Gateway MST Elementary School for the period August 1, 2013 through June 30, 2014 at a cost not to exceed \$8,000, pending funding availability.
FUNDING SOURCE: GOB
- 07-25-13-05** To approve a contract renewal with Listening For Learning to provide audiology services on an as needed basis to students as required by the Individuals with Disabilities Education Act (IDEA) for the period July 26, 2013 through June 30, 2014 at a cost not to exceed \$46,500, pending funding availability.
FUNDING SOURCE: NON-GOB
- 07-25-13-06** To approve a contract renewal with Deaf Way Interpreting Services to provide sign language interpreting services on an as needed basis to students as required by the Individuals with Disabilities Education Act (IDEA) for the period July 26, 2013 through June 30, 2014 at a cost not to exceed \$355,500, pending funding availability.
FUNDING SOURCE: NON-GOB
- 07-25-13-07** To approve a contract renewal with Midwest Music Therapy Services, Inc. to provide music therapy services on an as needed basis to students as required by the Individuals with Disabilities Education Act (IDEA) for the period July 26, 2013 through June 30, 2014 at a cost not to exceed \$57,500, pending funding availability.
FUNDING SOURCE: NON-GOB
- 07-25-13-08** To approve a contract renewal with Metropolitan Speech and Language Center to provide foreign language interpreting services on an as needed basis to students as required by the Individuals with Disabilities Education Act (IDEA) for the period July 26, 2013 through June 30, 2014 at a cost not to exceed \$26,500, pending funding availability.
FUNDING SOURCE: NON-GOB
- 07-25-13-09** To approve a contract renewal with Supplemental Healthcare to provide occupational, physical and speech & language therapy services on an as needed basis to students as required by the Individuals with Disabilities Education Act (IDEA) for the period July 26, 2013 through June 30, 2014 at a cost not to exceed \$1,950,312, pending funding availability.
FUNDING SOURCE: NON-GOB

- 07-25-13-10** To approve a contract renewal with Supplemental Healthcare to provide nursing services on an as needed basis to students as required by the Individuals with Disabilities Education Act (IDEA) for the period July 26, 2013 through June 30, 2014 at a cost not to exceed \$862,524, pending funding availability.
FUNDING SOURCE: NON-GOB
- 07-25-13-11** To approve contract renewals with multi vendors (*potential agencies are listed on the Resolution under "background information"*) to provide private placement services on an as needed basis to students as required by the Individuals with Disabilities Education Act (IDEA) for the period July 26, 2013 through June 30, 2014 at a cost not to exceed \$2,706,845 pending funding availability.
FUNDING SOURCE: NON-GOB
- 07-25-13-12** To approve a contract renewal with Confluence Preparatory Academy(Confluence) to allow Confluence students to enroll in Career and Technical Education programs for the 2013-2014 school year at a rate of \$2,500 student.
FUNDING SOURCE: N/A
- 07-25-13-13** To approve a sole source contract renewal with Urban Strategies to provide certified Adult Education and Literacy classes for the period August 1, 2013 through June 30, 2014 at a cost not to exceed \$5,000 pending funding availability.
FUNDING SOURCE: NON-GOB
- 07-25-13-14** To approve a sole source contract renewal with the International Institute for on-site supervision of Adult Education and Literacy classes for the period August 1, 2013 through June 30, 2014 at a cost not to exceed \$6,000, pending funding availability.
FUNDING SOURCE: NON-GOB
- 07-25-13-15** To approve a sole source contract renewal with the International Institute to provide substitute teachers in the Adult Education and Literacy classes for the period August 1, 2013 through June 30, 2014 at a cost not to exceed \$12,000, pending funding availability.
FUNDING SOURCE: NON-GOB
- 07-25-13-16** To approve a sole source contract with the Pattonville School District to administer the St. Louis Regional Program for Exceptionally Gifted Students (PEGS) for the period August 12, 2013 through May 31, 2014 at a cost not to exceed \$5,700, pending funding availability.
FUNDING SOURCE: GOB

- 07-25-13-17** To approve a sole source contract renewal with the Lindbergh School District to administer the St. Louis Regional Program for Exceptionally Gifted Students (PEGS) for the period August 12, 2013 through May 31, 2014 at a cost not to exceed \$34,200, pending funding availability.
FUNDING SOURCE: GOB
- 07-25-13-18** To approve a sole source contract renewal with the Institute for Family Medicine to provide the services of a Medical Director for the Office of Health Services for the period August 1, 2013 through June 30, 2014 at a cost not to exceed \$12,000, pending funding availability.
FUNDING SOURCE: GOB
- 07-25-13-19** To approve the renewal of an Agency Partnership Agreement with BJC School Outreach and Youth Development to provide nutrition education programs for the period September 1, 2013 through July 31, 2014 at a cost not to exceed \$19,880, pending funding availability.
FUNDING SOURCE: NON-GOB
- 07-25-13-20** To approve the renewal of an Agency Partnership Agreement with Washington University School of Medicine to provide the fitness education programs for the period September 1, 2013 through July 31, 2014 at a cost not to exceed \$147,931, pending funding availability.
FUNDING SOURCE: NON-GOB
- 07-25-13-21** To approve the renewal of a Memorandum of Understanding (MOU) with Preferred Family Healthcares, Inc. to provide educational services to the Agency's consumers who are located within the District for the period July 26, 2013 through June 30, 2014.
- 07-25-13-22** To approve the renewal of a Memorandum of Understanding (MOU) with 99 Billion Better to provide school-to-work transition training for students with disabilities for the period July 26, 2013 through June 30, 2014.
- 07-25-13-23** To approve the renewal of a Memorandum of Understanding (MOU) with MERS/Goodwill to provide school-to-work transition training for students with disabilities for the period July 26, 2013 through June 30, 2014.
- 07-25-13-24** To approve the renewal of a Memorandum of Understanding (MOU) with St. Vincent de Paul to provide school-to-work transition training for students with disabilities for the period July 26, 2013 through June 30, 2014.

- 07-25-13-25** To approve the renewal of a Memorandum of Understanding (MOU) with Harris Stowe State University to provide a Community-Based Transition Classroom for the period July 26, 2013 through June 30, 2014.
- 07-25-13-26** To approve the renewal of a Memorandum of Understanding (MOU) with Miriam Learning Center to establish a partnership to implement a program focusing on preventative and intervention services for students not eligible for special education services for the period July 26, 2013 through June 30, 2014.
- 07-25-13-27** To approve the renewal of a Memorandum of Understanding (MOU) with the YMCA (Monsanto) to provide school-to-work transition training for students with disabilities for the period July 26, 2013 through June 30, 2014.
- 07-25-13-28** To approve the renewal of a Memorandum of Understanding (MOU) with MERS/Goodwill to provide school-to-work transition training for Nottingham CAJT's students with disabilities for the period July 26, 2013 through June 30, 2014.
- 07-25-13-29** To approve the renewal of a Memorandum of Understanding (MOU) with Compass USA to provide school-to-work transition training for Nottingham CAJT's students with disabilities for the period July 26, 2013 through June 30, 2014.
- 07-25-13-30** To approve the renewal of a Memorandum of Understanding (MOU) with Industrial Aide to provide school-to-work transition training for Nottingham CAJT's students with disabilities for the period July 26, 2013 through June 30, 2014.
- 07-25-13-31** To approve the renewal of a Memorandum of Understanding (MOU) with Bon Appétit to provide school-to-work transition training for Nottingham CAJT's students with disabilities for the period July 26, 2013 through June 30, 2014.
- 07-25-13-32** To approve the renewal of a Memorandum of Understanding (MOU) with the Curators of the University of Missouri on behalf of the University of Missouri to implement and evaluate the Missouri College Advising Corps Program at Gateway and Soldan High Schools for the period August 1, 2013 through June 30, 2014.
- 07-25-13-33** To approve the purchase of a renewal Athletic Accident Insurance Policy through our insurance broker, RS Klostermeyer & Associates for the period August 1, 2013 through July 31, 2014 at a cost not to exceed \$50,000, pending funding availability.
FUNDING SOURCE: GOB

- 07-25-13-34** To approve a sole source subscription purchase from Cooper Institute for web hosting services to support the FITNESSGRAM 9 Physical Education software at a cost not to exceed \$5,696, pending funding availability.
FUNDING SOURCE: NON-GOB
- 07-25-13-35** To approve a purchase of 1800 Fitbook Junior Journals, 16 teacher kits, shipping cost, etc. from Fitlosophy for the Aim to Fitness Program at a total combined cost not to exceed \$25,377.66 which includes a 5% contingency of \$1,208.46, pending funding availability.
FUNDING SOURCE: NON-GOB
- 07-25-13-36** To approve a sole source purchase from HOPSports, Inc. for 3 full HOPSports Training Systems at a total combined cost not to exceed \$62,096, pending funding availability.
FUNDING SOURCE: NON-GOB
- 07-25-13-37** To approve a sole source purchase from Human Kinetics for 16 site licenses and 16 Tier II Technical Support for the FITNESSGRAM software at a total combined cost not to exceed \$11,211, pending funding availability.
FUNDING SOURCE: NON-GOB
- 07-25-13-38** To approve the purchase of two (2) Neo 2 Labs from Renaissance Learning in the amount of \$8,524.79.
FUNDING SOURCE: NON-GOB
- 07-25-13-39** To approve the May 2013 Monthly Transaction Report.
- 07-25-13-40** To approve the Safety and Risk Management Handbook for the 2013-2014 school year.
- 07-25-13-41** To ratify a membership with the Council of Great City Schools for the 2012-2013 school year in the amount of \$35,498.00.
FUNDING SOURCE: GOB
- 07-25-13-42** To approve a contract with Harvard Graduate School of Education for the 2013-2014 Doctor of Education Leadership Residency Program for the period July 1, 2013 through April 30, 2014 at a cost not to exceed \$6,500, pending funding availability.
FUNDING SOURCE: GOB
- 07-25-13-43** To approve an agreement between the District and KIPP-St. Louis (STL) to form a partnership to allow KIPP-STL to access SLPS owned property and for the District to become the Local Education Agency (LEA) for all KIPP-STL schools.
- 07-25-13-44** To request approval to proceed with the New Leaders Program application process.



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-01

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 # 03-14-13-07 & 11-15-12-15 & 06-26-12-41

Board Approved Cost \$1,200,000

SUBJECT: To approve the amendment of Board Resolution 03-14-13-07 to approve the costs associated with ending the lease with Xerox. This board resolution includes the cost for the lease buyout of equipment in the Xerox lease with a termination date after June 30, 2013, the closeout of supplies and all other supplemental charges. The costs are broken down as follows: Lease Buyout - \$135,000; and Closeout of supplies and Supplemental charges - \$190,000. The total additional amount will not exceed \$325,000.00 and the total combined cost of all expenses related to the Xerox contract for the 2012-13 year will not exceed \$1,525,000.00.

BACKGROUND: This amendment is intended to complete the buyout of the leases that expire after June of 2013. The District is moving to a new supplier, Ricoh, who will reimburse the District at an amount not to exceed \$135,000 and will replace all of this equipment with the new hardware leased through them. The supplies and supplemental charges at the end of the term will not exceed \$190,000. This will allow the District to finalize all payments with Xerox through a closeout mechanism.

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: \$325,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$325,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600004465

Department: Instructional Technology

Ma

Requestor: Cheryl VanNoy

Cheryl VanNoy, Exec. Dir., Technology Services

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-02

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 05-09-13-14

Prior Year Cost \$30,000.00

SUBJECT: To approve an amendment to Board Resolution Number 05-09-13-14, a purchase from College Board/AP Exams for Advance Placement Testing Fees, in the amount of \$11,447.00. The increase in cost to the District is due to the reduction in federal funding that supports the AP test program. If this request is approved, the total combined cost of the purchase will be \$41,447.00.

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:** 1. C.

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 #:
Amount: \$11,447.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$11,447.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600002136

Department: Advance Placement

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



BOARD RESOLUTION

Date: May 16, 2013

Agenda Item : 06-27-13-03

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

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

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

SUBJECT: To ratify the purchase of music supplies and repair services from City Music Company, Nottelmann Music, and Shattinger Music for the school year 2012-13. The total cost of the supplies and repair services is \$59,785.66.

BACKGROUND: These vendors provide small amounts of music supplies and repair services throughout the year on an as needed basis per school. A tally of the cost of the supplies and repair services for the current school year indicates that the collective total for each vendor exceeded \$5,000 (City Music Company - \$27,433.12, Nottelmann Music - \$25,303.25, Shattinger Music - \$7,049.29). In the future, a request will be made at the beginning of the school year for approval of the purchase of music supplies and repair 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: 847-MY-110-1411-6338	GOB	Requisition #:
Amount: \$21,521.64		
Fund Source: 847-MY-110-1411-6411	GOB	Requisition #:
Amount: \$38,264.02		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$59,785.66	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600014655, 600004014, and 600004755

Department: Curriculum & Instruction

Requestor: Kaye Harrelson

Angela Banks, Budget Director

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

Leon Fisher, CFO/Treasurer

5/30/2013
Dr. Nicole Williams, Dep. Supt., Academics

Dr. Kelvin R. Adams, Superintendent

Music Budget 2012-2013

Repairs

110-1411	6338	847-MY-110
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City Music Repair #1	\$910.52	13 invoices
City Music Repair #2	\$1,629.27	14 invoices
City Music Repair #3	\$1,100.45	9 invoices
City Music Repair #4	\$2,023.65	19 invoices
City Music Repair #5	\$919.35	11 invoices
City Music Repair #6	\$1,224.25	19 invoices
City Music Repair #7	\$1,357.45	18 invoices
City Music Repair #8	\$1,217.55	8 invoices
City Music Repair #9	\$792.00	14 invoices
City Music Repair #10	\$780.45	14 invoices
City Music Repair #11	\$477.60	12 invoices
City Music Repair #12	\$371.70	8 invoices
City Music Repair #13	\$662.54	15 invoices
City Music Repair #14	\$1,357.86	17 invoices
	\$14,824.64	
Nottelman Repair #1	\$2,101.00	17 invoices
Nottelman Repair #2	\$2,051.50	15 invoices
Nottelman Repair #3	\$2,053.50	16 invoices
Nottelman Repair #4	\$491.00	4 invoices
	\$6,697.00	
TOTAL	\$21,521.64	

Supplies

110-1411	6411	847-MY-110
----------	------	------------

City Music Supply #1	\$ 1,960.40	12 invoices
City Music Supply #2	\$ 1,571.81	11 invoices
City Music Supply #3	\$ 2,481.46	16 invoices
City Music Supply #4	\$ 2,042.46	12 invoices
City Music Supply #5	\$ 3,196.09	18 invoices
City Music Supply #6	\$1,283.98	9 invoices
City Music Supply #7	\$72.28	4 invoices
	\$ 12,608.48	

Shattinger Music #1	\$1,844.09	16 invoices
Shattinger Music #2	\$1,819.69	14 invoices
Shattinger Music #3	\$1,876.80	16 invoices
Shattinger Music #4	\$1,298.37	16 invoices
Shattinger Music #5	\$210.34	4 invoices
	\$7,049.29	

Nottelman Supply #1	\$2,411.54	17 invoices
Nottelman Supply #2	\$2,248.70	16 invoices
Nottelman Supply #3	\$2,342.31	17 invoices
Nottelman Supply #4	\$1,837.75	16 invoices
Nottelman Supply #5	\$2,221.25	14 invoices
Nottelman Supply #6	\$2,461.55	15 invoices
Nottelman Supply #7	\$2,758.75	17 invoices
Nottelman Supply #8	\$1,540.60	14 invoices
Nottelman Supply #9	\$ 783.80	11 invoices
	\$18,606.25	

TOTAL 38,264.02



BOARD RESOLUTION

Date: May 16, 2013

Agenda Item : 0627-13-04

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 April 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

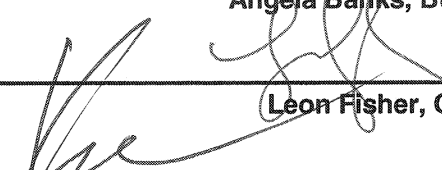
Requestor:




Mary M. Houlihan, Dep. Supt., Operations



Angela Banks, Budget Director



Leon Fisher, CFO/Treasurer



Dr. Kelvin R. Adams, Superintendent

ST. LOUIS BOARD OF EDUCATION
Monthly Budget Report
Dates: 04-01-2013 - 04-30-2013
Fiscal Year: 2012 - 2012

AS OF 05-07-2013

110-TEACHERS FUND

1	SAP Hierarchy Doc #:	0502005922				
	SAP Entry Doc #:	0502005604				
	From:	120-2411	-	510-00-120	-	6143
	To:	110-1111	-	510-00-110	-	6261
		110-1111	-	510-00-110	-	6231
		110-1111	-	510-00-110	-	6164
	Control No:	B				
	From Amount:			87.72-		87.72-
	To Amount:			87.72		87.72
	Text: cover negative balances for Extra Service/Overtime					
2	SAP Hierarchy Doc #:	0502005926				
	SAP Entry Doc #:	0502005608				
	From:	120-1111	-	560-55-120	-	6143
	To:	110-1152	-	560-DT-110	-	6261
		110-1152	-	560-DT-110	-	6231
		110-1152	-	560-DT-110	-	6164
	Control No:	B				
	From Amount:			354.21-		354.21-
	To Amount:			354.21		354.21
	Text: cover negative balance for Extra Service/Overtime					
3	SAP Hierarchy Doc #:	0502005346				
	SAP Entry Doc #:	0502005062				
	From:	110-1177	-	156-FL-110	-	6311
		110-1177	-	156-FL-110	-	6381
	To:	110-1177	-	156-FL-110	-	6384
		110-1177	-	156-FL-110	-	6364
		110-1177	-	156-FL-110	-	6421
		110-1177	-	156-FL-110	-	6411
		110-1177	-	156-FL-110	-	6383
	Control No:	B				
	From Amount:			7,100.00-		7,100.00-

87.72-
1.60
6.12
80.00

354.21-
6.46
24.71
323.04

6,575.00-
525.00-
400.00
500.00
1,000.00
1,200.00
4,000.00

ST. LOUIS BOARD OF EDUCATION
Monthly Budget Report
Dates: 04-01-2013 - 04-30-2013
Fiscal Year: 2012 - 2012

TO Amount: 7,100.00
Text: Transfer of unspent funds to cover text materials for IB Spanish and IB World Literature; anticipated shipping costs for IB exam materials; supplies for IB Biology and IB Physics; and IB workshop expenses for current IB teachers and an anticipated new hire for English.

4 SAP Hierarchy Doc #: 0502005468
SAP Entry Doc #: 0502005157
From: 110-2522 - 820-00-110 - 6371 86,206.00-
To: 110-1189 - 847-PC-110 - 6411 86,206.00

Control No: B
From Amount: 86,206.00-
TO Amount: 86,206.00
Text: Summer School Supplies.

5 SAP Hierarchy Doc #: 0502005927
SAP Entry Doc #: 0502005609
From: 120-1111 - 560-55-120 - 6143 328.95-
To: 110-1255 - 560-00-110 - 6261 6.00
110-1255 - 560-00-110 - 6231 22.95
110-1255 - 560-00-110 - 6164 300.00

Control No: B
From Amount: 328.95-
TO Amount: 328.95
Text: cover negative balances for Extra Service/Overtime

6 SAP Hierarchy Doc #: 0502005923
SAP Entry Doc #: 0502005605
From: 120-2411 - 510-00-120 - 6143 167.66-
To: 110-2226 - 510-00-110 - 6261 3.06
110-2226 - 510-00-110 - 6231 11.70
110-2226 - 510-00-110 - 6164 152.90

Control No: B
From Amount: 167.66-

ST. LOUIS BOARD OF EDUCATION
Monthly Budget Report
Dates: 04-01-2013 - 04-30-2013
Fiscal Year: 2012 - 2012

To Amount: 167.66
Text: cover negative balances for Extra Service/Overtime

7 SAP Hierarchy Doc #: 0502005452
SAP Entry Doc #: 0502005145

From: 110-2322 - 812-00-110 - 6386
To: 110-2322 - 812-00-110 - 6383
Control No: B
From Amount: 150.00-
To Amount: 150.00
Text: Meeting with Governor Nixon; Dr. Kelvin Adams and Patrick Wallace;
Capitol Building, Jefferson City, MO January 14, 2013

150.00-
150.00

8 SAP Hierarchy Doc #: 0502005295
SAP Entry Doc #: 0502005027

From: 110-2411 - 183-00-110 - 6381
To: 110-2411 - 183-00-110 - 6383
Control No: B
From Amount: 1,000.00-
To Amount: 1,000.00
Text: Funds for travel reimbursement to James Barbee to attend DECA State
Competition March 17th and 18th in Lake of the Ozarks, MO and NCA
Accreditation site visit April 1-5.

1,000.00-
1,000.00

9 SAP Hierarchy Doc #: 0502005325
SAP Entry Doc #: 0502005047

From: 110-2411 - 400-00-110 - 6411
To: 110-2411 - 400-00-110 - 6383
Control No: B
From Amount: 15.00-
To Amount: 15.00
Text: Travel Reimbursement for Tawana Hughes—ASCD Conference in Chicago,
IL 3/15-18/13.

15.00-
15.00

Monthly Budget Report

Dates: 04-01-2013 - 04-30-2013

Fiscal Year: 2012 - 2012

10 SAP Hierarchy Doc #: 0502005385
SAP Entry Doc #: 0502005091

From:	120-2411	- 490-00-120	- 6143	6,000.00-
	120-2411	- 490-00-120	- 6231	459.00-
	120-2411	- 490-00-120	- 6261	120.00-
To:	110-2411	- 490-00-110	- 6411	6,579.00

Control No: B

From Amount: 6,579.00-

To Amount: 6,579.00

Text: Transferring funds to purchase supplies needed through end of the year.

11 SAP Hierarchy Doc #: 0502005406
SAP Entry Doc #: 0502005105

From:	120-1151	- 194-55-120	- 6143	5,230.36-
	110-2411	- 194-00-110	- 6363	500.00
	110-2411	- 194-00-110	- 6344	1,000.00
To:	110-2411	- 194-00-110	- 6384	3,730.36

Control No: B

From Amount: 5,230.36-

To Amount: 5,230.36

Text: Funds for Activity Buses, Staff Business Cards, and Professional Development and Planning Conference.

12 SAP Hierarchy Doc #: 0502005431
SAP Entry Doc #: 0502005127

From:	120-1127	- 473-55-120	- 6143	1,228.11-
To:	110-2411	- 473-00-110	- 6542	1,228.11

Control No: B

From Amount: 1,228.11-

To Amount: 1,228.11

Text: Temporarily transferring funds from extra service to enable Fiscal Control release of requisition #10134237 for computers

ST. LOUIS BOARD OF EDUCATION
Monthly Budget Report
Dates: 04-01-2013 - 04-30-2013
Fiscal Year: 2012 - 2012

13 SAP Hierarchy Doc #: 0502005489
SAP Entry Doc #: 0502005175

From:	110-2411	-	183-00-110	-	6411	810.68-
TO:	110-2411	-	183-00-110	-	6383	810.68

Control No: B
From Amount: 810.68-
TO Amount: 810.68

Text: Travel expenses for Sonda Holland to chaperone 3 students to attend the 2013 FELA State Leadership Conference in Columbia, MO 4/21-23/13.

14 SAP Hierarchy Doc #: 0502005928
SAP Entry Doc #: 0502005610

From:	120-1111	-	560-55-120	-	6143	61.45-
TO:	110-2411	-	560-00-110	-	6261	1.12
	110-2411	-	560-00-110	-	6231	4.29
	110-2411	-	560-00-110	-	6162	56.04

Control No: B
From Amount: 61.45-
TO Amount: 61.45

Text: cover negative balances for Extra Service/Overtime

15 SAP Hierarchy Doc #: 0502006009
SAP Entry Doc #: 0502005690

From:	110-2411	-	601-00-110	-	6411	1,084.31-
TO:	110-2411	-	601-00-110	-	6383	1,084.31

Control No: B
From Amount: 1,084.31-
TO Amount: 1,084.31

Text: Reimbursement for travel expenses for Misty Williams; attended the Midwest Montessori Teacher Training Center in Riverwoods, IL April 11-14, 2013.

ST. LOUIS BOARD OF EDUCATION
Monthly Budget Report
Dates: 04-01-2013 - 04-30-2013
Fiscal Year: 2012 - 2012

16	SAP Hierarchy Doc #:	0502005937							
	SAP Entry Doc #:	0502005618							
	From:	110-2828	-	981-75-110	-	6358		50,000.00-	
	To:	110-2577	-	981-00-110	-	6411		50,000.00	
	Control No:								
	From Amount:								
	To Amount:								
	Text: To cover paper and printing costs until the end of the year.								
17	SAP Hierarchy Doc #:	0502005938							
	SAP Entry Doc #:	0502005619							
	From:	110-2828	-	981-75-110	-	6319		80,000.00-	
	To:	110-2577	-	981-00-110	-	6411		80,000.00	
	Control No:								
	From Amount:								
	To Amount:								
	Text: To cover paper and printing costs until the end of the year.								
18	SAP Hierarchy Doc #:	0502005432							
	SAP Entry Doc #:	0502005128							
	From:	110-2828	-	981-75-110	-	6319		80,000.00-	
	To:	110-2828	-	981-75-110	-	6443		80,000.00	
	Control No:								
	From Amount:								
	To Amount:								
	Text: To cover cost of Dell laptops for 801 and Gateway STEM.								
19	SAP Hierarchy Doc #:	0502005349							
	SAP Entry Doc #:	0502005063							
	From:	110-2832	-	990-00-110	-	6319		300.00-	
	To:	110-2832	-	990-00-110	-	6383		300.00	
	Control No:								
	From Amount:								
	To Amount:								

Monthly Budget Report

Dates: 04-01-2013 - 04-30-2013

Fiscal Year: 2012 - 2012

Text: Travel for Karen Shelton-Henry to Express Scripts Outcomes Symposium
in Orlando, Florida April 22-24, 2013.

ST. LOUIS BOARD OF EDUCATION
Monthly Budget Report
Dates: 04-01-2013 - 04-30-2013
Fiscal Year: 2012 - 2012

120-INCIDENTAL

1 SAP Hierarchy Doc #: 0502005413
SAP Entry Doc #: 0502005112

From:	110-2411	-	506-00-110	-	6411	548.25-
To:	120-1127	-	506-55-120	-	6261	10.00
	120-1127	-	506-55-120	-	6231	38.25
	120-1127	-	506-55-120	-	6143	500.00

Control No: B

From Amount: 548.25-
To Amount: 548.25

Text: Transferring funds to cover additional breakfast extra service

2 SAP Hierarchy Doc #: 0502005438
SAP Entry Doc #: 0502005132

From:	110-2411	-	473-00-110	-	6541	1,228.11-
To:	120-1127	-	473-55-120	-	6143	1,228.11

Control No: B

From Amount: 1,228.11-
To Amount: 1,228.11

Text: To cover extra service through the end of the year

3 SAP Hierarchy Doc #: 0502005391
SAP Entry Doc #: 0502005093

From:	110-2411	-	156-00-110	-	6443	1,096.50-
To:	120-1411	-	156-55-120	-	6261	20.00
	120-1411	-	156-55-120	-	6231	76.50
	120-1411	-	156-55-120	-	6143	1,000.00

Control No: B

From Amount: 1,096.50-
To Amount: 1,096.50

Text: Transferring funds to cover anticipated non-athletic extra service through end of year

AS-OF 05-07-2013 ST. LOUIS BOARD OF EDUCATION
 Monthly Budget Report
 Dates: 04-01-2013 - 04-30-2013
 Fiscal Year: 2012 - 2012

4 SAP Hierarchy Doc #: 0502005399
 SAP Entry Doc #: 0502005098

From:	110-2411	-	156-PR-110	-	6143	2,245.76-
	110-2411	-	156-PR-110	-	6231	171.80-
	110-2411	-	156-PR-110	-	6261	44.92-
To:	120-1411	-	156-55-120	-	6261	44.92
	120-1411	-	156-55-120	-	6231	171.80
	120-1411	-	156-55-120	-	6143	2,245.76

Control No: B
 From Amount: 2,462.48-
 To Amount: 2,462.48
 Text: To cover non-athletic extra service through the end of year

5 SAP Hierarchy Doc #: 0502005929
 SAP Entry Doc #: 0502005611

From:	110-2411	-	496-00-110	-	6411	1,425.45-
	120-1411	-	496-55-120	-	6261	26.00
	120-1411	-	496-55-120	-	6231	99.45
	120-1411	-	496-55-120	-	6143	1,300.00

Control No: B
 From Amount: 1,425.45-
 To Amount: 1,425.45
 Text: cover negative balances for Extra Service/Overtime

6 SAP Hierarchy Doc #: 0502005917
 SAP Entry Doc #: 0502005599

From:	110-2411	-	326-00-110	-	6443	361.85-
	120-2411	-	326-PR-120	-	6261	6.60
	120-2411	-	326-PR-120	-	6231	25.25
	120-2411	-	326-PR-120	-	6143	330.00

Control No: B
 From Amount: 361.85-
 To Amount: 361.85
 Text: cover negative balances for Extra Service/Overtime

Monthly Budget Report

Dates: 04-01-2013 - 04-30-2013

Fiscal Year: 2012 - 2012

7 SAP Hierarchy Doc #: 0502005921
SAP Entry Doc #: 0502005603

From:	110-2411	- 496-00-110	- 6384	305.00-
	110-2411	- 496-00-110	- 6411	23.95-
To:	120-2838	- 496-00-120	- 6261	6.00
	120-2838	- 496-00-120	- 6231	22.95
	120-2838	- 496-00-120	- 6164	300.00

Control No: B

From Amount:

328.95-

To Amount:

328.95

Text: cover negative balances for Extra Service/Overtime

ST. LOUIS BOARD OF EDUCATION
 Monthly Budget Report
 Dates: 04-01-2013 - 04-30-2013
 Fiscal Year: 2012 - 2012
 Fund Summary - Transfers Only

AS OF 05-07-2013

Fund Total From 110-INCIDENTAL	:	314,117.58-
TO 110-INCIDENTAL	:	320,703.45
Fund Total From 120-TEACHERS FUND	:	14,037.46-
TO 120-TEACHERS FUND	:	7,451.59
District Total From	:	328,155.04-
TO	:	328,155.04



BOARD RESOLUTION

Date: May 29, 2013

Agenda Item : 06-27-13-Q5

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 Amendment #2 to the Fiscal Year 2012-2013 General Operating Budget.

BACKGROUND: State law requires that a budget amendment be made prior to actual expenditures for a given fund(s) exceeding the officially approved budget for that fund(s). Budget Amendment #2 primarily includes additional revenues associated with higher tax collection rates and higher state revenues for better than anticipated student enrollment during the shift to current year funding. In addition, savings were achieved across the district.

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

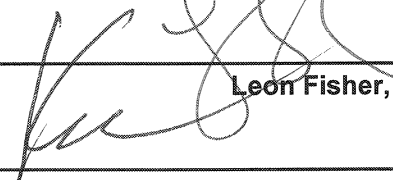
Requestor:



Mary M. Houljhan, Dep. Supt., Operations



Angela Banks, Budget Director



Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: May 23, 2013

To: Dr. Kelvin R. Adams, Superintendent

From: Leon Fisher, CFO/Treasurer

Agenda Item : 06-27-13-06

Action:

Action to be Approved: Financial Report

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

SUBJECT: To request approval of the FY2013-2014 General Operating and Non-General Operating Budgets.

BACKGROUND: The FY2013-2014 Budgets align expenditures with projected revenues per RSMo 67.010 which states that "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 budget year."

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: Budget

Requestor:

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-07

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)

State Guidelines

SUBJECT: To approve the Summer School Transportation routes for Summer School 2013.

BACKGROUND: DESE guidelines state that "To receive reimbursement for summer school transportation for students with disabilities, the following criteria must be met: Routes must be included on the route approval listing and approved by the local board of education before June 30." Currently, there are 127 summer school bus routes scheduled; 83 regular and 44 special education. The route sheets for summer school are located in the Transportation office.

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:		
\$ 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: May 30, 2013

Agenda Item : 06-27-13-08

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract

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

RFP/Bid # PSxx-1213 Construction of New Elementary School

SUBJECT: To approve the recommendation to begin a community and staff engagement process and architectural evaluation/design for the construction of a new elementary school in the Tower Grove neighborhood opening for the 2015-16 school year. The process should begin on June 28, 2013 and be completed by August 10, 2015 using multiple contractors at a cost not to exceed \$17,575,000.35. The project will be funded through the Proposition S Bond Program.

BACKGROUND: SEE ATTACHED

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

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

Fund Source: 905-00-914-2611-6522	Prop S	Requisition #: TBD
Amount: \$17,575,000.35		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed \$17,575,000.35	<input type="checkbox"/> Pending Funding Availability	Vendor #: TBD (Multiple)

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

BACKGROUND: In October 2008, the SAB entered into a contract with MGT of America to conduct a Comprehensive Facilities Review. Based on the information collected and analyzed as part of this study, the following findings and recommendations were developed for St. Louis Public Schools:

Based on the perception data collected from multiple sources, the following major themes have emerged: (1) improving student learning is the first priority for the District; and (2) there must be a balance between efficiency and effectiveness. As detailed in Phase 1, MGT recommended closing three middle schools and several elementary schools. These closures were in response to the need to reduce District-wide capacity at both levels and to address educational suitability and/or building condition. Many of the schools on the list for Phase 1 had the lowest combined scores in the District.

At the elementary level, MGT recommended to the District to start planning for construction of a new school; in the vicinity of Shenandoah, to replace Mann, Sherman and Shenandoah.

The proposed timeline for this project is:

- Architectural selection/evaluation/design – June 2013-January 2014
- Community/Staff engagement - August–October 2013
- Bid documents completed/let by- January 2014
- Award to contractor- February 2014
- Construction begins - February 2014 (est. 18 month construction schedule)
- Construction completed - July 2015



BOARD RESOLUTION

Date: May 22, 2013

Agenda Item : 06-27-13-09

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 # xxx-1213 Renovations for Carver

SUBJECT: To approve renovation costs to reopen Carver Elementary School for the 2014-15 school year. The work should begin on June 28, 2013 and be completed by May 31, 2014 using multiple vendors at a cost not to exceed \$1,173,173.50. This project will be funded through the Proposition S Bond Program.

BACKGROUND: The renovations for this project include, but are not limited to, abatement, lighting, painting, flooring and mechanical upgrades.

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 #: 10135038
Amount: \$1,173,173.50		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$1,173,173.50	<input type="checkbox"/> Pending Funding Availability	Vendor #: TBD (Multiple)

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

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

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: May 30, 2013

Agenda Item : 06-27-13-10

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 # xxx-1213 Repurpose Move to Meda P. Washington

SUBJECT: To approve relocation costs to repurpose Meda P. Washington School. The work should begin on June 7, 2013 and be completed by August 30, 2013 using multiple vendors at a cost not to exceed \$122,468.50, which includes a 10% contingency of \$11,133.50. This project will be funded through the General Operating Budget, pending legal review and availability of funds.

BACKGROUND: See Attached

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: \$122,468.50		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$122,468.50	<input type="checkbox"/> Pending Funding Availability	Vendor: Multiple

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

Proposal for possible repurposing Meda P. Washington 2013-2014

- School Safety and Security-
 - Command center, offices and staff
 - Parking the safety officers' vehicles on site
- Transportation office and staff
- Relocate historical items from Archive- Recommend closing Archive/Gratiot building
- Early Education Classrooms, Gym and Cafeteria may be used as Professional Development
- Police Substation

Changes at 801 Administrative Building

- Gifted Office and Staff move to area vacated by School Safety and Security
- Hearing Office/Room move to area vacated by Gifted Office
- Recruitment/Counseling and Student Records – Lou Kruger and staff to area vacated by Transportation
- Student in Transit/ Homeless Coordinator move to area vacated by Lou Kruger's office and staff
- Switch Board Operator and equipment move to IT Department

Possible Costs Associated with Moves

- Moving Offices
- Moving School Safety and Security command center- TVs, radios and all other electronics
- Upgrade security system at Meda P.
- Cameras, video and fence
- Moving items from Archives

I have talked to the following Department heads impacted by these moves:

Deanna Anderson

Lou Kruger

Stacy Clay

Lisa Ann Taylor

Debra Falkiner

Deidra Thomas-Murray

Michelle Jones

Cheryl VanNoy



BOARD RESOLUTION

Date: May 31, 2013

Agenda Item : 06-27-13-11

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved:
Community Education Summer Program Approval

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

SUBJECT: To approve partnering with selected Aldermen in providing support for the summer programs at the Clay, Vashon, and Walbridge Community Education Full Service Schools. The District and selected Alderman will each pay 50% (\$52,059) of the total dollar amount (\$104,118) to cover the cost to operate the programs. The period of operation will be June 7, 2013 through July 26, 2013.

BACKGROUND: The District will join selected Aldermen in providing summer programming opportunities in areas of the City of St. Louis where few structured programs are available for youths.

Total expense for each site: Clay - \$31,558 Vashon - \$46,724 Walbridge - \$25,836

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy:

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

Fund Source: TBD		Requisition #:
Amount: \$52,059.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Reimbursement Amount \$52,059.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

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



BOARD RESOLUTION

Date: May 30, 2013

Agenda Item : 06-27-13-12

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract

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

SUBJECT: To approve a contract with the St. Louis Urban Debate League (SLUDL) Advisory Board and the National Association for Urban Debate Leagues (NAUDL) for the establishment of a St. Louis Urban Debate League in high schools within the St. Louis Public Schools. This contract is for the period September 1, 2013 through June 30, 2014. The cost of the SLUDL will not exceed \$90,000.00 which includes stipends for coaches, transportation, and facilities. No payments will be made to either SLUDL or NAUDL.

BACKGROUND: Nine high schools will be participating in the SLUDL: Carnahan High School of the Future, Central Visual Performing Arts, Cleveland NJROTC, Clyde C. Miller Career Academy, Gateway STEM, McKinley Classical, Metro, Soldan International Studies, and Sumner. Debate is used as a tool for fostering and nurturing essential academic and life skills among at-risk, underserved youth. Each year, the League reaches an average of 100 students. Debaters who graduate high school are 63% more likely to matriculate to any college vs. non-debater peers, due to better performance on the ACT.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1. A.

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

Fund Source: 816-FY-120-1411-6143	GOB	Requisition #:
Amount: \$87,000.00		
Fund Source: 816-FY-110-1411-6342	GOB	Requisition #:
Amount: \$3,000.00		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$90,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: Various

Department: Academics

Requestor:

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

Dr. Nicole Williams, Dep. Supt., Academics

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

BOARD RESOLUTION

Date: May 15, 2013

Agenda Item : 06-27-13-13

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Nicole Williams, Deputy Superintendent

Action to be Approved: Contract

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

SUBJECT: To approve a sole source contract with Harvey R. Fields, Jr. and Associates, LLC to provide site-based ACT preparation training and support for teachers and targeted students. The period of the contract will be July 1, 2013 through May 30, 2014 at a cost not to exceed \$20,970.00.

BACKGROUND: The contractor will provide a research-based approach to prepare select teachers to lead ACT preparation courses for targeted students. The training regimen will include experiential and pedagogical elements, development of learning paradigm foundations, exam test experience, subject matter mastery review, ACT prep training for the course instructors, and training for support and oversight for staff and faculty.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1A.1

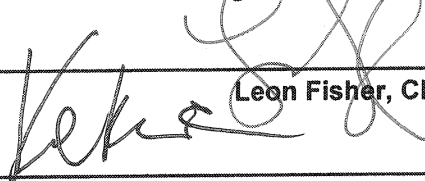
FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

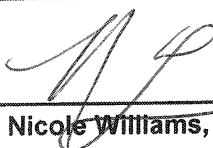
Fund Source: 234-2213-824-BS-234-6319	Non-GOB	Requisition #:
Amount: 20,970.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$20,970.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600015487

Department: Academics

Requestor: Dr. Nicole Williams


Angela Banks, Budget Director


Leon Fisher, CFO/Treasurer

 5/30/2013
Dr. Nicole Williams, Dep. Supt., Academics

Dr. Kelvin R. Adams, Superintendent



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Dr. Kelvin Adams	Date: April 29, 2013
Department / School: SLPS	Phone Number: (314) 345-2296
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
Contractor will provide longitudinal, site-based ACT Prep training and oversight for teachers and students. Program will be developed and established as part of the core school curriculum rather than as a stand-alone service.	
Vendor Name: Harvey R. Fields and Associates, LLC	Email: hrfields@wustl.edu
Vendor Contact: Dr. Harvey R. Fields, Jr.	Phone Number 314-935-5965
Justification Information	
1. Why the uniquely specified goods are required?	
The Superintendent plans to embed the program as an established component of the high school curriculum.	
2. Why good or services available from other vendors /competitors are not acceptable?	
Other vendors provide services only on a fee-based, stand-alone basis.	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
n/a	
4. List the Names of other Vendors contacted & Price Quotes:	
n/a	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
Your sole source request will not be approved without the required signatures below:	
Department Head	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: May 20, 2013

Agenda Item : 06-27-13-14

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Travis Brown, Director, Athletics

Action to be Approved: RFP/Bid

Other Transaction Descriptors: RFP 035-1213
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 06-26-12-26

Prior Year Cost \$19,000.00

SUBJECT: To approve a contract with Abbott Ambulance, Inc. to provide stand-by ambulance services for all high school varsity and junior varsity football games. The period will be August 1, 2013 through December 31, 2013 at a cost not to exceed \$19,000.00.

BACKGROUND: The cost to provide ambulance coverage for the varsity games is approximately \$13,700 for forty-seven (47) games and for the twenty-three (23) junior varsity games is approximately \$5,300. The bid response contains an option to renew with a 4% increase pending Board approval for the next year.

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

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

Fund Source: 833-00-110-1422-6319	GOB	Requisition #:
Amount: \$19,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$19,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600014222

Department: Public High League

Requestor: Martin Jenkins

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Travis Brown, Director, Athletics

Dr. Kelvin R. Adams, Superintendent



May 20, 2013

MEMORANDUM

TO: Dr. Kelvin Adams

FROM: Martin Jenkins

RE: RFP 035-1213 Ambulance Services for Football Games

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

Travis Brown
Martin Jenkins

Director, Athletics
Athletic Coordinator/Supervisor

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

Company Name	Bid Amount	Award (Y/N)
Abbott EMS	\$19,000.00	Yes
Gateway Ambulance	No Bid – Non-submission Notice	No

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

Please be advised that Abbott EMS is the only vendor that responded to the RFP process with a bid submittal. We have used their services over the last 3 years and have really been pleased with their services. Their pricing has remained the same. I recommend we continue to use Abbott as our ambulance service for PHL varsity and junior varsity football contests. If you have any questions, please contact me.

Martin Jenkins
Athletic Coordinator/Supervisor



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-15

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract

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

RFP/Bid # 030-1213 District Wide Alarm System Monitoring and/or Investigative Alarm Response

SUBJECT: To approve a contract with Hackett Security, Inc. to provide daily security monitoring and investigative services for all District schools and buildings beginning July 1, 2013 through June 30, 2014 at a cost not to exceed \$190,000.00, pending legal review and availability of funds.

BACKGROUND: Hackett Security, Inc. will provide all necessary labor, services, equipment and parts for security alarm monitoring and investigative response services. In addition to these services, Hackett security will provide training to our employees and contractors on the system updates and provide recommendations that will improve security at District sites. This contract will have an option to renew for three additional years.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

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

Fund Source :	829-00-110-2333-6319	GOB	Requisition #: TBD
Amount:	\$190,000.00		
Fund Source:			Requisition #:
Amount:			
Fund Source:			Requisition #:
Amount:			
Cost not to Exceed:	\$190,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor 600007051

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

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

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

Mary M. Houlihan, Dep. Supt., Operations



May 7, 2013

MEMORANDUM

TO: Rick Schaeffer: Purchasing Office

FROM: Linda C. McKnight

RE: Bid Evaluation Record for RFP 030-1213 District Wide Alarm System Monitoring and/or Investigative Alarm Response

The evaluation began at 5/2/13, 9:00 a.m. The evaluation committee consisted of the following:

Roger CayCe	Building Commissioner	SLPS
Lisa Ann Taylor	Director of School Safety & Security	SLPS
Misty Dobyne	Sargent, School Safety & Security	SLPS
David Glenn	Sargent, School Safety & Security	SLPS

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

Company Name	Bid Amount	Overall Score	Award (Y/N)
Hackett Security	\$42,435.24	400	Yes
Advance Security & Technologies	\$54,900.00	324	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



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-16

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract Renewal

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

RFP/Bid # 034-1213 District Wide Inspection and Cleaning of Fire Alarm Systems

SUBJECT: To approve a contract with Cintas to provide annual testing and inspection services of fire alarm systems in all District schools and buildings beginning July 1, 2013 through June 30, 2014 at a cost not to exceed \$46,147.00, pending legal review and availability of funds.

BACKGROUND: Yearly inspections of fire alarm systems in all District schools and buildings are required to ensure compliance with all local, state and federal codes. The vendor will be responsible for conducting the annual inspections and reporting deficiencies to the District for in-house repairs. This service will ensure the District's compliance with the City Fire Marshall. This contract will have an option to renew for three additional years.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

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

Fund Source: 905-00-110-2624-6333	GOB	Requisition #: TBD
Amount: \$46,147.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$46,147.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600011353

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



May 23, 2013

MEMORANDUM

TO: Rick Schaeffer: Purchasing Office

FROM: Linda C. McKnight

RE: Bid Evaluation Record for RFP 034-1213 District Wide Inspection and Cleaning Fire Alarm systems

The evaluation began at 5/21/13, 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
Rosmon Johnson	Facilities Manager	SLPS

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

Company Name	Bid Amount	Overall Score	Award (Y/N)
Cintas	\$46,147	320	Yes
Fire Zone Inspectors	\$71,600	192	No
International Systems of America (ISA)	\$78,826.50	236	No
Simplex Grinnell	\$92,396	188	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



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-17

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 # 033-1213 District Wide Inspection, Testing and Repair of Domestic Backflow Systems

SUBJECT: To approve a contract with Bieg Plumbing to provide inspections, testing and repair of the domestic backflow systems in the District's schools beginning July 1, 2013 through June 30, 2014 at a cost not to exceed \$17,907.00, pending legal review and availability of funds.

BACKGROUND: Bieg Plumbing will provide all necessary labor, services, equipment and parts to maintain the correct functions of the domestic backflow systems at the District's schools. This contract will have an option to renew for three additional years.

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

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

Fund Source : 905-00-110-2624-6333	GOB	Requisition #: TBD
Amount: \$17,907.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$17,907.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor 600007817

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

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

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

Mary M. Houlihan, Dep. Supt., Operations



May 7, 2013

MEMORANDUM

TO: Rick Schaeffer: Purchasing Office

FROM: Linda C. McKnight

RE: Bid Evaluation Record for RFP 033-1213 District Wide Inspection, Testing and Repairing of the Domestic Backflow Systems

The evaluation began at 5/2/13, 9:00 a.m. The evaluation committee consisted of the following:

Roger CayCe	Building Commissioner	SLPS
Mike Dobbs	Project Manager	SLPS
Yvonne Green	Project Manager	SLPS
Rosmon Johnson	Facilities Manager	SLPS

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

Company Name	Bid Amount	Overall Score	Award (Y/N)
Bieg Plumbing	\$17,907	240	Yes
Boyer	\$17,040	140	No
Simplex Grinnell	\$15,510	232	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



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-18

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 # 018-1213 District Wide Chiller Maintenance

SUBJECT: To approve a contract with Johnson Controls to provide air conditioning chiller maintenance for the District schools beginning July 1, 2013 through June 30, 2014 at a cost not to exceed \$35,151.00, pending legal review and availability of funds.

BACKGROUND: Provide annual maintenance to the Districts 51 chilled water air conditioning units to include oil analysis, operational checks, sensor calibration, refrigerant condition and record logs to keep the systems in optimal condition. These systems will also be monitored via the existing building automation systems to ensure reliable and efficient operation. This contract will have an option to renew for three additional years.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

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

Fund Source : 905-00-110-2624-6333	GOB	Requisition #: TBD
Amount: \$35,151.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$35,151.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor 600001291

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



May 7, 2013

MEMORANDUM

TO: Rick Schaeffer: Purchasing Office

FROM: Linda C. McKnight

RE: Bid Evaluation Record for RFP 018-1213 District Wide Chiller Maintenance

The evaluation began at 5/2/13, 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
Rosmon Johnson	Facilities Manager	SLPS

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

Company Name	Bid Amount	Overall Score	Award (Y/N)
Johnson Controls	\$35,151		Yes
McQuay Service	\$36,348		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



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13.19

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract

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

RFP/Bid # 032-1213 District Wide Water Treatment

SUBJECT: To approve a contract with American Water to provide inspection, cleaning and water treatment of the cooling towers for the District schools beginning July 1, 2013 through June 30, 2014 at a cost not to exceed \$15,852.00, pending legal review and availability of funds.

BACKGROUND: American Water will provide all necessary labor, services, equipment and parts to maintain the correct functions of the cooling towers at 21 schools in the District. This contract will have an option to renew for three additional years.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

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

Fund Source : 905-00-110-2624-6333	GOB	Requisition #: TBD
Amount: \$15,852.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$15,852.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor 600001467

Department: Operations

Angela Banks, Budget Director

Requestor: Linda C. McKnight

Leon Fisher, CFO/Treasurer

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

Dr. Kelvin R. Adams, Superintendent

Mary M. Houlihan, Dep. Supt., Operations



May 7, 2013

MEMORANDUM

TO: Rick Schaeffer: Purchasing Office

FROM: Linda C. McKnight

RE: Bid Evaluation Record for RFP 032-1213 District Wide Water Treatment

The evaluation began at 5/2/13, 10:30 a.m. The evaluation committee consisted of the following:

Roger CayCe	Building Commissioner	SLPS
Mike Dobbs	Project Manager	SLPS
Yvonne Green	Project Manager	SLPS
Rosmon Johnson	Facilities Manager	SLPS

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

Company Name	Bid Amount	Overall Score	Award (Y/N)
American Water	\$15,852	240	Yes
Brenco	\$21,598	200	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



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-20

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract

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

RFP/Bid # 019-1213 Replace Heat Pumps at Gateway Complex Mechanical Upgrade

SUBJECT: To approve a contract with National Design Build Services to provide mechanical upgrades in the Gateway Complex. The work should begin on June 28, 2013 and be completed by August 31, 2014 at a cost not to exceed \$1,755,982.80, which includes a 10% contingency of \$159,634.80. This project will be funded through the HVAC Bond Program.

BACKGROUND: National Design will replace all (200) heat pumps and controls associated with the heating and cooling system for the facility, which will enhance our ability to provide classroom temperatures that are more conducive to teaching and learning. The domestic hot water heater for the kitchen is also included in the scope of work. The project will be funded by the HVAC Bond Program. With this project approved, the balance in the HVAC Bond Program is \$379,718.10.

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	Requisition #: 10135042
Amount: \$1,755,982.80		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$1,755,982.80	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600015003

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



May 22, 2013

MEMORANDUM

TO: Rick Schaeffer: Purchasing Office

FROM: Linda C. McKnight

RE: Bid Evaluation Record for RFP# 19-1213 Gateway Complex Mechanical Upgrade

The evaluation began at 5/20/13, 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
Rosmon Johnson	Facilities Manager	SLPS

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

Company Name	Bid Amount	Overall Score	Award (Y/N)
National Design Build Services*	\$2,840,563		
Jarrell Contracting(Did not respond to total bid)	\$1,496,348	400	Yes
	\$3,835,699	360	No

**Due to balance, scope of work changed to heat pumps only*

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



BOARD RESOLUTION

Date: May 28, 2013

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item : 06-27-13-21

Action:

Action to be Approved: Contract

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

SUBJECT: To approve a sole source contract with World Wide Technology for CISCO SMARTNet to cover the wireless lan (WLAN) controllers in preparation of the deployment of dense wireless coverage in all schools. The current controllers will be repurposed and this contract is to add the SMARTNet maintenance coverage to the devices. The total contract would be \$14,880 before discount--the District receives a 34% over the list price. The cost will not exceed \$9,821.00 during the period July 1, 2013 through June 30, 2014.

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

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.D.3

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

Fund Source: 981-75-110-2828-6319	GOB	Requisition #:
Amount: \$9,821.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$9,821.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600005444

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



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Cheryl VanNoy	Date: May 22, 2013
Department / School: Technology Services	Phone Number: 314.346.2366
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
SMARTNet maintenance coverage on CISCO equipment related to wireless lan controllers (WLAN) in preparation for dense wireless coverage in schools. The agreement is through WWT since our contract was approved to replace and upgrade the current infrastructure. However, it is only available through CISCO.	
Vendor Name: World Wide Technology	Email: matt.ortbals@wwt.com
Vendor Contact: Matt Ortbals	Phone Number: (314) 409-6740
Justification Information	
1. Why the uniquely specified goods are required?	
The infrastructure upgrade will replace the current equipment. Consequently, this maintenance is only available from the manufacturer.	
2. Why good or services available from other vendors /competitors are not acceptable?	
The infrastructure upgrade will replace the current equipment. Consequently, this maintenance is only available from the manufacturer.	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
4. List the Names of other Vendors contacted & Price Quotes:	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
Your sole source request will not be approved without the required signatures below:	
	May 22, 2013
Department Head	Date
	May 22, 2013
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: May 30, 2013

Agenda Item : 06-27-13-22

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 05-09-13-01 & 05-17-12-26 & 11-15-12-17

Prior Year Cost \$325,000.00

SUBJECT: To approve a renewal of the sole source contract with College Summit, a nonprofit corporation, for junior and senior year college access services. The contract will also include the Launch Program. The contract is for the period July 1, 2013 through June 30, 2014 for an amount not to exceed \$330,320.00.

BACKGROUND: During the 2012-13 school year, College Summit worked with more than 1,300 seniors and over 89% of these seniors have applied to at least one college. As of March 31, 2013 over 69% of seniors have completed a FAFSA (Free Application for Federal Student Aid). The contract also included the Launch Program which has served 550 juniors this year. This program provides career and post secondary readiness materials for the students. The program is transitioning three of the high schools to veteran status which includes a reduced pricing structure. The Launch Program for 2013-14 will be expanded to include 750 juniors. For the summer of 2013, College Summit will send approximately 170 SLPS students to the 4 day summer workshops held at Washington University, Ranken Technical College, and the University of Missouri-St. Louis.

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: 802-00-110-2325-6319	GOB	Requisition #:
Amount: \$286,320.00		
Fund Source: 816-VL-294-1151-6319	Non-GOB	Requisition #:
Amount: \$44,000.00		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$330,320.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600011386

Department: Academics

Requestor:

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

Dr. Nicole Williams, Dep. Supt., Academics

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: May 10, 2013
Dept / School: Secondary Education		Reported By: Dr. Nicole Williams
Vendor: College Summit		Vendor #: 600011386
Contract # / P.O. #: 4500165434		Contract Name: College Readiness Programs
Contract Amount: \$ 325,000		Award Date: 5-9-13
Purpose of Contract (Brief Description): To work with the District to provide junior and senior college access services.		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5	
	4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5	
	4	
	3	
	2	
	1	
Business Relations	5	
	4	
	3	
	2	
	1	
Customer Satisfaction	5	
	4	
	3	
	2	
	1	
Cost Control	5	
	4	
	3	
	2	
	1	
Average Score		Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Dr. Nicole Williams	Date: May 10, 2013
Department / School: Social Work Services	Phone Number: 314.345.2425
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
College Summit provides a unique, proprietary curriculum and professional development for staff and 11th and 12th grade students. College Summit trains teachers and counselors on the use of the proprietary curriculum and best practices for building a school wide college going culture.	
Vendor Name: College Summit	Email:
Vendor Contact: Erica Tyson	Phone Number: 345-4458
Justification Information	
1. Why the uniquely specified goods are required?	
The program is required to assist the District in meeting the MSIP goals with regard to increasing the number of graduates that pursue college degrees.	
2. Why good or services available from other vendors /competitors are not acceptable?	
The College Summit program has been highly successful in the SLPS environment and a change would be highly unlikely to provide an increase in the number of graduates that pursue college degrees.	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
The College Summit curriculum, materials and training is produced exclusively by College Summit.	
4. List the Names of other Vendors contacted & Price Quotes:	
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>	
Your sole source request will not be approved without the required signatures below:	
Department Head	Date
CFO	Date
Superintendent	Date

Sole Source Checklist

1. Check one of the following:

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

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

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

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

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

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

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

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

- Document a search for additional suppliers

Delivery Date Only one supplier can meet necessary delivery requirements.

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

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

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

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

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

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

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

- Sole supplier (i.e. Regional Distributor)

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

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

- Complete Emergency Purchase Form

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

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



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-23

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 07-10-12-15

Prior Year Cost \$10,800.00

SUBJECT: To approve a sole source contract renewal with the Father Support Center to provide parenting support for teen fathers at Vashon, Sumner and Roosevelt from September 3, 2013 through May 30, 2014 at a cost not to exceed \$10,800.00.

BACKGROUND: The Father Support Program has provided parenting support to teen fathers at Vashon for the past 4 years. Teen fathers often have a difficult time balancing the responsibilities of fatherhood with their academic pursuits. The Father Support Center provides counsel and resource referrals to help these young men expand their options for graduation and beyond. The program addresses the District's goal of developing inschool programs and services that support at-risk students.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1. C.

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

Fund Source: 846-8R-732-3333-6319	Non-GOB	Requisition #:
Amount: \$10,800.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$10,800.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600008729

Department: ECE/ECSE

Requestor: Dr. Sheryl Davenport

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

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: 05/15/2013
Dept / School: Special Education		Reported By: Dr. Sheryl Davenport
Vendor: Father's Support Center		Vendor #: 600008729
Contract # / P.O/ #: 4500163671		Contract Name: Parenting Support
Contract Amount: \$10,800.00		Award Date: 07/10/12
Purpose of Contract (Brief Description): The purpose of the contract is to provide parenting support to teen fathers at 3 high schools.		
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	
	X4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5	Father's Support facilitators met with students according to the established schedule.
	X4	
	3	
	2	
	1	
Business Relations	5	
	X4	
	3	
	2	
	1	
Customer Satisfaction	X5	Student evaluations were positive and the group meetings were well attended.
	4	
	3	
	2	
	1	
Cost Control	5	
	X4	
	3	
	2	
	1	
Average Score	4.2	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-29-13-24

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract Renewal

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

SUBJECT: To approve a contract renewal with OUR LITTLE HAVEN to provide therapeutic day treatment services to identified preschool students for the period of July 1, 2013 to June 30, 2014 at a cost not to exceed \$118,000.00.

BACKGROUND: Early Childhood Special Education currently has a contract with Family Resource Center to provide therapeutic day treatment services to identified children, however, with their limited capacity, serving children who have witnessed or been victims of traumatic incidences is not always possible. A contract with OUR LITTLE HAVEN will provide another option when preschool children require the intensive, clinical services necessary to access instruction in St. Louis Public Schools.

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

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

Fund Source: 840-00-222-1243-6319	Non-GOB	Requisition #:
Amount: \$118,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$118,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Special Education

Requestor: Dr. Sheryl Davenport

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

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

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 05/15/2013
Dept / School: Special Education		Reported By: Dr. Sheryl Davenport
Vendor: Our Little Haven		Vendor #: 600015292
Contract # / P.O/ #: 4500165915		Contract Name: Therapeutic Day Placement Services
Contract Amount: \$118,000.00		Award Date: 05/09/13
Purpose of Contract (Brief Description): The purpose of the contract is to provide a specialized learning experience for preschool children who meet eligibility standards under IDEA and require a therapeutic learning environment to meet significant behavioral needs.		
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	Therapy services rendered have been professional, thorough and helpful to staff as they deliver services to students.
	X4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5	The vendor delivers services in a timely manner in order to meet deadlines for the evaluation process.
	4	
	X3	
	2	
	1	
Business Relations	5	There is a very positive relationship between SLPS and the vendor. Communication is positive but strategies to address the needs of the District to secure placement based upon eligibility versus the vendor's practices must be addressed.
	4	
	X3	
	2	
	1	
Customer Satisfaction	5	SLPS continues to be satisfied with the work of Our Little Haven insofar as meeting the unique needs of children is concerned.
	4	
	X3	
	2	
	1	
Cost Control	5	Costs have been contained and are under budget.
	4	
	X3	
	2	
	1	
Average Score	3.2	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-25

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 03-14-13-06

Prior Year Cost \$9,300.00

SUBJECT: To approve a contract renewal with Marilyn Bohnsack to act as a consultant to Early Childhood/Early Childhood Special Education. She will make presentations to preschool staff and act as an observer and mentor in the Head Start blended classrooms where the Classroom Assessment Scoring CLASS assessment is administered from July 22, 2013 until May 23, 2014 at a cost not to exceed \$12,000.00.

BACKGROUND: EC/ECSE continues to strengthen its ability to assess the quality of the preschool classroom and teacher quality. Documentation of the work is mandated by Head Start via the CLASS instrument

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.C.

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

Fund Source: 846-00-293-2239-540		Requisition #:
Amount: \$12,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Reimbursement Amount: \$12,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600015079

Department: Early Childhood

Requestor:

Angela Banks, Budget Director

Leon Fisher, Chief Financial Officer

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

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 05/15/2013
Dept / School: Special Education		Reported By: Dr. Sheryl Davenport
Vendor: Marilyn Bohnsack		Vendor #: 600015079
Contract # / P.O. #: 4500167477		Contract Name: Consulting for Early Childhood
Contract Amount: \$9,300.00		Award Date: 03/14/13
Purpose of Contract (Brief Description): The purpose of the contract is to make presentations to preschool staff and act as an observer and mentor in the Head Start blended classrooms where the Classroom Assessment Scoring CLASS assessment is administered.		
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	Ms. Bohnsack observed all 73 classrooms and provided written reports to the EC/ECSE department and Grace Hill Quality Assurance Monitors.
	X4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5	Standard met. Ms. Bohnsack completed the observations then reported to the Working Group at its May meeting.
	X4	
	3	
	2	
	1	
Business Relations	5	
	X4	
	3	
	2	
	1	
Customer Satisfaction	5	Ms. Bohnsack made presentations to EC/ECSE staff on two professional development days and received positive feedback on evaluations.
	X4	
	3	
	2	
	1	
Cost Control	5	
	X4	
	3	
	2	
	1	
Average Score	4.0	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



BOARD RESOLUTION

Date: May 30, 2013

Agenda Item : 06-27-13-dk

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Patrick Wallace, Exec. Dir., Communications

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 04-25-13-15

Prior Year Cost \$68,750.00

SUBJECT: To approve a contract renewal with FUSE for marketing material production and placement for the period of July 1, 2013 through June 30, 2014 at a cost not to exceed \$150,000. The contract will contain an option to renew for up to 1 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. There is a "termination without cause" clause in the contract that allows either party to terminate the contract with 30 days notice.

Accountability Plan Goals: Goal IV: Parent Community Involvement

Objective/Strategy: I.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 #:
Amount: \$150,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$150,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600014659

Department:

Requestor:

Patrick Wallace, Exec. Dir., Communications

Stacy Clay, Dep. Supt., Institutional Advancement

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: May 10, 2013
Dept / School: Communications		Reported By: Patrick Wallace
Vendor: FUSE		Vendor #: 600014659
Contract # / P.O / #: 4500167917		Contract Name: Marketing and Material Production
Contract Amount: \$ 68,750		Award Date: 4-25-13
Purpose of Contract (Brief Description): To work with the District to produce marketing materials and place the materials in the media.		
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 X 3 2 1	Professional look to the materials produced thus far. Working to create more "outside the box" marketing materials in the future.
Timeliness of Delivery or Performance	5 4 X 3 2 1	Deadlines have been met thus far. Working to increase the sense of urgency moving forward.
Business Relations	5 X 4 3 2 1	FUSE has been very proactive in their approach with the District. Personnel on FUSE team are genuinely interested in the success of the District.
Customer Satisfaction	5 4 X 3 2 1	The District has received great value from FUSE thus far. The FUSE team interacts in very professional manner and with great customer service.
Cost Control	5 X 4 3 2 1	FUSE has kept a sharp eye on the bottom line and has garnered the District very competitive prices for the outside media purchased.
Average Score	4.6	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: right;">Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



BOARD RESOLUTION

Date: May 30, 2013

Agenda Item : 06-27-13 27

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Megan Marietta, Manager, Social Workers

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 05-17-12-27

Prior Year Cost \$47,293

SUBJECT: To approve a renewal of the sole source contract with the Twenty-Second Judicial Circuit Court of Missouri Family Court - Juvenile Division for the Truancy Initiative to work collaboratively with the District to provide services for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$47,293.00.

BACKGROUND: The program has been an ongoing initiative between the District and the Court for 13 years. The goal of the program is to improve the attendance of those students that are identified through the truancy/educational neglect referral process. This year approximately 886 students have been served and the program continues to be successful in improving the attendance rates for the students in the program.

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

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

Fund Source: 880-BG-110-2124-6319	GOB	Requisition #:
Amount: \$47,293.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$47,293.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600007378

Department: Student Support Services

Requestor: Megan Marietta

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Megan Marietta, Manager, Social Workers

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: April 26, 2013
Dept / School: Student Support Services		Reported By: Megan Marietta
Vendor: Twenty-Second Judicial Circuit of Missouri Family Court – Juvenile Division		Vendor #: 600007378
Contract # / P.O/ #: 4500158617		Contract Name: Truancy Initiative
Contract Amount: \$ 47,293		Award Date: 05-17-12
Purpose of Contract (Brief Description): To work with the District to increase attendance of the students referred to Family Court for truancy.		
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	5X	
	4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5 X	
	4	
	3	
	2	
	1	
Business Relations	5X	
	4	
	3	
	2	
	1	
Customer Satisfaction	5	
	4X	
	3	
	2	
	1	
Cost Control	5X	
	4	
	3	
	2	
	1	
Average Score	4.8	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
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1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

Performance Categories Descriptions

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



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Megan Marietta	Date: May 1, 2013
Department / School: Social Work Services	Phone Number: 314.345.2425
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
To work with the District to increase attendance of the students referred to Family Court for truancy.	
Vendor Name: Twenty-Second Judicial Circuit of Missouri Family Court – Juvenile Division	Email:
Vendor Contact: Joli Baker	Phone Number: 552-2144
Justification Information	
1. Why the uniquely specified goods are required?	
The State of Missouri mandates that school age children attend school on a regular basis. The St. Louis Public Schools has an Accountability Plan goal to increase the attendance of its students.	
2. Why good or services available from other vendors /competitors are not acceptable?	
Twenty-Second Judicial Circuit of Missouri Family Court – Juvenile Division is the only vendor that has the power to hold both the students and parents accountable for compliance with mandatory school attendance.	
3. Other relevant information if any (i.e., attach manufacturer’s statement verifying exclusive availability of product etc...)	
4. List the Names of other Vendors contacted & Price Quotes:	
No other vendors with like capabilities.	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
Your sole source request will not be approved without the required signatures below:	
Department Head	Date
CFO	Date
Superintendent	Date

Sole Source Checklist

1. Check one of the following:

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

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

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

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

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

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

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

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

- Document a search for additional suppliers

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

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

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

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

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

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

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

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

- Sole supplier (i.e. Regional Distributor)

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

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

- Complete Emergency Purchase Form

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



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-08

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Cleopatra Figgures, Dep. Supt., Accountability

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 06-26-12-51

Prior Year Cost \$395,000.00

SUBJECT: To approve a sole source contract renewal with CTB/McGraw-Hill to purchase and administer the Acuity formative assessment program for grades 2 - 8, for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$335,000.00. This includes tests, scoring, reporting and custom services.

BACKGROUND: The Acuity formative assessment serves as the District's elementary and middle school benchmark test and provides predictive data to inform instructional planning and prepare for MAP GLA testing.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.A

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

Fund Source: 984-00-110-2822-6412	GOB	Requisition #:
Amount: \$335,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$335,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600000498

Department: Accountability

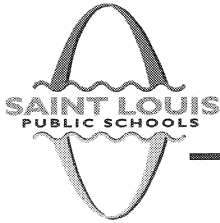
Requestor: Bertha Doar

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

Dr. Cleopatra Figgures, Dep. Supt., Accountability



Bertha P. Doar, Ph.D.
Director of Assessment

Bertha.Doar@slps.org
314-345-2360

May 28, 2013

TO: Dr. Figgures, Deputy Superintendent of Accountability

FR: Bertha Doar, Director of Assessment

RE: Budget resolutions for Academic year 2013-2014

Recently the Assessment Office submitted several resolutions for sole source contracts with the following vendors:

- 1) CTB McGraw-Hill for MAP GLA and Acuity;
- 2) ACT, Inc, for EXPLORE and PLAN, and
- 3) Questar for MAP EOC testing.

All of these resolutions are estimated costs proposals. As with all testing, final costs depend on several factors, namely the number of students actually tested, the cost of the test and score reporting. The Assessment Office will not know the exact number of students testing until they are tested. In addition, ACT, Inc. has not posted their test/scoring prices for the upcoming academic year. This vendor last increased their prices several years ago and they are due for another cost adjustment. Therefore, these resolutions include cost estimates.

If you have further questions or concerns, please feel free to contact me.



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Bertha P. Doar	Date: April 24, 2013
Department / School: Accountability and Assessment Office	Phone Number: 345-2360
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
Purchase and administer the Acuity formative assessment program for grades 2 to 8. This includes the purchase of tests, scoring, reporting and professional development from CTB/McGraw-Hill. These copyrighted materials help to predict and improve MAP grade level performance.	
Vendor Name: CTB McGraw/Hill	Email: <u>Kini Darden@ctb.com</u>
Vendor Contact: Kini Darden	Phone Number: 831-393-7223
Justification Information	
1. Why the uniquely specified goods are required?	
Allows the District to maintain a consistent grade 2-8 data source; provides MAP GLA predictive data; Part of MSIP assessment standard requirement and accountability plan compliance.	
2. Why good or services available from other vendors /competitors are not acceptable?	
These are copyrighted materials from CTB/McGraw-Hill that have been in place for over six years; change would cause assessment misalignment and require training and modification of the student data warehouse system.	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
CTB McGraw/Hill is the DESE vendor for MAP GLA and was contracted to develop the next generation of assessment items for the Common Core grade level assessments. The company and assessment are on the DESE recommended assessment list.	
4. List the Names of other Vendors contacted & Price Quotes:	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
Your sole source request will not be approved without the required signatures below:	
Department Head	Date
CFO	Date
Superintendent	Date



Vendor Performance Report

Type of report: Final x Quarterly <input type="checkbox"/>		Report Date: May 21, 2013
Dept / School: Accountability/Assessment		Reported By: Bertha Doar
Vendor: CTB McGraw/Hill		Vendor #: 60000498
Contract # / P.O. #: 4500163319		Contract Name: ACUITY
Contract Amount: \$ 395,000.00		Award Date: 6/26/2012
Purpose of Contract (Brief Description): Norm Reference Assessment; results used for academic program and grant evaluation		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 X 3 2 1	
Timeliness of Delivery or Performance	5 4 X 2 1	There were issues with uploading the correct scoring templates and issues with the timely delivery of data due to server problems. These were later resolved.
Business Relations	5 X 3 2 1	
Customer Satisfaction	X 4 3 2 1	
Cost Control	5 4 X 2 1	
Average Score	3.8	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 X No <input type="checkbox"/>		



Vendor Performance Report

Type of report: Final x Quarterly <input type="checkbox"/>		Report Date: May 21, 2013
Dept / School: Accountability/Assessment		Reported By: Bertha Doar
Vendor: CTB McGraw/Hill		Vendor #: 600000498
Contract # / P.O / #: 4500163319		Contract Name: ACUITY
Contract Amount: \$	\$ 395,000.00	Award Date: 6/26/2012
Purpose of Contract (Brief Description): Norm Reference Assessment; results used for academic program and grant evaluation		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 X 3 2 1	
Timeliness of Delivery or Performance	5 4 X 2 1	There were issues with uploading the correct scoring templates and issues with the timely delivery of data due to server problems. These were later resolved.
Business Relations	5 X 3 2 1	
Customer Satisfaction	X 4 3 2 1	
Cost Control	5 4 X 2 1	
Average Score	3.8	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 X No <input type="checkbox"/>		



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-69

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 # 11-15-12-33

Prior Year Cost \$8,000.00

SUBJECT: To approve a contract renewal with Gilmore Bell to provide post issuance bond compliance services for the period July 1, 2013 to June 30, 2014 at a cost not to exceed \$8,000.

BACKGROUND: There are new regulations that require much more significant post issuance compliance reporting and the regulations contain significant penalties for non-compliance. Gilmore Bell has been involved in the placement of the bonds approved under Proposition S and is already knowledgeable of the bond structure of the District.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.

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

Fund Source: 810-00-110-2321-6318	GOB	Requisition #:
Amount: \$8,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$8,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600006785

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: May 10, 2013
Dept / School: Finance		Reported By: Leon Fisher
Vendor: Gilmore Bell		Vendor #: 600006785
Contract # / P.O. #:		Contract Name: Post Issuance Bond Compliance Services
Contract Amount: \$ 8,000		Award Date: 11-15-12
Purpose of Contract (Brief Description): to provide post issuance bond compliance services.		
<p>Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory</p>		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 X	
	4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5 X	
	4	
	3	
	2	
	1	
Business Relations	5 X	
	4	
	3	
	2	
	1	
Customer Satisfaction	5 X	
	4	
	3	
	2	
	1	
Cost Control	5 X	
	4	
	3	
	2	
	1	
Average Score	5	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: center;">Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-30

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 # 09-06-12-02

Prior Year Cost 7.5% of Revenue

SUBJECT: To approve a contract renewal with Accelify to provide third party Medicaid claiming management of direct therapy services and the School District Administrative Claiming (SDAC) program. The contract will be for the period July 1, 2013 through June 30, 2014 at a cost not to exceed 7.5% of the revenue generated on behalf of the District.

BACKGROUND: Accelify was chosen, through RFP-process, based on the comprehensive package proposed to the District to include therapy management, compliance tracking and Medicaid billing along with School District Administrative Claiming (SDAC). Reporting features included in the system enables the District to analyze claims by student, therapist, location, etc. and offers the potential to maximize revenue at a rate higher than previously realized in the District.

Accelify receives a fee of not more than 7.5% of any related revenue that the District receives from MOHealthNet for the program. Total projected FY13 revenue: \$3.65M.

Accountability Plan Goals: Goal V: Governance **Objective/Strategy:**

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

Fund Source:	Non-GOB	Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
\$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600014287

Department: Grant Management

Requestor: Anna Munson

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: 5/15/13
Dept / School: Finance/Special Education		Reported By: Anna Munson
Vendor: Accelify		Vendor #: NA
Contract # / P.O / #: NA		Contract Name: Medicaid Billing
Contract Amount: \$ Up to 7.5% of revenue generated		Award Date: 9/6/12
Purpose of Contract (Brief Description): To provide third party Medicaid claiming management of direct therapy services and the SDAC program.		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 ④ 3 2 1	In anticipation of second year, Accelify is already working with the district on requested system customization.
Timeliness of Delivery or Performance	5 ④ 3 2 1	First year of contract included development and implementation of new tracking system. System was up and running within promised timeline.
Business Relations	5 ④ 3 2 1	Very communicative. Missouri rep is onsite on a regular basis for training and assistance.
Customer Satisfaction	5 ④ 3 2 1	Have met each of the items requested by the district.
Cost Control	⑤ 4 3 2 1	Cost is based on generated revenue. Incentivizes the vendor to improve upon processes to increase revenue to the district.
Average Score	4.2	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: center;">Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-31

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 # 11-15-12-21

Prior Year Cost \$40,000.00

SUBJECT: To approve a contract renewal with MyLearningPlan, an online electronic management system for professional development and teacher certification for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$40,000.00.

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

Accountability Plan Goals: Goal II: Highly Qualified Staff

Objective/Strategy: IIC & IID

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

Fund Source: 981-75-110-2828-6319	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 #: 600014435

Department: Information Technology

Requestor: Cheryl L VanNoy

Cheryl VanNoy, Exec. Dir., Technology Services

Mary M. Houlihan, Dep. Supt., Operations

Angela Barks, 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: 05/01/2013
Dept / School: Technology		Reported By: Cheryl VanNoy
Vendor: MyLearningPlan		Vendor #: 600014435
Contract # / P.O. #: 4500165552		Contract Name: MyLearningPlan
Contract Amount: \$40,000		Award Date: 11/15/12
Purpose of Contract (Brief Description): Electronic online management software for professional development tracking		
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	Good product and support
	4	
	X3	
	2	
	1	
Timeliness of Delivery or Performance	5	Timely delivery and installation
	4	
	X3	
	2	
	1	
Business Relations	5	Appropriate working relationship with vendor
	4	
	X3	
	2	
	1	
Customer Satisfaction	5	Customer satisfaction is acceptable
	4	
	X3	
	2	
	1	
Cost Control	5	Good financial responsibility for product services.
	4	
	x3	
	2	
	1	
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: May 28, 2013

Agenda Item : 06-27-13-37

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 # 05-03-12-05

Prior Year Cost \$33,400.00

SUBJECT: To approve a contract renewal with Dirsec for the internet filtering solution used on internet surfing at St. Louis Public Schools. This is a requirement for e-Rate funding and an integral part of the technology plan. The contract is for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$33,400.00.

BACKGROUND: This filtering solution is a product that blocks or restricts particular websites that are not appropriate for instructional use of our employees and/or our students. It is a requirement of e-Rate and is also a critical part of our technology plan.

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: \$33,400.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$33,400.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600012122

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: 05/01/2013
Dept / School: Technology		Reported By: Cheryl VanNoy
Vendor: DirSec		Vendor #: 600012122
Contract # / P.O/ #: 4500163289		Contract Name: DirSec
Contract Amount: \$33,400		Award Date: 05/03/2012
Purpose of Contract (Brief Description): Internet Filtering Solution		
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	Good product and support
	4	
	X3	
	2	
	1	
Timeliness of Delivery or Performance	5	Timely delivery and installation
	4	
	X3	
	2	
	1	
Business Relations	5	Appropriate working relationship with vendor
	4	
	X3	
	2	
	1	
Customer Satisfaction	5	Customer satisfaction is acceptable
	4	
	X3	
	2	
	1	
Cost Control	5	Good financial responsibility for product services.
	4	
	x3	
	2	
	1	
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: May 28, 2013

Agenda Item : 06-27-13-33

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 # 02-16-12-25

Prior Year Cost \$490,370.00

SUBJECT: To approve a contract renewal with TSI, Inc. to cover PBX Maintenance on the non-E-Rate schools at a cost not to exceed \$70,000.00. The free/reduced percentages for these locations are less than the District's free/reduced percentage and/or are buildings that are opening after the E-Rate submission deadline of March of each year. The contract period will be July 1, 2013 through June 30, 2014.

BACKGROUND: This service is to maintain the PBX (telephone hardware) systems currently in place in the non-eligible E-Rate schools. The data that is used for measurement is taken from the SLPS' Magic Help Desk report of the amount of time the phone system is functioning. This is in keeping with the Accountability Goals of providing students, teachers, administrators, and parents concurrent access to information and academic tools for teaching and learning.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: IIIB

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

Fund Source: 981-54-110-2828-6319	GOB	Requisition #:
Amount: \$70,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$70,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600005437

Department: 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: 05/14/2013
Dept / School: Technology		Reported By: Cheryl VanNoy
Vendor: TSI		Vendor #: 600005437
Contract # / P.O. #: 4500163869		Contract Name: PBX Maintenance
Contract Amount: \$490,370		Award Date: 2/16/12
Purpose of Contract (Brief Description): PBX Maintenance		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	X5	Excellent quality
	4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5	Consistently on time and with appropriate communication on timelines
	X4	
	3	
	2	
	1	
Business Relations	5	Good working relationship between vendor and District
	X4	
	3	
	2	
	1	
Customer Satisfaction	5	Satisfaction is always apparent
	X4	
	3	
	2	
	1	
Cost Control	5	Cost is one of the lowest in the area
	X4	
	3	
	2	
	1	
Average Score	4	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: right;">Please Check 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
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 Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

Performance Ratings Guidelines

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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
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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: May 28, 2013

Agenda Item : 02-16-13-34

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 # 02-16-12-26

Prior Year Cost \$59,783.10

SUBJECT: To approve a contract renewal with TSI, Inc. to cover cable repair and new wiring on the non-E-Rate schools at a cost not to exceed \$30,000.00. The free/reduced percentage for these locations are less than the District's free/reduced percentage and/or are buildings that are opening after the E-Rate submission deadline which is March of each year. The contract is for the period July 1, 2013 through June 30, 2014.

BACKGROUND: This service to perform break/fix and new cabling in place in the non-eligible E-Rate schools. The data that is used for measurement is taken from SLPS' Magic Help Desk report of the amount of time the phone system is functioning. This is in keeping with the Accountability Goals of providing students, teachers, administrators, and parents concurrent access to information and academic tools for teaching and learning.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: IIIB

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

Fund Source: 981-54-110-2828-6319	GOB	Requisition #:
Amount: \$30,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$30,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600005437

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: 05/14/2013
Dept / School: Technology		Reported By: Cheryl VanNoy
Vendor: TSI		Vendor #: 600005437
Contract # / P.O/ #: 4500165224		Contract Name: Cabling repair and new projects
Contract Amount: \$59,783.10		Award Date: 2/16/12
Purpose of Contract (Brief Description): Cabling repair and new projects		
<p>Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory</p>		
Category	Rating	Comments (Brief)
Quality of Goods / Services	X5	Excellent quality
	4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5	Consistently on time and with appropriate communication on timelines
	X4	
	3	
	2	
	1	
Business Relations	5	Good working relationship between vendor and District
	X4	
	3	
	2	
	1	
Customer Satisfaction	5	Satisfaction is always apparent
	X4	
	3	
	2	
	1	
Cost Control	5	Cost is one of the lowest in the area
	X4	
	3	
	2	
	1	
Average Score	4	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: center;">Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		

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: May 28, 2013

Agenda Item : 06-27-13-195

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 # 04-12-12-03

Prior Year Cost \$109,102.50

SUBJECT: To approve a contract renewal with IPNS to cover Wide Area Network (WAN) and Local Area Network (LAN) services and UPS replacement and services at the non-E-Rate schools at a cost not to exceed \$70,000.00. These locations free/reduce percentages are less than the District's free/reduced percentage and/or are buildings that are opening after the E-Rate submission deadline which is March of each year. The contract is for the period July 1, 2013 through June 30, 2014.

BACKGROUND: This service is needed to ensure that the WAN & LAN are running 99.9% at the non-E-Rate schools. The data that is used for measurement is taken from the SLPS' Magic Help Desk report of the amount of time the phone system and data network is functioning. This is in keeping with the Accountability Goals of providing students, teachers, administrators, and parents concurrent access to information and academic tools for teaching and learning.

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

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

Fund Source: 981-54-110-2828-6319	GOB	Requisition #:
Amount: \$70,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$70,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600009971

Department: 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: 05/14/2013
Dept / School: Technology		Reported By: Cheryl VanNoy
Vendor: IPNS		Vendor #: 600009971
Contract # / P.O. #: 4500163494		Contract Name: WAN_LAN_UPS Services
Contract Amount: \$109,102.50		Award Date: 4/12/12
Purpose of Contract (Brief Description): WAN_LAN_UPS Services		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	X5	Excellent quality
	4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5	Consistently on time and with appropriate communication on timelines
	X4	
	3	
	2	
	1	
Business Relations	5	Good working relationship between vendor and District
	X4	
	3	
	2	
	1	
Customer Satisfaction	5	Satisfaction is always apparent
	X4	
	3	
	2	
	1	
Cost Control	5	Cost is one of the lowest in the area
	X4	
	3	
	2	
	1	
Average Score	4	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: right;">Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		

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: May 30, 2013

Agenda Item : 06-27-13-36

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 # 5-17-12-19

Prior Year Cost \$322,953.00

SUBJECT: To approve a contract renewal with Automated Data Processing, Inc. (ADP) to provide benefits administration services for the period July 1, 2013 through December 31, 2013 at a cost not to exceed \$175,000.00.

BACKGROUND: Under the contract ADP provides benefit administration services which include enrollment and eligibility services, FSA/Section 125 administration, and COBRA administration. ADP is responsible for all of the data feeds to and from the healthcare vendors, administration of the open enrollment for employees, and all of the services related to FSA/Section 125 administration and COBRA administration. This is the last six months of a three year contract. These services will be bid for the 2014 calendar year.

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.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: \$175,000		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
\$175,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600011173

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: May 23, 2013
Dept / School: Human Resources		Reported By: Dr. James L. Henderson
Vendor: Automated Data Processing, Inc. (ADP)		Vendor #: 600011173
Contract # / P.O. #: 4500159172		Contract Name: ADP
Contract Amount: \$ 322,953		Award Date: 5/17/12
Purpose of Contract (Brief Description): To provide benefits administration services.		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 X 4 3 2 1	
Timeliness of Delivery or Performance	5 4 X 3 2 1	
Business Relations	5 X 4 3 2 1	ADP has proven to be a viable and flexible partner in providing high-quality benefits administration services.
Customer Satisfaction	5 X 4 3 2 1	
Cost Control	5 4 X 3 2 1	
Average Score	4.6	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: center;">Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-37

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 # 06-26-12-46

Prior Year Cost \$103,950.00

SUBJECT: To approve the contract renewal with the University of Missouri-Columbia (MU/Missouri Partnership for Educational Renewal (MPER) to provide the Teaching Fellows program for selected first year teachers. The cost is not to exceed \$38,120.00 for the period July 1, 2013 through June 30, 2014.

BACKGROUND: Through this partnership, SLPS has benefitted through the variety of opportunities provided by MPER. There will be 2 fellows in the 2013-2014 school year. The teachers selected for the program will receive a master's degree at no charge during the first year of teaching.

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: \$38,120.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$38,120.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600012170

Department: Human Resources

Requestor: Dr. James Henderson

Dr. James Henderson, Chief Human Resource Officer

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final X Quarterly <input type="checkbox"/>		Report Date: April 23, 2013
Dept / School: Human Resources		Reported By: Dr. James L. Henderson
Vendor: University of MO-Columbia		Vendor #: 600012170
Contract # / P.O/ #: 4500165554		Contract Name: Teaching Fellows Program
Contract Amount: \$ 103,950.00		Award Date: 06-26-12
Purpose of Contract (Brief Description): To provide the Teaching Fellows Program for selected first year teachers.		
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	5X	
	4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5X	
	4	
	3	
	2	
	1	
Business Relations	5X	
	4	
	3	
	2	
	1	
Customer Satisfaction	5X	
	4	
	3	
	2	
	1	
Cost Control	5X	
	4	
	3	
	2	
	1	
Average Score	5	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: center;">Please Check Yes X No <input type="checkbox"/></p>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



BOARD RESOLUTION

Date: May 30, 2013

To: Dr. Kelvin R. Adams, Superintendent

From: Deanna Anderson, Exec. Dir., Transportation

Agenda Item : 06-07-13-38

Action:

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 07-10-12-04

Prior Year Cost \$22,958,477

SUBJECT: To approve a contract renewal with First Student Inc. for the FY13-14 transportation services in an amount not to exceed \$23,707,347.00 which includes \$450,000.00 for Metro bus passes and \$2,498,400.00 from the DESEG funds. This contract is for the period beginning July 1, 2013 and ending June 30, 2014.

BACKGROUND: This is the second year in a five (5) year agreement with First Student to provide regular and special needs transportation; sports and field trips transportation; routing and scheduling services; and a Call Center. The cost increase from FY12-13 vs. FY13-14 is due to: an additional high school and redistribution of students from closed or moved schools; a 7% increase in the cost of fuel; a 2.5% increase as defined in the contract; increase in middle and high school sports transportation; an increase in field trips; an increase in summer school service; and an increase in after school activities programs.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.F

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

Fund Source: 918 110-2551 (2553) 6341	GOB	Requisition #:
Amount: \$19,365,077.00		
Fund Source: 918 110-2558-6342 (6344)	GOB	Requisition #:
Amount: \$1,393,870.00		
Fund Source: 918 110-2558-6349	GOB	Requisition #:
Amount: \$450,000.00		
Fund Source: 918-WH-111-2551-6341	Non-GOB	Requisition #:
Amount: \$2,498,400.00		
Cost Not to Exceed: \$23,707,347.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600004273

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



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: May 16, 2013
Dept / School: Transportation		Reported By: Deanna Anderson
Vendor: First Student		Vendor #: 600004273
Contract # / P.O. #: 4500164061 4500164058		Contract Name: Student Transportation
Contract Amount: \$ 22,508,057		Award Date: July 10, 2012
Purpose of Contract (Brief Description):		
<p>Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory</p>		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 4 X 3 2 1	
Timeliness of Delivery or Performance	5 4X 3 2 1	
Business Relations	5 X 4 3 2 1	
Customer Satisfaction	5 4 X 3 2 1	
Cost Control	5 4X 3 2 1	
Average Score	4.2	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: center;">Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



BOARD RESOLUTION

Date: May 31, 2013

Agenda Item : 06-27-13-39

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Deanna Anderson, Exec. Dir., Transportation

Action to be Approved:
Contract Extension/Continuation

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

Previous Board Resolution # 08-19-12-06

Prior Year Cost \$1,790,500.00

SUBJECT: To approve a one (1) year contract renewal with Metropolitan Taxicab Corporation, Express Medical Transporters, Inc, and Harris Taxicab Co. Inc to provide student transportation services. The first six months of service will be in an amount not to exceed \$1,000,000. When the study described in the background is completed, the staff will be ready to present its proposed solutions to the Board and request the additional funds necessary. This request includes the reimbursement amount to the county (\$150,000).

BACKGROUND: Different options of transportation are being explored with other districts to reduce costs. Implementation of these options would begin September 2013. An evaluation of the results will be conducted to determine whether the services are cost effective. Once completed, we will present to the Board and request the remaining funds for the full year. A comparison cost of taxicab service per trip FY12-13 vs FY13-14 is:

	12-13	13-14
Harris Taxicab Co.	\$17.67	\$17.67
Metropolitan Taxicab Co.	\$15.96	\$16.44
EMT INC.	\$16.39	\$16.88

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: 927-110-2551 (2553)-6341-00	GOB	Requisition #:
Amount: \$100,000.00		
Fund Source: 822-110-2336-6341	GOB	Requisition #:
Amount: \$900,000.00		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$1,000,000.00	<input checked="" 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



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 4/23/13
Dept / School: Transportation		Reported By: Deanna Anderson
Vendor: Metropolitan Taxicab Corporation		Vendor #: 600012701
Contract # / P.O. #: 4500163731		Contract Name: Student Transportation Services
Contract Amount: \$ 1,790,500.00		Award Date: 8-9-12
Purpose of Contract (Brief Description): To provide student transportation services		
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 XX 3 2 1	
Timeliness of Delivery or Performance	5 4 XX 3 2 1	
Business Relations	5 XX 4 3 2 1	Good relationship with this company.
Customer Satisfaction	5 4 XX 3 2 1	Always answers the phone and lets us know if and how they can help.
Cost Control	5 4 XX 3 2 1	
Average Score	4.2	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: center;">Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



Vendor Performance Report

Type of report: Final X Quarterly <input type="checkbox"/>		Report Date: 4/23/13
Dept / School: Transportation		Reported By: Deanna Anderson
Vendor: Harris Taxi Cab Co., Inc.		Vendor #: 600004710
Contract # / P.O. #: 4500163523		Contract Name: Student Transportation Services
Contract Amount: \$ 1,790,500.00		Award Date: 8-9-12
Purpose of Contract (Brief Description): To provide student transportation services		
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 XX 3 2 1	
Timeliness of Delivery or Performance	5 4 XX 3 2 1	
Business Relations	5 4 XX 3 2 1	
Customer Satisfaction	5 4 3 XX 2 1	Not as good as Metropolitan.
Cost Control	5 4 XX 3 2 1	
Average Score	3.8	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 X No <input type="checkbox"/>		

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 4/23/13
Dept / School: Transportation		Reported By: Deidra Thomas-Murray
Vendor: Express Medical Transporters		Vendor #: 600009828
Contract # / P.O. #: 4500164456		Contract Name: Student Transportation Services
Contract Amount: \$ 1,790,500.00		Award Date: 8-9-12
Purpose of Contract (Brief Description): To provide student transportation services		
<p>Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory</p>		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 4 3 X 2 1	
Timeliness of Delivery or Performance	5 4 3 2 X 1	
Business Relations	5 4 3X 2 1	
Customer Satisfaction	5 4 3 X 2 1	
Cost Control	5 4 3 X 2 1	
Average Score	2.8	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: center;">Please Check Yes X No <input type="checkbox"/></p>		

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



BOARD RESOLUTION

Date: May 23, 2013

Agenda Item: 06-27-13-40

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract Renewal

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

Previous Board Resolution #05-03-12-19 & 11-15-12-01

Prior Year Cost \$5,417,510.50

SUBJECT: To approve a contract renewal with ARAMARK Management Services Limited Partnership to provide Facilities Management Services for maintenance, custodial and grounds services for all buildings in the District. The work should begin on July 1, 2013 and end on June 30, 2014 at a cost not to exceed \$5,460,019.92. The project will be funded through the General Operating Budget, pending legal review and availability of funds.

BACKGROUND: The vendor will be responsible for providing all management, administrative and plant operations for maintenance, custodial and grounds/landscaping services; maintenance and custodial supplies; snow removal; vehicles' leasing, fueling and maintenance; energy management plan; support of capital improvements and bond issues; safety and risk management; and business performance and reporting. This contract is the first year of the 4 year renewal option.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

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

Fund Source: 905-00-110-2624-6319	GOB	Requisition #: TBD
Amount: \$5,460,019.92		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed \$5,460,019.92	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #:600010294

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

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

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06027-13-41

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 07-10-12-16

Prior Year Cost: \$2,500,000.00

SUBJECT: To approve a contract renewal with Cooperating School District, in conjunction with Tremco/Weatherproofing Technologies, to provide roofing inspections, and repair and replacement services for District schools and buildings. The work should begin on July 1, 2013 and be completed by June 30, 2014 at a cost not to exceed \$500,000.00. This project will be funded by General Operating Funds.

BACKGROUND: The St. Louis Public Schools, as a member of the Cooperating School District (CSD), utilizes a contract negotiated by CSD with Tremco/Weatherproofing Technologies, Inc. to provide roofing repairs and replacement services for District schools and buildings. The Tremco Corporation provides St. Louis Public Schools with roofing surveys, assessments and when required, the design and supervision of roof replacement or repairs. All roof work will be under warranty for labor and materials. This project will be funded by General Operating Funds.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

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

Fund Source: 905-FE-110-2624-6522	GOB	Requisition #: TBD
Amount: \$500,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed \$500,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600001140

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

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

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 5/6/13
Dept / School: District Wide		Reported By: Linda C. McKnight
Vendor: CSD/Tremco		Vendor #: 600001140
Contract # / P.O/ #: 4500158020		Contract Name: Roof Inspections, Replacements and Repair Services
Contract Amount: \$2,500,000.00		Award Date: July 1, 2012
Purpose of Contract (Brief Description): Provide roofing inspections, replacements and repair services for all District-wide schools and buildings.		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 4 3 2 1	Provides solutions to problems and performs quality workmanship
Timeliness of Delivery or Performance	5 4 3 2 1	Very quick to respond
Business Relations	5 4 3 2 1	Good customer service
Customer Satisfaction	5 4 3 2 1	Had no minor problems or complaints with the customers
Cost Control	5 4 3 2 1	Met all performance requirements; effective corrective actions
Average Score	5	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-42

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved:
Memorandum of Understanding Renewal
Previous Board Resolution # 06-07-12-14

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

SUBJECT: To approve the Memorandum of Understanding with Urban League Head Start to provide the framework for the cooperative efforts between Urban League Head Start and SLPS. The program will be for the period of July 1, 2013 to June 30, 2014 and there will be no cost to the District.

BACKGROUND: The Urban League Head Start will help maximize the use of available local resources in providing special education and related services to young children and their families under federal IDEA guidelines.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1. D.

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

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

Department: Early Childhood Spec

Requestor: Dr. Sheryl Davenport

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

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

Memorandum of Understanding

Performance Standard(s)

Report

Agency: Urban League Head Start

School: Early Childhood Education

From: July 1, 2013 **To:** June 30, 2014

Performance Standard 1: To maximize the use of available local resources in providing special education programs and related services to young children with disabilities and their families in the City of St. Louis. _____

Status: The standard has been met. Communication with Urban League Head Start has resulted in the identification, evaluation and service to eligible preschool children attending Urban League Head Start partner centers. _____

Performance Standard 2: To ensure coordination of services to children with disabilities served by the Urban League Head Start and the St. Louis Public Schools. _____

Status: The standard has been met. St. Louis Public Schools and the Urban League have participated in joint meetings to discuss and coordinate services. The SLPS diagnostic teams meet regularly with Urban League staff to make sure families are active participants in the process. _____

Performance Standard 3: To clarify roles and responsibilities of the St. Louis Public Schools and Urban League Head Start Program and the families. _____

Status: The standard has been met. St. Louis Public Schools, Urban League Head Start and families meet regularly to discuss the needs of eligible children. _____

Performance Standard 4: To encourage and support collaboration among Head Start Programs and State agencies in the further development of high quality early childhood and parent education services city-wide. _____

Status: This standard has been met. St. Louis Public Schools, Urban League Head Start and the State agency have met four times during the 2012-13 school year discussing communication and collaboration efforts. _____

Submitted by: Sheryl Davenport Ed. D.; Executive Director, EC/ECSE

Date: May 13, 2013

Reviewed by: _____

Date: _____

Recommendation:

Continue

Discontinue

Memorandum of Understanding
Involving
The St. Louis Public Schools
And
The Urban League Head Start
Concerning
Head Start and Early Childhood Special Education (Part B of IDEA)

Purpose

The purpose of this Memorandum of Understanding is to facilitate communication and coordination between the St. Louis Public Schools and the Urban League of Metropolitan St. Louis' Head Start Program (Urban League Head Start). This agreement is guided by the Head Start Program Performance Standards (45-CFR Parts-1301-1306, 1308), Individuals with Disabilities Education Act (IDEA), the State Regulations implementing Part B of the IDEA, Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act (ADA) and Head Start Act 2007. This document is not intended to create any new binding requirements for the St. Louis Public Schools and the Urban League Head Start program. This document reflects current legislative and regulatory requirements as well as recommended practices. It is the expectation that the Urban League Head Start and the St. Louis Public Schools will use this document as a guide to create local collaboration responsive to the needs of the St. Louis community.

While this document addresses issues related to children with disabilities and their families, the participants in this agreement are committed to promoting integration of all early childhood programs and resources that address the needs of all young children in the City of St. Louis, MO. Examples include, but are not limited to: Missouri Preschool Project programs, Parents as Teachers, Even Start, Title I Preschools, Child Care Block Grant programs, Migrant and Homeless programs, etc.

Objectives

The objectives of this Memorandum of Understanding are:

- To provide a framework for the development of interagency agreements and cooperative efforts between the Urban League Head Start Program and the St. Louis Public Schools.
- To maximize the use of available local resources in providing special education programs and related services to young children with disabilities and their families in the City of St. Louis.
- To ensure coordination of services to children with disabilities served by the Urban League Head Start and the St. Louis Public Schools.
- To clarify roles and responsibilities of the St. Louis Public Schools (LEA), Urban League Head Start Program, and families.
- To provide information to St. Louis Public Schools' administrators and program staff in about Head Start's Performance Standards regarding services and responsibilities for children with disabilities.

- To provide information to Head Start administrators and program staff about LEA services and responsibilities for children with disabilities under IDEA, state law, and regulations.
- To provide opportunities for local Head Start program and LEA staff to discuss mutual accomplishments and concerns.
- To encourage and support collaboration among Head Start Programs and State agencies in the further development of high quality early childhood and parent education services citywide.

Agency Mandates

Urban League Head Start (HS)

To recruit and enroll children with disabilities in accordance with Head Start Performance Standard 1305.6(c) which states "At least 10 percent of the total Number of enrollment opportunities in each grantee and each delegate agency during an enrollment year must be made available to children with disabilities..."

Local Education Agency (LEA)

To identify children with disabilities age birth to twenty-one and provide special education and related services to all children with disabilities ages 3 to 21 in compliance with IDEA, the Missouri State Regulations implementing Special Education, and the LEA Compliance Plan.

Confidentiality/Release of Information-Family Educational Rights and Privacy Act of 1974 (FERPA): School districts and Head Start programs shall obtain written consent of the parent before disclosing personally identifiable information from the education records of a child. The written consent must be signed and dated by the parent and shall include the following; a) a specification of the records to be disclosed, b) the purpose of the disclosure, and c) the party or parties to whom the disclosure may be made. Part B of IDEA provides for the parent's right to revoke consent at any time.

AGENCY RESPONSIBILITIES AND RECOMMENDED PRACTICES

IDENTIFICATION OF CHILDREN WITH DISABILITIES

Head Start

To screen all Head Start enrolled children with a developmental screen within 45 calendar days after the start of Head Start services. Screening provides information in the following areas:

- Visual/Motor
- Language
- Cognition
- Gross Motor/Body Awareness
- Social/Emotional
- Complete Physical Including:
 - a. Vision Testing
 - b. Hearing Testing

To share screening information with LEA staff for those children referred by the Urban League Head Start to LEA according to Head Start Performance Standards.

To review all previous screening and evaluation data when receiving referrals from LEA.

LEA

State law requires districts to annually assist in Child Find by publicizing the school's responsibility for providing special education for eligible children 3-21 and conducting an annual census of children birth to 21 suspected of having disability.

Every school district offers Parents as Teachers services, and one of the functions of Parents as Teachers is conducting screenings for children age one to five. Screening may be conducted earlier than age one if there is a developmental concern.

Upon obtaining parent permission, screening results for children referred by or enrolled in Head Start Program will be shared with Head Start staff.

Area of Collaboration

Each agency will meet their responsibility for screening through a collaborative effort, not duplicating services, and sharing information with the parent/guardian written permission.

REFERRAL FOR EVALUATION

Urban League Head Start

To refer a child to the LEA for evaluation as soon as the need is evident, starting as early as the child's third birthday with written permission of the parent/guardian of the child.

To share screening information with LEA staff for those children referred by HS to LEA according to HS Performance Standards.

To provide HS staff with information regarding IDEA Procedural Safeguards.

LEA

To inform parents of their rights (Procedural Safeguards) when their children are referred to ECSE for evaluation. The IDEA provides families with certain rights for obtaining and continuing services for children with disabilities. Procedural Safeguards cover the following areas:

- Written Notice and Consent
- Independent Educational Evaluation
- Access to Records
- Confidentiality of Information
- Destruction of Records
- Parent Participation
- Disciplinary Actions
- Limitation on Reimbursement for Private School Placement
- Due Process Procedures/Admin Hearing Rights
- Child Complaints
- Attorney's Fees

To make available information about these procedural safeguards to local Head Start Programs.

Obtain the parent's written consent for release of information and records for children enrolled in HS prior to initiation of the evaluation if Head Start's referral form does not cover this.

To review referral information form Head Start to determine if an evaluation is warranted.

To provide the parent/guardian with a notice of action refused when the LEA determines evaluation is not warranted.

Area of Collaboration

Data on instructional strategies and teacher's observation of the child's performance while in Head Start can be used by the LEA to assist with decisions related to evaluation. Head Start and the LEA will collaborate and establish referral procedures. Head Start can help the parent understand the special education process and help the parent make a referral. A common release of information form will be used which clearly indicates the parent's wishes to request an evaluation by the school district. The Urban League Head Start and LEA will collaborate to assist families in understanding IDEA Procedural Safeguards.

EVALUATION

Head Start

To ensure that a comprehensive multi-disciplinary evaluation is made available to all Head Start children suspected of having a disability.

To assist the family in obtaining the necessary services within the time frame specified in the Head Start regulations.

To share information and records with the local school district.

To participate with the local school district at the request of the family in the comprehensive assessment process.

To assist the family in keeping evaluation appointments with the LEA.

LEA

With the input of the parent, to review existing information to determine if there is sufficient data to determine:

- Whether the child has a particular category of disability
- Present levels of performance and educational needs of the child
- Whether the child needs special education and related services

To provide notice of intent to evaluate prior to determining eligibility if no additional assessment is needed and to obtain written consent of the parent prior to conducting any necessary tests or other assessment instruments.

To conduct or obtain necessary assessments for all preschool children suspected of having a disability.

To notify the parent of the eligibility staffing early enough to ensure an opportunity to participate.

To involve the Urban League Head Start in the evaluation process including, but not limited to notifying Head Start of scheduled assessment dates, times and places,

reviewing evaluation information and records provided by Head Start, sharing evaluation information with parent's permission, and observing in the Urban League Head Start classroom.

Area of Collaboration

Observation may be a part of the evaluation process for the LEA. The Urban League Head Start site provides an appropriate environment for observation and possibly other assessments. The LEA will include Urban League Head Start in the eligibility staffing with the parent's permission.

ELIGIBILITY DETERMINATION

Head Start

To participate in the LEA's eligibility staffing for those children enrolled in the Urban League Head Start program.

To inform the family of differences in Head Start and LEA eligibility criteria for services.

LEA

To write an evaluation report, synthesizing information about the child. Information from Head Start, the parent, and other outside sources will be considered by the LEA evaluation team for possible inclusion in the evaluation report. This report will specify the child's eligibility or ineligibility for early childhood special education services. Eligibility is based on criteria referenced in Missouri's State Plan for Part B of the Individuals with Disabilities Education Act.

To include the parent, and with parent's consent, invite Urban League Head start to participate in the meeting to determine eligibility.

For those children enrolled in Head Start, with parent consent, to notify Head Start in writing of eligibility determination by providing them a copy of the child's evaluation report.

To schedule an IEP meeting and provide notification to the parent of this meeting when the child is determined eligible for early childhood special education. The parent shall be notified that they and the district may invite other people with knowledge or special expertise about their child to the meeting.

Area of Collaboration

Head Start and LEA staff should be cross-trained so they understand their respective eligibility requirements and can explain the differences to families. Head Start and the LEA will work collaboratively to help ensure that the parents attend the eligibility staffing.

INDIVIDUALIZED EDUCATION PROGRAM (IEP)

Head Start

To participate with the parents in the IEP process for children who have been referred to and evaluated by the LEA, or children whose services may be shared by the LEA and Urban League Head Start.

When an LEA IEP is developed and the child is in Head Start, appropriate goals and objectives/benchmarks will be implemented in Head Start daily activities. Head Start will document the progress and share this information with the LEA.

With parental consent, the LEA will invite Head Start staff to participate in IEP meetings for ECSE eligible children who are enrolled in Head Start.

To develop with the IEP team an IEP for each child who meets the eligibility criteria as established by Missouri State Regulations for Part B of IDEA. For children enrolled in Head Start, information received from Head Start shall be reviewed by the IEP team for possible inclusion in the child's IEP, and for all subsequent reviews.

To provide a copy of the IEP to the parent.

With parental consent to share with Head Start a copy of the IEP developed by the LEA.

To document and share progress on goals and objectives/benchmarks with Head Start on children enrolled in Head Start and self-contained Early Childhood programs.

Area of Collaboration

The child's family is a required member of the IEP team under IDEA and Head Start Performance Standards. Head Start and the LEA will include the family in planning for their child's IEP. The information contributed by the family will be instrumental in developing goals and objectives for the child and in determining the most appropriate placement in which those services can be delivered. LEAs are responsible for implementation of the IEP for children eligible under the Missouri State Regulations implementing Part B, and any revisions to the document are the responsibilities of the LEA IEP team.

The LEA and Head Start will work collaboratively implementing the IEP and documenting the progress on goals/benchmarks of the IEP. LEA special education and related services staff will provide direct services to the child and/or consultation to Head Start as determined by the IEP team to implement strategies which will help the child meet the goals and objectives/benchmarks.

The Head Start teacher may fulfill the required role of regular education teacher in the child's IEP.

PLACEMENT

Head Start

The Head Start Performance Standards [45CFR § 1308.5 (c)] state that: "A grantee must not deny placement on the basis of a disability or its severity to any child when:

- 1) The family wishes to enroll the child,
- 2) The child meets the Head Start age and income eligibility criteria,
- 3) Head Start is an appropriate placement according to the child's IEP, and
- 4) The program has space to enroll more children, even though the program has made ten percent of its enrollment opportunities available to children with disabilities. In that case, children who have a disability and non-disabled children would compete for the available enrollment opportunities."

LEA

To provide special education and related services based on the IEP goals and objectives/benchmarks in the least restrictive environment (LRE) to children who meet the ECSE eligibility criteria for special education services. As part of the IEP team, parents participate in placement decisions.

To consider delivering services in an early childhood setting, designed primarily for children without disabilities i.e. Head Start.

To obtain written consent of the parent prior to initial placement and provision of service.

Areas of Collaboration

When enrollment in the Urban League Head Start program is being considered for a child with disabilities, consultation between the LEA representative and the Urban League Head Start program representative will take place to discuss if the Head Start program is appropriate and a funded slot is available. Special education and related services provided by the LEA should be delivered at the Head Start site whenever appropriate. To include the Urban League Head Start Center located at 8964 Jennings Station Road which is less than .5 miles from the city limit. The Urban League Head Start Program will provide appropriate accommodation for LEA staff at this facility as required.

FAMILY INVOLVEMENT

Head Start

To provide families with information, training and skills to advocate successfully for their child with disabilities.

Urban League Head Start will share with parent information about parent educational opportunities in the community.

Area of Collaboration

The Urban League Head Start and the LEA will collaborate to make certain that the family is present at IEP meetings and is given an opportunity to participate. LEA will share information with the Urban League Head Start regarding parent education opportunities that their families could participate in.

LEA

To report to parents on the child's progress toward achieving annual goals at least as frequently as for children without disabilities in the school.

STAFF DEVELOPMENT

Head Start

To schedule ongoing in-service training and technical support for staff, in order to increase their knowledge and skills in identifying and successfully integrating children with disabilities.

Area of Collaboration

The Urban League Head Start and the LEA will work together to develop a plan for training opportunities to meet their mutual needs. They will share information i.e. Center for Innovations in Special Education (CISE) Newsletter, National Head Start Bulletin, Quality Improvement Center for Disability resources, and statewide training opportunities.

LEA

To assess the needs of LEA staff in the planning and implementation of staff development activities for personnel working with children with disabilities.

TRANSITION

Head Start
To develop and implement a system to ensure smooth and effective transitions from Head Start to LEA services.

LEA
To meet with the Head Start staff for the purpose of transition planning for kindergarten eligible children.

To develop and implement a system to ensure smooth transitions from Head Start to LEA services.

Area of Collaboration

Urban League Head Start and the LEA will develop a system to ensure transfer of information between agencies about children who will be leaving Head Start. This information should include, but is not limited to, health records, data on diagnosed disabilities, developmental status, and social services received. The Urban League Head Start and LEA will also work together to develop a plan for ensuring uninterrupted services and access to needed services.

Urban League Head Start and the LEA will establish and maintain ongoing channels of communication between administration and staff to support the following transitioning activities:

1. Organizing and participating in joint transition related training for school staff and Head Start staff;
2. Head Start parent training that includes educational and developmental needs of children and parent advocacy;
3. Head Start parent training and activities that provides an understanding the instructional services provided by the LEA.

DATA

Head Start
To report to the Administration for Children, Youth and Families (ACYF) the number of children with disabilities served on the annual Program Information Report (PIR). By December 1 of each year, Head Start will report to the LEA the number of children under a LEA IEP, not Head Start only IEP. Head Start will provide additional information when requested to assist the LEA in their planning.

LEA
To complete required state and federal reports.

FISCAL

Head Start

Urban League Head Start is committed to fiscal support to ensure that services needed by children with disabilities will be provided in full, either directly or by a combination of Head Start funds and other resources.

LEA

Under IDEA, the LEA is responsible for ensuring the identification, evaluation, and provision of a free appropriate public education for all children ages 3-21 found to be in need of special education and related services.

The LEA is responsible for ensuring that these services are provided, in accordance with the provisions of the IEP but may not be required to pay for these services.

The LEA is responsible for ensuring that these services are provided, in accordance with the provisions of the IEP but may not be required to pay for these services in every situation.

The LEA will complete all required paperwork related to the LEA ECSE budget and other data reports to obtain funding for appropriate special education and related services for children eligible for ECSE.

Area of Collaboration

LEA and the Urban League Head Start are encouraged to share resources to ensure that eligible children receive appropriate services. In some cases Head Start may be able to assist with related services, such as transportation, paraprofessional support, etc. Specific fiscal responsibilities between the LEA and Head Start should be discussed as part of the process of developing the local agreement.

REVIEW OF ADDEMDIUM INFORMATION

Unless representatives of the Urban League Head Start and the St. Louis Public Schools notify the other party that there is a need for revisions, or the desire to end the agreement, this agreement will be automatically renewed, as written, on an annual basis. Notification shall be provided at least 30 days prior to the annual renewal date, in the event of a proposed revision or cancellation.

Hazel Mallory 4-16-13
Hazel Mallory Date
Director
Urban League Head Start

James A. Smith 4/16/13
James A. Smith Date
Disabilities/Mental Health Coordinator
Urban League Head Start

Sheryl Davenport, Ed. D. Date
Executive Director
Early Childhood/Early Childhood Special
Education
St. Louis Public Schools

John "Chip" Jones, Ph. D. Date
Executive Director
Student Support Services
St. Louis Public Schools

Nicole Williams, Ph. D. Date
Deputy Superintendent
for Academics
St. Louis Public Schools

Kelvin Adams, Ph. D. Date
Superintendent of
St. Louis Public Schools



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-18

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved:
Memorandum of Understanding
Previous Board Resolution # 06-07-12-15

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

SUBJECT: To approve the Memorandum of Understanding with Grace Hill Head Start to provide the framework for the cooperative efforts between Grace Hill Head Start and SLPS. The program will be for the period of July 1, 2013 to June 30, 2014 and there will be no cost to the District.

BACKGROUND: Grace Hill Head Start will help maximize the use of available local resources in providing special education and related services to young children and their families under federal IDEA guidelines.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1. D.

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

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

Department: Early Childhood Spec

Requestor: Dr. Sheryl Davenport

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

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

Memorandum of Understanding

Performance Standard(s)

Report

Agency: Project Construct

School: Early Childhood Education

From: July 1, 2013 **To:** June 30, 2014

Performance Standard 1: Provide professional development to Early Childhood, Early Childhood Special Education teachers and teacher assistants in the Project Construct frameworks in accordance with DESE standards. _____

Status: The standard has been met. Project Construct facilitators have provided training throughout the 2012-13 school year. Sixty EC/ECSE participants gained certification in the standards and an additional ten received Teacher Leader Mentor training. _____

Performance Standard 2: To ensure coordination of services to children with disabilities served by the Grace Hill Head Start and the St. Louis Public Schools. _____

Status: The standard has been met. St. Louis Public Schools and the Grace Hill have participated in joint meetings to discuss and coordinate services. The SLPS diagnostic teams meet regularly with Grace Hill staff to make sure families are active participants in the process. _____

Performance Standard 3: To clarify roles and responsibilities of the St. Louis Public Schools and Grace Hill Head Start Program and the families. _____

Status: The standard has been met. St. Louis Public Schools, Grace Hill Head Start and families meet regularly to discuss the needs of eligible children. _____

Performance Standard 4: To encourage and support collaboration among Head Start Programs and State agencies in the further development of high quality early childhood and parent education services city-wide. _____

Status: This standard has been met. St. Louis Public Schools, Grace Hill Head Start and the State agency have met four times during the 2012-13 school year discussing communication and collaboration efforts. _____

Submitted by: Sheryl Davenport Ed. D.; Executive Director, EC/ECSE

Date: May 13, 2013

Reviewed by: _____

Date: _____

Recommendation:

Continue

Discontinue

**Memorandum of Understanding
Involving
St. Louis Public Schools-Early Childhood Special Education
And
Grace Hill Settlement House Head Start Program
Purpose**

The purpose of this Memorandum of Understanding is to facilitate communication and coordination between the St. Louis Public Schools-Early Childhood Education, in cooperation with Grace Hill Head Start. For the purpose of this agreement-Grace Hill Head Start includes Grace Hill Head Start partner and delegate agencies. This agreement is guided by the Head Start Program Performance Standards (45-CFR-1301-1306, 1308) and Public Law 110-1324 and "Improving Head Start for School Readiness Act of 2007". This document is not intended to create any new binding requirements fro St. Louis Public Schools and/or Grace Hill Head Start. This document reflects current legislative and regulatory requirements as well as recommended practices. It is the expectation that Grace Hill Head Start and St. Louis Public Schools will use this document as a guide to create local collaborative agreements responsive to the needs of the St. Louis Community.

While this document addresses issues related to children with disabilities and their families, the participants in this agreement are committed to promoting integration of all early childhood programs through enhancing awareness of and coordination with programs and resources that address needs of all young children in St. Louis. Examples include but are not limited to: Missouri Preschool Project Programs, Parents As Teachers, Even Start, Title I Preschools, Child Care Block Grant programs, Migrant and Homeless programs, etc.

Objectives

The objectives of this Memorandum of Understanding are:

- To provide a framework for the development of interagency agreements supporting cooperative efforts between Grace Hill Head Start and the St. Louis Public Schools.
- To maximize the use of available local resources in providing special education programs and related services to young children with disabilities and their families in St. Louis.
- To ensure coordination of services to children with disabilities served by Grace Hill Head Start and the St. Louis Public Schools.
- To clarify roles and responsibilities of the St. Louis Public Schools, Grace Hill Head Start and families.
- To provide information to public school administrators and program staff in St. Louis Public Schools about Head Start's Performance Standards regarding services and responsibilities for children with disabilities.
- To provide information to Grace Hill Head Start administrators and program staff about St. Louis Public Schools services and responsibilities for children with disabilities under IDEA, state law and regulations.
- To provide opportunities for Grace Hill Head Start and St. Louis Public Schools staff to discuss mutual accomplishments and concerns.
- To encourage and support collaboration among Grace Hill Head Start, St. Louis Public Schools and state agencies in the further development of high quality early childhood and family education services statewide.

Agency Mandates

Grace Hill Head Start (GHHS)

To recruit and enroll children with disabilities in accordance with Head Start Performance Standard 1305.6(c) which states "At least 10 percent of the total enrollment in each grantee and delegate during an enrollment year must be children with disabilities...."

St. Louis Public Schools (SLPS)

To identify children with disabilities age birth to twenty-one and provide special education and related services to all children with disabilities ages 3-21 in compliance with IDEA, the Missouri State Regulations implementing Special Education, and the St. Louis Public Schools Compliance Plan.

Confidentiality/Release of Information-Family Educational Rights and Privacy Act of 1974 (FERPA): School districts and Head Start programs shall obtain written consent of the parent before disclosing personally identifiable information from the education records of a child. The written consent must be signed and dated by parent and shall include the following: a) a specification of the records to be disclosed, b) the purpose of the disclosure, and c) the party or parties to whom the disclosure may be made. Part B of IDEA provides for the parent's right to revoke consent at any time.

Agency Responsibilities and Recommended Practices
Identification of Children with Disabilities

Grace Hill Head Start

To screen all GHHS enrolled children with a developmental screen within 45 calendar days after the start of GHHS services. Screening provides information in the following areas:

- Language
- Speech
- Cognition
- Gross motor/body awareness
- Social/emotional
- Vision
- Hearing

To share screening information with SLPS staff for those children referred by GHHS to SLPS according to Head Start Performance Standards.

To review all previous screening and evaluation data when receiving referrals from SLPS.

Area of Collaboration

Each agency will meet their responsibility for screening through a collaborative effort, not duplicating services, and sharing information with the parent/guardian's written permission.

St. Louis Public Schools

To assist in Child find by publicizing the school's responsibility for providing special education for eligible children 3-21 and conducting an annual census of children birth to 21 suspected of having a disability per state law requirements.

To offer Parent As Teachers services and conduct screenings for children ages 3 to 5 who are enrolled in GHHS at a Head Start/SLPS collaboration site.

To provide to GHHS any available screening results for children referred by or enrolled in GHHS, with parent's permission.

Referral for Evaluation

Grace Hill Head Start

To refer a child to the SLPS for evaluation as soon as the need is evident, starting as early as the child's third birthday with written permission of the parent/guardian of the child.

To share screening information with SLPS staff for those children referred by GHHS to SLPS according to Head Start Performance Standards.

To provide GHHS staff with information regarding IDEA Procedural Safeguards.

St. Louis Public Schools

To inform parents of their rights (Procedural Safeguards) when their children are referred to ECSE for evaluation. The IDEA provides families with certain rights for obtaining and continuing services for children with disabilities. Procedural Safeguards cover the following areas:

Written notice and consent	Disciplinary Actions
Independent educational evaluation	Limitation on reimbursement for private school placement
Access to records	Due process procedures/
Confidentiality of information	Admin Hearing Rights
Destruction of records	Child complaints
Parent participation	Attorney's fees

To make available information about these procedural safeguards to GHHS.

To obtain the parent's written consent for release of information and records for children enrolled in GHHS prior to initiation of the evaluation.

To review referral information from GHHS to determine if an evaluation is warranted.

To provide the parent/guardian with a notice of action refused when the SLPS determines evaluation is not warranted.

Area of Collaboration

Data on instructional strategies and teacher's observations of the child's performance while in Head Start can be used by SLPS to assist with decisions related to evaluation. GHHS and SLPS will continue to collaborate and use established referral procedures. GHHS can help the parent understand the special education process and help the parent make a referral. The use of a common release of information form is recommended. GHHS and SLPS will continue to collaborate to assist families in understanding IDEA Procedural Safeguards.

Grace Hill Head Start

Evaluation

St. Louis Public Schools

To ensure that a comprehensive multi-disciplinary evaluation is made available to all GHHS children suspected of having a disability.

To share information and records with the SLPs.

To participate with SLPs at the request of the family in the comprehensive assessment process.

To assist the family in keeping evaluation appointments with SLPs.

With parental input, to review existing information to determine if there is sufficient data to determine:

Whether the child has a particular category of disability
Present levels of performance and educational needs of the child

Whether the child needs special education and related services

To provide enough notice of intent to evaluate prior to determining eligibility if no additional assessment is needed and obtain written consent of the parent prior to conducting any necessary tests or other assessment instruments.

To conduct or obtain necessary assessments for all preschool children suspected of having a disability.

To notify parents of the eligibility staffing early enough to ensure an opportunity to participate.

To involve GHHS in the evaluation process including, but not limited to notifying GHHS of scheduled assessment dates, times and places, reviewing evaluation information and records provided by GHHS, sharing evaluation information with parent's permission, and observing in the GHHS classroom.

Area of Collaboration

Observation may be a part of the evaluation process for the SLPs. The GHHS site provides an appropriate environment for observation and possibly other assessments. The SLPs will include GHHS in the eligibility staffing with the parent's permission.

Eligibility Determination

Grace Hill Head Start

To participate, with parental permission, in the SLPS eligibility staffing for those children enrolled in the GHHS program.

To convene a multi-disciplinary team, including family, for an evaluation when the parent has received a notice of action refused because the SLPS does not plan to evaluate.

To invite a representative from SLPS to participate.

To study the results of the GHHS evaluations and determine if the child is in need of special education/related services and to provide appropriate services.

To inform the family of differences in GHHS and SLPS eligibility criteria for services.

Area of Collaboration

GHHS and SLPS staff should be cross-trained so they understand their respective eligibility requirements and can explain the differences to families. GHHS and SLPS should work collaboratively to help ensure that the parents attend the eligibility staffing.

St. Louis Public Schools

To write and evaluation report, synthesizing information about the child. Information from GHHS, the parent and other outside sources will be considered by the SLPS evaluation team for possible inclusion in the evaluation report. This report will specify the child's eligibility or ineligibility for early childhood special education services. Eligibility is based on criteria referenced in Missouri's State Plan for Part B of the IDEA.

To include the parent, and with parental consent, invite GHHS to participate in the meeting to determine eligibility.

To notify GHHS, with parental consent, in writing of eligibility determination by providing them a copy of GHHS enrolled children's evaluation report.

To schedule an IEP meeting and provide notification to the parent of this meeting when the child is determined eligible for early childhood special education. The parent shall be notified that they and the district may invite other people with knowledge or special expertise about their child to the meeting.

Individualized Education Program

Grace Hill Head Start

To participate with the parents in the IEP process for children who have been referred to and evaluated by the SLPS, or children whose services may be shared by the SLPS and GHHS.

To implement appropriate goals and objectives/benchmarks in GHHS daily activities for children enrolled in GHHS who have an IEP developed by SLPS.

St. Louis Public Schools

To invite, with parental consent, GHHS staff to participate in IEP meetings for ECSE, eligible children who are enrolled in GHHS.

To develop with the IEP team and IEP for each child who meets the eligibility criteria as established by Missouri State regulations for Part B of IDEA. For children enrolled in GHHS, information received from GHHS shall be reviewed by the IEP team for possible inclusion in the child's IEP, and for all subsequent reviews.

To provide a copy of the IEP to the parent.

To share with GHHS, with parental consent, a copy of the IEP developed by SLPS.

Area of Collaboration

The child's family is a required member of the IEP team under IDEA and Head Start Performance Standards. GHHS and SLPS will include the family in planning for their child's IEP. The information contributed by the family will be instrumental in developing goals and objectives for the child and in determining the most appropriate placement in which those services can be delivered. SLPS is responsible for implementation of the IEP for children eligible under the Missouri State Regulations implementing Part B, and any revisions to the document are the responsibilities of the SLPS IEP team. GHHS is not required to develop a separate IEP. Effective collaboration will alleviate the need for two IEPs for children who are dually enrolled.

The SLPS and GHHS will work collaboratively implementing the IEP and documenting the progress on goals/objectives/benchmarks of the IEP. SLPS special education and related services staff will provide direct services to the child and/or consultation to GHHS as determined by the IEP team to implement strategies which will help the child meet the goals and objectives/benchmarks.

The GHHS teacher may fulfill the required role of regular education teacher in the child's IEP.

Placement

Grace Hill Head Start

The Head Start Performance Standards [1308.5 (c)] state that: "A grantee must not deny placement on the basis of a disability or its severity to any child when:

1. The family wishes to enroll the child
2. The child meets the Head Start age and income eligibility
3. Head Start is an appropriate placement according to the child's IEP, and
4. The program has space to enroll more children, even though the program met the mandate to serve children with disabilities. In that case, children who have a disability and non-disabled children would compete for the available enrollment opportunities."

St. Louis Public Schools

To provide special education and related services based on the IEP goals and objectives/benchmarks in the least restrictive environment (LRE) to children who meet the ECSE eligibility criteria for special education services. As part of the IEP team, parents participate in placement decisions.

To consider delivering services in an early childhood setting, designed primarily for children without disabilities, e.g. GHHS.

To obtain written consent of the parent prior to initial placement and provision of services.

Area of Collaboration

When enrolled in a GHHS program is being considered for a child with disabilities, consultation between the SLPS representatives and the GHHS representatives will take place to discuss if the GHHS program is appropriate and that a funded slot is available. Special education and related services provided by the SLPS should be delivered at the GHHS site whenever appropriate.

Family Involvement

Grace Hill Head Start

To provide families with information, training and skills to advocate successfully for their child with disabilities.

To share with parents information about parent educational opportunities in the community.

St. Louis Public Schools

To report to parents on the child's progress toward achieving annual goals at least as frequently as for children without disabilities in the school.

Area of Collaboration

GHHS and SLPS should collaborate to make certain that the family is present at the IEP meetings and is given an opportunity to participate. SLPS should share information with GHHS regarding parent education opportunities their families could participate in.

Grace Hill Head Start

To schedule ongoing in-service training and technical support for staff, in order to increase their knowledge and skills in identifying and successfully integrating children with disabilities.

Staff Development

St. Louis Public Schools

To assess the needs of SLPS staff in the planning and implementation of staff development activities for personnel working with children with disabilities.

Area of Collaboration

GHHS and the SLPS will continue to work together to implement a plan for training opportunities to meet their mutual needs. They will share information including: Center for Innovation in Special Education (CISE) Newsletter and statewide training opportunities.

GHHS and SLPS will reciprocally invite the other to provide training in areas of expertise, to participate in training events and program visits and share training plans and resources.

Transition

Grace Hill Head Start

To meet with the SLPS staff for the purpose of transition planning for children with disabilities.

To develop and implement a system to ensure smooth transitions from GHHS to SLPS.

Area of Collaboration

GHHS and SLPS will continue to implement a system to ensure transfer of information between agencies about children, with parental permission, who will be leaving GHHS. This information may include, but not limited to, health records, data on diagnosed disabilities, developmental status, and social services received. GHHS and SLPS will also work together to implement a plan for ensuring uninterrupted services and access to needed services.

Data

Grace Hill Head Start

To report to the Administration for Children, Youth and Families (ACYF) the number of children with disabilities served on the annual Program Information Report (PIR).

GHHS will provide additional information when requested to assist the SLPS in their planning.

St. Louis Public Schools

To meet with the GHHS staff for the purpose of transition planning for children with disabilities.

To develop and implement a system to ensure smooth and effective transitions from GHHS to SLPS services.

St. Louis Public Schools

To complete required state and federal reports.

To provide GHHS with the necessary documentation for SLPS Head Start children to complete the PIR accurately.

Fiscal

Grace Hill Head Start
To ensure that services needed by children with disabilities will be provided in full, either directly or by a combination of GHHS funds and other sources.

St. Louis Public Schools

To ensure the identification, evaluation and provision of a free and appropriate public education for all children ages 3-21 found to be in need of special education and related services as outlined by IDEA.

To ensure that these services are provided, in accordance with the provisions of the IEP but may not be required to pay for these services in every situation.


To complete all paperwork related to the SLPS ECSE budget and other data reports to obtain funding for appropriate special education and related services for children eligible for ECSE.

Area of Collaboration

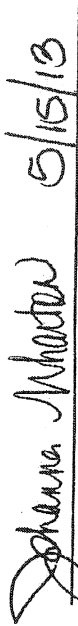
SLPS and GHHS are encouraged to share resources to ensure that eligible children receive appropriate services. In some cases GHHS is able to assist with related services, such as transportation, paraprofessional support, etc. Specific fiscal responsibilities between the SLPS and GHHS should be discussed as part of the process of developing local agreements.

Review of Agreement

"Unless representatives of Department of Early special Education and Head Start notify the other party that there is a need for revisions, or of the desire to end the agreement, this agreement will be automatically renewed, as written, on an annual basis. Notification shall be provided at least 30 days prior to the annual renewal date, in the event of a proposed revision or cancellation.


Name _____ Date 5/15/13
President/CEO
Grace Hill Settlement House

Name
Superintendent
St. Louis Public Schools
Date


Name _____ Date 5/15/13
Executive Vice President
Head Start Director
Grace Hill Settlement House

Name
Executive Director Early Childhood
Early Childhood Special Education
St. Louis Public Schools
Date

Name
Chief Academic Officer
St. Louis Public Schools
Date

Name
Associate Superintendent for Student Support Services
St. Louis Public Schools
Date



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-201-13-44

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved:
Agency/Partnership Agreement

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

SUBJECT: To approve the Agency Partnership Agreement with Jamison Memorial Human Resource & Development Agency (JSO) to operate a 21st Century Community Learning Center providing an after school and summer programs. Programs will operate at two community sites in St. Louis City for the period of July 1, 2013 to June 30, 2016 at no cost to the District. The Agreement will be presented to the Board for renewal each year.

BACKGROUND: Jamison Memorial has committed to provide after school and summer programming to students in the St. Louis Public Schools attending The Academy of Environmental Science and Mathematics. There are specific outcome required by the state for the 21st Century funding. Jamison Memorial will provide an evaluation report after September, 2014 upon request.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1.A.3.d

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

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

Department: Community Education

Requestor: Judith King

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

John Windom, Exec. Director, Full Service Schools

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-45

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 # 06-26-12-66

SUBJECT: To approve the renewal of the Memorandum of Understanding (MOU) with Gateway Greening to establish food producing gardens on SLPS grounds and to encourage collaborative efforts in support of excellence in school gardening as a part of the Farm-to-School Program. The MOU will be for the period July 1, 2013 through June 30, 2014.

BACKGROUND: Gateway Greening will provide the resources needed to establish a school garden, provide printed curricula and nutrition literature, and will also provide a train-the-trainer class for successful supervision of the school gardens. Gateway Greening is providing support to 22 schools .

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

Stacy Clay, Dep. Supt., Institutional Advancement

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

MEMORANDUM OF UNDERSTANDING
(NON-FUNDRAISING)

This Memorandum of Understanding (“MOU”) is entered into by and between the Saint Louis Public Schools (“SLPS”) and the Gateway Greening (“Agency”) on this 1st day of July, 2013.

The purpose of this Memorandum of Understanding is to establish a partnership between Gateway Greening and the St. Louis Public Schools in order to: provide nutrition education in the St. Louis Public Schools and to participate in community health awareness activities.

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 permission to establish school gardens on SLPS property for the use of students tending the garden under supervision of after school providers, interested school personnel, GGI and GGI volunteers. Identification and assistance in coordinating with approved after school providers.
- (b) Assistance in determining appropriate location for the school garden adjacent to available water and sunlight. Agree to provide secure storage area for modest amount of hand tools, hoses and wheelbarrows. Letters of support from school principals acknowledging support for the garden project and statistical information such as percentage of student eligible for free and reduced lunch. Agree to provide records of garden use and produce harvested.
- (c) Assistance in obtaining parental cooperation to fill out surveys associated with consumption of food grown, increased consumption of healthy fresh food at home and increased nutrition literacy due to the garden.
- (d) Grant access to school garden, students, and personnel by approved volunteer groups and non-profit organizations.
- (e) Cooperation in media promotion and recognition of gardening efforts.

6. Obligations of Agency:

- (a) Provision of all material resources needed to establish a school garden as agreed by SLPS, including tools, soil mix, lumber, curricula, seeds and plant materials.
- (b) Provision of printed curricula and nutrition literature tied to garden activities.
- (c) Provision of train the trainer professional development needed for successful supervision of a school garden and dissemination of nutrition information.

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) Students and student supervisors have the knowledge, tools, resources, and skills to appropriately build and tend a school garden.

(b) Train the trainer sessions delivered appropriate information on gardening and nutrition.

(c) Children are consuming garden produce and understanding the value garden produce adds to their health as communicated through garden based curriculum

8. Term and Termination: The term of the MOU will be July 1, 2013 to 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

Gateway Greening

By: _____
Name: _____
Title: _____

By: Mike Sorth
Name: _____
Title: Executive Director



Board Resolution

Date: May 30, 2013

Agenda Item: 06-27-13-46

To: Dr. Kelvin R. Adams, Superintendent

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

Action: X

Action to be Approved:
 Purchase a Good/Service

Other Transaction Descriptors: _____

SUBJECT:

To approve the purchase of K12's A+ and Aventa Credit Recovery Software licenses through the Cooperating School District from August 1, 2013 through July 31, 2014 at a cost not to exceed \$300,000.

BACKGROUND:

ACE Learning programs previously provided Credit Recovery Services to the District using Plato and A+ software for approximately 200 students as contracted at a cost of \$1,300,000. Through diligent analysis and consideration, the district has determined that it may reach more students and improve the overall operating cost of this effort if the program services were provided internally. This is a practice currently conducted across the country in districts such as Kansas City, Missouri and East Baton Rouge, Louisiana.

Accountability Plan Goal: Goal I: Student Performance

Objective/Strategy:

I.A.

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

Fund Source: 802 - C6 - 110 - 2336 - 6441	Requisition #:
Amount: \$ 300,000.00	
Fund Source: - - - -	Requisition #:
Amount:	
Fund Source: - - - -	Requisition #:
Amount:	
Cost not to Exceed: \$ 300,000.00 <input checked="" type="checkbox"/>	Pending Funding Availability Vendor #: 600009034

Department: Academic Office

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Nicole Williams, Dep. Supt., Academics 5/30/13

Dr. Kelvin R. Adams, Superintendent



St. Louis Credit Recovery - CSD Pricing

Category	Billed?	Description	Unit Price	400	600	900
These services are provided by CSD at no additional cost provided the entire package is taken as represented here by St. Louis Public Schools. Cooperating School Districts will provide additional helpdesk support, professional development, marketing services - press release, media release for radio and television, letters to parents, liaison between K12 & SLPS, and additional personalized reporting.						
Curriculum	Billed upon agreement	Enrolled user seats with Peak Library (includes all cr, peak library)	\$240 per enrolled user	96,000	144,000	216,000
Support and Professional Development for Staff	Billed upon usage as needed	Original credit instruction allowance per year at 155 per semester and 6 semesters per student	\$155 per semester/student			84,000
Total Cost						300,000
Average Student Cost - \$1,066 (Based on a student needing a combination of credit recovery, original credit courses, and elective courses to graduate - instruction as needed)						
Virtual Students - \$3588 (Hospital Homebound, Long Term Suspension, etc where a student cannot attend school in a brick and mortar building)						
Includes HQT for Full Time						



BOARD RESOLUTION

Date: May 30, 2013

Agenda Item: 06-27-13-47

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Purchase of Good (s)

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

SUBJECT: To approve a purchase from Holt/McDougal for the textbook "United States Government, Principles and Practice" and resource materials for the 11th grade United States Government EOC course. All costs of this purchase will not exceed \$173,768.

BACKGROUND: The purpose of this purchase is to provide teachers with material for the eleventh grade United States Government EOC course. Presently government materials are suited to the ninth grade. This purchase would give teachers and students materials aligned to their grade level and prepare them for the End of Course Examination. The textbook and materials will be utilized starting in the 2013-2014 school year.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy:

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

Fund Source: 110-1151-847-NC-110-6421	GOB	Requisition #:
Amount: \$173,768.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$173,768.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600002265

Department: C&I

Requestor: Sheila Smith-Anderson

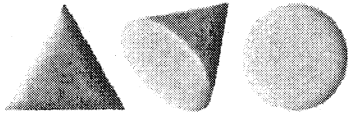
Sheila Smith-Anderson, Exec. Dir., Curr. Instruc

Dr. Nicole Williams, Dep. Supt., Academics

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



Houghton Mifflin Harcourt

Cost Proposal
Prepared For

St Louis City Public Sch Dist

801 N 11th St
Saint Louis MO 63101

Attention:
Olivia White
olivia.white@slps.org

For the Purchase of:

HMD GOVERNMENT 2012

Prepared By
David Larson
david.larson@hmc.com

PLEASE SUBMIT THIS PROPOSAL WITH YOUR PURCHASE ORDER.



Houghton Mifflin Harcourt

Attention:
Olivia White
olivia.white@slps.org

Customer Service
9205 South Park Center Loop
Orlando, FL 32819
FAX: 800-269-5232

**Proposal for
St Louis City Public Sch Dist
HMD GOVERNMENT 2012**

ISBN	Title	Sale Price	Purchase		Complimentary	
			Quantity	Amount	Quantity	Value
United States Government						
XX						
Student Resources						
1453140	9780547557489 Student Premium Print/Online Package Government 2012	\$81.20	2,000	\$162,400.00		
1206172	9780554008134 Interactive Reader And Study Guide	\$11.40			550	\$6,270.00
1118345	9780030419225 Constitution Study Guide	\$16.30			550	\$8,965.00
1206859	9780554010564 Spanish/English Interactive Reader And Study Guide	\$11.40			55	\$627.00
1445604	9780547520490 Government Interactive Online Edition 6 yr	\$53.40			2,000	\$106,800.00
1453973	9780547560335 Student One Stop CD-ROM Class Set of 25	\$570.00			55	\$31,350.00
Total for Student Resources				\$162,400.00		\$154,012.00
XX						
Teacher Resources						
1441793	9780547497129 Government Teacher's Edition	\$106.80			55	\$5,874.00
1207569	9780554012988 Advanced Placement Review And Activities With Answer Key	\$17.05			55	\$937.75
1206862	9780554010571 Progress Assessment Support System With Answer Key	\$47.55			55	\$2,615.25
1206553	9780554009537 Supreme Court Case Studies With Answer Key	\$22.75			55	\$1,251.25
1445614	9780547520599 PowerNotes Presentationwith Media Gallery DVD-ROM	\$145.00			55	\$7,975.00
1445608	9780547520520 Teacher One Stop DVD-ROM	\$145.00			55	\$7,975.00
<i>Includes: Advanced Placement Review and Activities with Answer Key, Audio, Calendar Planner, Chapter Resource Files, Democracy and Civic Education Resources, Differentiated Instruction Modified Worksheets & Tests, Differentiated Instruction Teacher Management System, English Language Learner Strategies and Activities, 2008 Election Update, ExamView, Foundations of Democracy Activities, Graphic Organizers, Guiding Reading Activities with Answer Key, Interactive Reader and Study Guide (and Spanish version), MindPoint Quiz Show, Power Notes Presentations, Progress Assessment Support System, PuzzlePro, Reading Social Studies, Student Casebook, Supreme Court Case Studies, Teacher Edition, Teaching Transparencies.</i>						
1445514	9780547520544 Government Interactive Online Edition 6 yr	\$80.10			55	\$4,405.50
1206856	9780554010557 Differentiated Instruction Teacher Management System	\$34.85			55	\$1,916.75
1206558	9780554009544 Foundations Of Democracy Activities	\$17.05			55	\$937.75
1206868	9780554010595 Guided Reading Activities With Answer Key	\$17.05			55	\$937.75
1206871	9780554010601 Virtual File Cabinet DVD-ROM Grades	\$227.25			55	\$12,498.75
Total for Teacher Resources						\$47,324.75
Total for United States Government				\$162,400.00		\$201,336.75

Proposal Summary	Total Value of Proposal:	\$375,104.75
	Total Complimentary:	\$201,336.75
	Subtotal Purchase Amount:	\$162,400.00
	Shipping & Handling (7.00%):	\$11,368.00
	Total Cost of Proposal (PO Amount):	\$173,768.00



Houghton Mifflin Harcourt

Attention:
Olivia White
olivia.white@slps.org

Customer Service
9205 South Park Center Loop
Orlando, FL 32819
FAX: 800-269-5232

St Louis City Public Sch Dist

HMD GOVERNMENT 2012

Total Cost of Proposal (PO Amount):		\$ 173,768.00	
Total Value of Proposal:	\$ 375,104.75	Total Savings:	\$ 201,336.75

This is a cost proposal only. Orders submitted under this proposal on or before the expiration date are subject to acceptance at Houghton Mifflin Harcourt's main office and are subject to the applicable terms in Houghton Mifflin Harcourt's invoice issues for such order.

Date of Proposal: 4/24/2013

Proposal Expiration Date: 6/8/2013



Houghton Mifflin Harcourt

Prices: Prices quotes are wholesale school prices and do not include transportation charges unless otherwise stated in this proposal. These wholesale school prices apply to the educational customers of Houghton Mifflin Harcourt. Prices quoted are valid for orders submitted on or before the expiration date set forth in the proposal.

Educational customers are billed at wholesale school price, f.o.b. shipping point, with a prepaid transportation charge and, unless the customer specifically requests otherwise, a charge for our guarantee of delivery is added to the invoice when shipped via U.S. Postal service. For educational customers preferring f.o.b. destination billing, ten and a half percent (10.5%) of wholesale school price is added and we pay transportation charges and guarantee delivery. Prices do not include any sales tax. Applicable sales tax, if any, will be added to the invoice unless an appropriate tax exemption certificate has been furnished to Houghton Mifflin Harcourt.

Upon receipt of purchase order, gratis items will be shipped in direct proportion to pupil materials purchased. If purchases vary from those included in this proposal, gratis items will change accordingly. Gratis items may also change if purchase is other than a direct school district to publisher order, such as via a third-party vendor or jobber.



Houghton Mifflin Harcourt

Attention:
Olivia White
olivia.white@slps.org

Customer Service
9205 South Park Center Loop
Orlando, FL 32819
FAX: 800-269-5232



Kelvin R. Adams, Ph. D.
Superintendent of Schools
Nicole Williams, Ed. D.
Deputy Superintendent of Academics
Sheila Smith-Anderson
Executive Director of Curriculum and Instruction
Olivia White
Social Studies Specialist K-12

Memorandum

To: Colleen Buckley, Deborah Schmidt, Heidi Kukay, Tina Gross, Brian Bettlach, Melinda Nikolaisen, Debra Acton, Monica Freese, Jeffrey Davis, Tammy O'Connor, Sarah Siegel, Keith Northway, Shamonda Owens, Lucy Duffey, Gegimara RaEl, Krista Germann, Yolanda Burnett, Kristen Wimbley, Amanda Halbert, Teron Sharp
From: Olivia White, Social Studies Specialist
Date: April 4, 2013
Re: American Government Textbook Adoption

The American Government course will be reintroduced as the required 11th grade social studies subject for 2013-2014. You are invited to serve as a member of the St. Louis Public Schools' American Government Textbook Adoption Committee. Committee members should plan to attend each meeting, as you are the core members and the textbook selection/adoption process is an important part of our instructional program.

All sessions will take place at the Administrative Office Building and start at 3:30 (*on the first date registration/orientation for the committee members will start at 2:30pm*).

Tuesday, April 23, 2013/Curriculum & Instruction Office/Registration – 2:30 pm

Tuesday, April 23, 2013/Room 3-7/Pearson Publishing – 3:30 pm

Tuesday, April 23, 2013/Curriculum & Instruction Office/Houghton Mifflin – 4:30 pm

Tuesday, April 23, 2013/Room 3-7/TCI/ - 5:30 pm

Wednesday, April 24, 2013/Room 3-7/Glencoe – 3:30 pm

Wednesday, April 24, 2013/Curriculum & Instruction/Committee Discussion – 4:30 pm

Parking will be validated, so bring in your parking ticket. Refreshments will be served.

The adoption process will be fairly intense, as the time span for textbook selection is very limited. During the registration meeting, we will review the goals and timelines for the textbook recommendation, discuss the schedule for rewriting the American Government curriculum, preview various forms and materials which will help us assess the correlations of the textual materials to Common Core and Missouri Social Studies Standards. We will also review our policies and restrictions for the textbook adoption committee.

If you have any questions/concerns, please e-mail or call me (Olivia.White@slps.org) or (314) 345-4460).

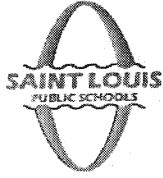
St. Louis Public Schools
American Government Textbook Adoption
April 23 - 24, 2013

Agenda- April 23, 2013

Sign-In/Orientation/Room 3-7	2:30 – 3:25 pm
• Adoption Process Review	
• Board Policy	
• Review Guidelines and Rating Scale	
Presentation – Pearson Publishing Room 3-7	3:30 – 4:15 pm
Presentation – Houghton Mifflin Publishing Curriculum & Instruction Meeting Area	4:30 – 5:15 pm
Presentation – TCI Publishing Room 3-7	5:50 – 6:15 pm
Wrap Up/Dismissal	6:30 pm

Agenda – April 24, 2013

Sign-In/Room 3-7	3:00 – 3:25 pm
Presentation – Glencoe/McGraw-Hill	3:30 – 4:15 pm
Committee Discussion & Review	4:30 – 5:50 pm
Wrap Up/Dismissal	6:00 pm



Kelvin R. Adams, Ph.D.
Superintendent of Schools
Nicole Williams, Ph.D.
Deputy Superintendent for Academics
Sheila Smith-Anderson
Executive Director Curriculum and Instruction
Olivia White
Social Studies Curriculum Specialist

March 29, 2013

David Larson
Houghton Mifflin Harcourt Publishing
1900 South Batavia Avenue
Geneva, IL 60134

Dear Mr. Larson,

You are invited to participate in the St. Louis Public Schools Secondary American Government Textbook Adoption Process. The recommendation for adoption (*subject to the availability of funds*) will be made in May 2013, so the committee is on a fairly intense schedule.

The guidelines and criteria for participation are as follows:

I. DISPLAY OF MATERIALS

- Provide a display and sample of your American Government materials for 11th grade.
- Materials will need to be on display for committee review through April 26, 2013.
- Provide a table cover, banner or logo for your display area. A location in the display area will be reserved for your company.
- The place and time to set up your display will be forwarded upon your response to this invitation.

II. COMPANY PRESENTATIONS

- Plan to conduct a presentation to the committee on Tuesday, April 23, 2013, from 5:30 PM to 6:15 PM. Multiple publishers will be scheduled for presentations on this date, so be prepared to start promptly at 5:30 PM with your presentation, question and answer period, and any other accommodations you may wish to provide for the committee.
- No reference to the cost of materials or cost to the district should be made during the presentation. Your cost and service proposals should be provided to the Executive Director of Curriculum, Mrs. Sheila Smith-Anderson, at a scheduled time after the presentation for final negotiations.
- Any materials you wish to distribute to the committee members should be distributed equitably during the presentation. You may anticipate approximately twenty committee members.

III. COMMUNICATIONS

- Sales representatives and other publishing company employees shall limit their input, materials, and contacts with committee members and other educators to the requests outlined in the correspondence from the Social Studies Specialist. **No contacts regarding the materials under consideration for adoption shall be initiated by the publishers or their employees.**
- Sales representatives and other publishing company employees shall make no offers of “free” materials or any type of incentives to the committee members or any district employee.
- Samples of the program shall not be distributed to any person or school in the district without a written request approved by the Executive Director of Curriculum and Instruction, Mrs. Sheila Smith-Anderson.
- Publishers shall not initiate pilots without written authorization from Curriculum Supervisors, and pilots shall, generally, not be approved in areas involved in the evaluation and adoption process. **Independent pilots shall not be considered in the adoption process.**
- During the period of the review, adoption and approval process, all communication related to your product must be directed solely to Mrs. Sheila Smith-Anderson. At no time should any individual committee member be contacted.

Should any of the aforementioned directives be violated, it will result in immediate dismissal from further adoptions within the St. Louis Public School District.

This is an exciting venture. We look forward to your participation in the process. If these logistics are agreeable to you, please email a memo stating your acceptance, to the attention of:

Olivia White
Social Studies Specialist
St. Louis Public Schools
801 N. 11th Street
St. Louis, Mo 63101
Phone: (314) 345-4460
Cell: (314) 807-9817
Email Olivia.White@slps.org

Respectfully,

Olivia White

Olivia White

C: Sheila Smith-Anderson
Nicole Williams

R6161. 1

**ST. LOUIS BOARD OF EDUCATION REGULATION
INSTRUCTION
ELEMENTARY, MIDDLE AND SECONDARY
Instructional Services
Equipment, Books and Materials -- Textbooks and Workbooks**

All authorized textbooks, textual materials, and instructional supplies required for use in the schools shall be furnished free to students by the board. Only textbooks authorized by the board shall be used in the schools. Educational materials other than required textbooks and supplies may be furnished free to students by the board on the recommendation of the superintendent. Such books and materials remain the property of the board.

The board shall preferentially procure educational materials, including textbooks and collateral materials, from vendors who make the materials available in either Braille or electronic format which is computer readable in a form approved by the department of elementary and secondary education, or both, at no greater cost than for regular materials.

Selection of New Textbooks

Basic textbooks should be selected that provide material current in the field so the books may be used effectively for a period of years. Textbooks and textual materials will be selected as follows:

Recommendations for textual materials are made by the curriculum facilitators to the director of teaching and learning support. A curriculum advisory committee will be established, composed of teachers, administrators, parents and when appropriate, students. The curriculum facilitators and advisory committee shall examine all textual materials and make selections based on goals and objectives.

Specific needs for a curriculum guide will be established in writing and the book(s) selected will be the one(s) that, in the opinion of the curriculum facilitator and the curriculum advisory committee, best meets the needs of the curriculum.

All companies will be invited to submit sample copies of appropriate textual materials to the curriculum supervisors. Enough time will be allowed to the curriculum supervisors and curriculum advisory committee for a thorough evaluation of textual materials.

Textbooks and textual materials recommended will be submitted by the curriculum supervisors to the director of teaching and learning support for presentation to the associate superintendent for site support/instructional and leadership, the superintendent's cabinet, and the superintendent. The recommendation will then be presented to the Board of Education for approval.

Ordering New Textbooks

When the budget is approved in final form the superintendent or designee shall, within the limits of the adopted budget, direct the purchase of books, supplies, equipment and other instructional materials.

The division of teaching and learning support shall forward orders for textbooks and textual materials to

the office of purchasing. The number of books ordered shall be consistent with established quotas.

Generally, elementary and middle school textbooks shall be issued on a per student basis with additional textbooks provided to allow for enrollment changes. Secondary textbooks usually shall be issued on a per student basis with an additional percentage allowance for changing conditions. Some textbooks shall be issued in sets on the basis of one set per class, according to the greatest number of students in the class, in a particular grade. Others shall be issued on a per school basis.

Elementary and middle school textbooks allotted on a per room basis shall be distributed to classrooms having split grades as follows:

The maximum allowable if student enrollment for the grade is at least equal to the quota.

One per student if student enrollment for the grade is less than the quota.

Authorized Use

No books, including supplementary texts, except those authorized by the Board of Education and those selected for experimental use in compliance with procedures set by the superintendent of schools, may be purchased, received as a gift, or brought into the school for student use.

It is the responsibility of the principal to make certain that each teacher has all the authorized books, consistent with quotas, necessary for the instructional program outlined in the curriculum guides.

Additional Textbooks

Requests for textbooks in excess of school enrollment and/or quotas shall be made by the principal to the associate superintendent for site support/instructional and leadership. Upon approval by the appropriate executive director, the orders will be forwarded directly to the office of purchasing for processing, and notice of approval shall be sent to the principal.

Requests for additional textbooks and or textual materials to accompany a syllabus for an experimental project shall be made by the principal to the assistant superintendent. Upon approval by the appropriate assistant superintendent, the request shall be submitted to the division of teaching and learning support for review no later than November 1 of the year preceding the course offering. The request then shall be forwarded to the associate superintendent for site support/instructional and leadership for approval and submission to the Board of Education, if necessary, by the end of January. The requesting school and the assistant superintendent will be notified of approval or disapproval.

References

Legal: Section 170.132 RSMo.

Regulation approved: June 26, 1990

Revised: December 07, 1999

P6161

**ST. LOUIS BOARD OF EDUCATION POLICY
INSTRUCTION
ELEMENTARY, MIDDLE AND SECONDARY
Instructional Services**

Equipment, Books and Materials

The Board of Education, upon the recommendation of the superintendent, shall make provisions for the selection and acquisition of appropriate textbooks, supplementary instructional materials, teaching aids, art supplies, musical instruments, athletic equipment, laboratory equipment, audiovisual equipment, standardized tests and questionnaires and, similar materials needed for the district's instructional program.

The superintendent in conjunction with teachers, other professional staff members, and parents shall provide the board with recommendations for instructional materials that reflect the following philosophy:

To provide materials that will enrich and support the curriculum and are up-to-date. These materials should be matched to the district's objectives and student developmental levels and achievement.

To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.

To provide a background of information that will enable students to make intelligent judgments in their daily lives.

To provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking.

Equipment, Books and Materials (continued) P6161

To provide materials representative of varied religious, ethnic, and cultural groups and their contribution to our heritage.

Every effort will be made to ensure the acquisition and equitable distribution of instructional resources consistent with the budget.

Reference

Legal: Missouri School Improvement Standard 7.3

Policy adopted: June 26, 1990

Revised: September 8, 1998

In each Item or feature rank the textbook on a scale of 1-5 (1 being poor, 5 being Excellent)

Pearson (Magruder's)

Priority Items:

- ___ Principles of Democracy
- ___ History of the United States
- ___ Economic Concepts
- ___ Geographical Study
- ___ Individuals, Groups, and Institutions

Design features:

- ___ Encourages Critical Thinking/Reflection
- ___ Content Matches Common Core Standards
- ___ Provides Explicit and Systematic Instruction
- ___ Includes Systematic and Cumulative Review of High Priority Concepts
- ___ Demonstrates and Builds Relationships between Fundamental Skills and Higher Order Skills
- ___ Integrates Assessment into the Teaching and Learning Process
- ___ Materials help teachers understand the content for themselves and foster better understanding of teaching and learning

Notes:

Holt/McDougal

Priority Items:

- Principles of Democracy
- History of the United States
- Economic Concepts
- Geographical Study
- Individuals, Groups, and Institutions

Design features:

- Encourages Critical Thinking/Reflection
- Content Matches Common Core Standards
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- Demonstrates and Builds Relationships between Fundamental Skills and Higher Order Skills
- Integrates Assessment into the Teaching and Learning Process
- Materials help teachers understand the content for themselves and foster better understanding of teaching and learning

Notes:

TCI (Government Alive)

Priority Items:

- Principles of Democracy
- History of the United States
- Economic Concepts
- Geographical Study
- Individuals, Groups, and Institutions

Design features:

- Encourages Critical Thinking/Reflection
- Content Matches Common Core Standards
- Provides Explicit and Systematic Instruction
- Includes Systematic and Cumulative Review of High Priority Concepts
- Demonstrates and Builds Relationships between Fundamental Skills and Higher Order Skills
- Integrates Assessment into the Teaching and Learning Process
- Materials help teachers understand the content for themselves and foster better understanding of teaching and learning

Notes:

Glenco

Priority Items:

- ___ Principles of Democracy
- ___ History of the United States
- ___ Economic Concepts
- ___ Geographical Study
- ___ Individuals, Groups, and Institutions

Design features:

- ___ Encourages Critical Thinking/Reflection
- ___ Content Matches Common Core Standards
- ___ Provides Explicit and Systematic Instruction
- ___ Includes Systematic and Cumulative Review of High Priority Concepts
- ___ Demonstrates and Builds Relationships between Fundamental Skills and Higher Order Skills
- ___ Integrates Assessment into the Teaching and Learning Process
- ___ Materials help teachers understand the content for themselves and foster better understanding of teaching and learning

Notes:

ATC

Review Guidelines



General review guidelines are often requested by curriculum supervisors, school boards, teachers and others in charge of the selection of history textbooks. Some reviewers seek fully quantifiable standards, exact readability gauges, and "scientific" formulas. They should understand that such mechanical devices do not exist. Reviewers instead should try to set reasonable, not inflexible criteria for textbook language and content. This paradigm is adapted from History Textbooks: A Standards and Guide (1994) and featured in the Massachusetts History and Social Sciences Curriculum Framework (2002).

Basic Questions

Is the information accurate? Is the treatment of various groups in society fair and unbiased? Is the reading level appropriate for the students who will be using the material? Is the book written in a clear and comprehensible manner? Is the book written in a style that will be interesting and hold the student's attention? Do the review questions and other end-of-chapter exercises support the material presented in the narrative? Are pictorial and sidebar materials relevant to the subject matter? Are chronology and linkages with geography integral to the book's design?

Content and Style

Examine the table of contents. What subjects are emphasized? What themes and patterns emerge? What logic guides the movement of the text? What kinds of history are stressed? In the case of American history, does the book develop the idea of a national character and civic identity? In the case of world history, does the book explain the unique impact of Western ideas and technology on global society?

Examine one unit. Is there a systematic development of ideas? Are topics treated in depth? Is the narrative lively in style and rich with experiences of people? Is there correspondence between the narrative and the illustrations, sidebars, supporting biographies, or primary source references? Is literature included or referenced? Are different genre of primary sources included, either as a complete reference or in a meaningful excerpted passage?

Instructional Activities and Teacher Guidance Materials

Read over a lesson. Compare the material intended for the student and that intended to guide the teacher. Identify the lesson goal or objective. Is it sound? Look at the way in which primary sources,


maps, graphs, and tables are used to enhance the core text.

Examine the instructional activities. Do they provide opportunities for students to be actively engaged in the learning process? Are they varied? Are opportunities to write provided? Can students of differing abilities find opportunities for success in learning the content? Do questions provided for students help them to analyze the information and to think critically; that is, to reflect, hypothesize, analyze, verify, synthesize? Do the activities provide for curriculum integration and correlation? Do students have opportunity to discuss or debate ideas presented in the textbook? Do activities become more challenging as the year progresses?

Examine the teacher's edition. Is a detailed scope and sequence list for the course provided? Is there a direct relation between the teachers' the students' materials? Are these teachers' materials more than banal marginalia? Are opportunities offered to extend or enrich the text? Are primary sources or literature a part of this extension?

Examine another lesson in the teacher's text. Are there ideas, activities, or suggested materials to engage student interest? Do the activities make sense? Are they varied? Are they appropriate for the grade level and the reading ability of students? Are varied instructional strategies suggested to meet the learning styles or ability levels of different students? Can students generate their own questions? Are extension activities suggested? Are they meaningful?

Examine evaluation and assessment materials. Are both formal and informal assessment strategies suggested? Do these strategies enable students to hypothesize, analyze, and draw conclusions about the subject matter they are studying? Do assessment strategies include student writing exercises?



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BOARD RESOLUTION

Date: May 23, 2013

Agenda Item : 06-27-13-48

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Debra Falkiner, Director of Parent and Student Engagement

Action to be Approved: Purchase of Services

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

Previous Board Resolution # 07-10-12-38

Prior Year Cost \$20,767.50


SUBJECT: To approve the cost of printing the 2013-2014 Student Code of Conduct Handbook by Ricoh (lowest bidder) at a cost not to exceed \$24,606, pending funding availability

BACKGROUND: The Missouri School Improvement Program requires that the District distributes a student code of conduct and provides a protected, orderly environment. (MSIP 6.6)

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

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


Fund Source: 822-C6-110-2336-6319	GOB	Requisition #:
Amount: \$ \$24,606		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$24,606	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600005019



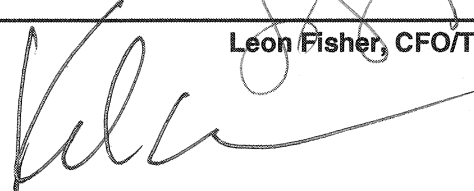
 Debra Falkiner, Director of Parent and Student Engagement



 Angela Banks, Budget Director



 Leon Fisher, CFO/Treasurer



 Dr. Kelvin R. Adams, Superintendent



May 23, 2013

MEMORANDUM

TO: Dr. Kelvin Adams
FROM: Debra Falkiner
RE: Bid - Code of Conduct Handbook Printing

The evaluation took place on May 23, 2013. The evaluation committee consisted of the following:

Debra Falkiner Director, Parent and Student Engagement

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

Company Name	Bid Amount	Award (Y/N)
Ricoh	\$24,606	Y
OfficeMax	\$24,900	N
Xerox	\$25,188	N

One copy of the bids is on file along with this evaluation record in the Purchasing department.

Debra Falkiner
Director
Parent and Student Engagement

Quotes for Code of Conduct Books

30,000 copies

64 pages

60 pages inside, 60# uncoated text/regular paper

4 page cover, 80# uncoated/non glossy card stock

Cover: 80# uncoated/non glossy cardstock

Inside: 60# uncoated text

Straight full vertical perforation on 1-page

Saddle-stitch to 8.5x11

Counted, boxed and labeled per school.

Spreadsheet with information will be provided with the original document.

Document to printer July 2, 2013

Proof from printer no later than July 9, 2013

Delivery to 801 N. 11th St. by July 19, 2013

It is possible the document will be available one week earlier, which would require the proof and delivery to be available one week earlier.

Quotes needed for:

Black printing only – cover and text

Black printing inside with full color cover

Red/black printing inside with full color cover

RICOH QUOTE:

Opt 1 - black ink throughout	\$22,096
Opt 2 - 4/4 cover and K text	\$22,474
Opt 3 - 4/4 cover and 2C text	\$24,606



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-49

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Cleopatra Figgures, Dep. Supt., Accountability

Action to be Approved:
Purchase of Good(s)/Service(s)

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

Previous Board Resolution # 06-26-12-83

Prior Year Cost \$30,000.00

SUBJECT: To approve a sole source purchase from CTB/McGraw-Hill, as mandated by the State of Missouri, for the Grade Level Assessment (MAP GLA) tests as scheduled on the District's school calendar. Cost includes purchase of test booklets/scoring/reporting services from CTB/McGraw-Hill for the 2013-2014 school year, at a cost not to exceed \$30,000.00.

BACKGROUND: The MAP Grade Level assessment is the state-mandated test used as the measurement for Annual Performances Report (APR) in elementary and middle schools, for District accreditation and as a part of No Child Left Behind (NCLB).

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.A

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

Fund Source: 984-00-110-2822-6319	GOB	Requisition #:
Amount: \$30,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$30,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600000498

Department: Accountability

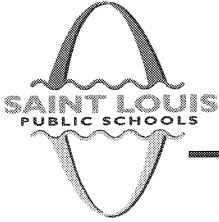
Requestor: Bertha Doar

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Cleopatra Figgures, Dep. Supt., Accountability

Dr. Kelvin R. Adams, Superintendent



Bertha P. Doar, Ph.D.
Director of Assessment

Bertha.Doar@slps.org
314-345-2360

May 28, 2013

TO: Dr. Figgures, Deputy Superintendent of Accountability

FR: Bertha Doar, Director of Assessment

RE: Budget resolutions for Academic year 2013-2014

Recently the Assessment Office submitted several resolutions for sole source contracts with the following vendors:

- 1) CTB McGraw-Hill for MAP GLA and Acuity;
- 2) ACT, Inc, for EXPLORE and PLAN, and
- 3) Questar for MAP EOC testing.

All of these resolutions are estimated costs proposals. As with all testing, final costs depend on several factors, namely the number of students actually tested, the cost of the test and score reporting. The Assessment Office will not know the exact number of students testing until they are tested. In addition, ACT, Inc. has not posted their test/scoring prices for the upcoming academic year. This vendor last increased their prices several years ago and they are due for another cost adjustment. Therefore, these resolutions include cost estimates.

If you have further questions or concerns, please feel free to contact me.



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Dr. Bertha Doar	Date: 4/24/13
	Phone Number: 345-2360
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
MAP Grade Level Assessments for Elementary and Middle Schools; State Assessment required for Accreditation and NCLB compliance	
Vendor Name: CTB McGraw/Hill	Email:
Vendor Contact: Assessment Office	Phone Number: 800-544-9868
Justification Information	
1. Why the uniquely specified goods are required?	
State required for accreditation and NCLB compliance	
2. Why good or services available from other vendors /competitors are not acceptable?	
State required for accreditation and NCLB compliance	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
State required for accreditation and NCLB compliance	
4. List the Names of other Vendors contacted & Price Quotes:	
None	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
Your sole source request will not be approved without the required signatures below:	
Department Head	Date
CFO	Date
Superintendent	Date

Sole Source Checklist

1. Check one of the following:

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

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

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

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

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

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

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

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

- Document a search for additional suppliers

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

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

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

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

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

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

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

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

- Sole supplier (i.e. Regional Distributor)

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

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

- Complete Emergency Purchase Form

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



Vendor Performance Report

Type of report: Final x Quarterly <input type="checkbox"/>		Report Date: 5/21/13
Dept / School: Accountability/Assessment		Reported By: Bertha Doar
Vendor: CTB McGraw/Hill		Vendor #: 600000498
Contract # / P.O/ #: 4500165366		Contract Name: MAP GLA
Contract Amount: \$ 30,000.00		Award Date: 6/26/12
Purpose of Contract (Brief Description):		
Norm Reference Assessment; results sued for academic program and grant evaluation		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5	
	X	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5	
	X	
	3	
	2	
	1	
Business Relations	X	
	4	
	3	
	2	
	1	
Customer Satisfaction	X	Company is very responsive to concerns
	4	
	3	
	2	
	1	
Cost Control	X	Delivery of state elementary test materials is timely and efficient.
	4	
	3	
	2	
	1	
Average Score	4.6	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: center;">Please Check Yes X No</p>		



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-50

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Cleopatra Figgures, Dep. Supt., Accountability

Action to be Approved: Purchase of Good (s)

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

Previous Board Resolution # 06-26-12-84

Prior Year Cost \$60,000.00

SUBJECT: To approve a sole source purchase from American College Testing (ACT) for the EXPLORE and PLAN tests to include test booklets and score reports for the 2013 - 2014 school year in amount not to exceed \$60,000.00.

BACKGROUND: Administered at grades 9 and 10 respectively, the EXPLORE and PLAN assessments address the MSIP College and Career Readiness Standard. The results of the tests are: 1) used to inform programs and services aligned to the College and Career Readiness Standard; 2) essential elements for high school career planning; and 3) prediction for future student performance on the ACT.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.A

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

Fund Source: 984-00-110-2822-6411	GOB	Requisition #:
Amount: \$60,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$60,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600002303

Department: Accountability

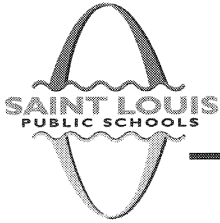
Requestor: Bertha Doar

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Cleopatra Figgures, Dep. Supt., Accountability

Dr. Kelvin R. Adams, Superintendent



Bertha P. Doar, Ph.D.
Director of Assessment

Bertha.Doar@slps.org
314-345-2360

May 28, 2013

TO: Dr. Figgures, Deputy Superintendent of Accountability

FR: Bertha Doar, Director of Assessment

RE: Budget resolutions for Academic year 2013-2014

Recently the Assessment Office submitted several resolutions for sole source contracts with the following vendors:

- 1) CTB McGraw-Hill for MAP GLA and Acuity;
- 2) ACT, Inc, for EXPLORE and PLAN, and
- 3) Questar for MAP EOC testing.

All of these resolutions are estimated costs proposals. As with all testing, final costs depend on several factors, namely the number of students actually tested, the cost of the test and score reporting. The Assessment Office will not know the exact number of students testing until they are tested. In addition, ACT, Inc. has not posted their test/scoring prices for the upcoming academic year. This vendor last increased their prices several years ago and they are due for another cost adjustment. Therefore, these resolutions include cost estimates.

If you have further questions or concerns, please feel free to contact me.



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Bertha Doar	Date: 5/21/2013
Department / School: Accountability/Assessment	Phone Number: 345-2360
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
ACT EXPLORE and PLAN testing at grades 9 and 10 respectively and ACT DCST and Online instruction at Grade 11 and as scheduled on the District's school and test calendards, including the purchase of test booklets and score reports from ACT, Inc.	
Vendor Name: ACT, INC	Email:
Vendor Contact: Assessment Office	Phone Number: General 319-337-1000
Justification Information	
1. Why the uniquely specified goods are required?	
Address the MSIP Standard (ACT calculations). The results of the tests are used to inform programs and services aligned to the Career Education Standards and are essential elements for high school career planning, and prediction of future student performance on the ACT.	
2. Why good or services available from other vendors /competitors are not acceptable?	
State required for accreditation and MSIP calculations	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
State required for accreditation and MSIP calculations	
4. List the Names of other Vendors contacted & Price Quotes:	
None	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
Your sole source request will not be approved without the required signatures below:	
Department Head	Date
CFO	Date
Superintendent	Date



Vendor Performance Report

Type of report: Final x Quarterly <input type="checkbox"/>		Report Date: May 21, 2013
Dept / School: Accountability/Assessment		Reported By: Bertha Doar
Vendor: American College Testing (ACT)		Vendor #: 600002303
Contract # / P.O. #: 4500163317		Contract Name: ACT Online
Contract Amount: \$ 60,000.00		Award Date: 6/26/2012
Purpose of Contract (Brief Description): Norm Reference Assessment; results used for academic program and grant evaluation		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 X 3 2 1	
Timeliness of Delivery or Performance	5 X 3 2 1	
Business Relations	5 X 3 2 1	
Customer Satisfaction	5 X 3 2 1	
Cost Control	5 X 3 2 1	
Average Score	4.0	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes X No <input type="checkbox"/>		



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-51

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Cleopatra Figgures, Dep. Supt., Accountability

Action to be Approved: Purchase of Service (s)

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

Previous Board Resolution # 06-30-11-38

Prior Year Cost \$25,000.00

SUBJECT: To approve a sole source purchase from Questar Assessment Inc., as mandated by the State of Missouri, for the Missouri Assessment Program End of Course (MAP EOC) tests as scheduled on the District's school calendar. The cost includes purchase of online tests/scoring services from Questar Assessment Inc., for the 2013-2014 school year at a cost not to exceed \$25,000.00.

BACKGROUND: The MAP EOC is the state-mandated test used as the measure for Adequate Yearly Progress (AYP) in secondary schools, as a part of No Child Left Behind (NCLB), and also for the Annual Performance Report (APR), used for District accreditation.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.A

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

Fund Source: 984-00-110-2822-6319	GOB	Requisition #:
Amount: \$25,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$25,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600014534

Department: Accountability

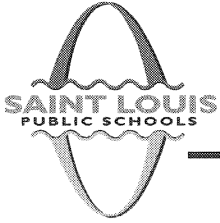
Requestor: Bertha Doar

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Cleopatra Figgures, Dep. Supt., Accountability

Dr. Kelvin R. Adams, Superintendent



Bertha P. Doar, Ph.D.
Director of Assessment

Bertha.Doar@slps.org
314-345-2360

May 28, 2013

TO: Dr. Figgures, Deputy Superintendent of Accountability

FR: Bertha Doar, Director of Assessment

RE: Budget resolutions for Academic year 2013-2014

Recently the Assessment Office submitted several resolutions for sole source contracts with the following vendors:

- 1) CTB McGraw-Hill for MAP GLA and Acuity;
- 2) ACT, Inc, for EXPLORE and PLAN, and
- 3) Questar for MAP EOC testing.

All of these resolutions are estimated costs proposals. As with all testing, final costs depend on several factors, namely the number of students actually tested, the cost of the test and score reporting. The Assessment Office will not know the exact number of students testing until they are tested. In addition, ACT, Inc. has not posted their test/scoring prices for the upcoming academic year. This vendor last increased their prices several years ago and they are due for another cost adjustment. Therefore, these resolutions include cost estimates.

If you have further questions or concerns, please feel free to contact me.



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Dr. Bertha Doar	Date: 4/24/13
	Phone Number: 345-2360
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
End of Course Assessments for High Schools; State Assessment required for Accreditation and NCLB compliance	
Vendor Name: Questar	Email:
Vendor Contact: Assessment Office	Phone Number: 800-571-2545
Justification Information	
1. Why the uniquely specified goods are required?	
State required for accreditation and NCLB compliance	
2. Why good or services available from other vendors /competitors are not acceptable?	
State required for accreditation and NCLB compliance	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
State required for accreditation and NCLB compliance	
4. List the Names of other Vendors contacted & Price Quotes:	
None	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
Your sole source request will not be approved without the required signatures below:	
Department Head	Date
CFO	Date
Superintendent	Date

Sole Source Checklist

1. Check one of the following:

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

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

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

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

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

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

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

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

- Document a search for additional suppliers

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

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

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

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

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

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

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

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

- Sole supplier (i.e. Regional Distributor)

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

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

- Complete Emergency Purchase Form

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

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



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: April 24, 2013
Dept / School: Accountability/Assessment		Reported By: Bertha Doar
Vendor: Questar Assessment Inc.		Vendor #: 600014534
Contract # / P.O/ #: 4500165677		Contract Name: MAP EOC
Contract Amount: \$	\$ 25,000.00	Award Date: 6/26/2012
Purpose of Contract (Brief Description): Norm Reference Assessment; results used for academic program and grant evaluation		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 X 3 2 1	
Timeliness of Delivery or Performance	5 4 X 2 1	There was a delay in the reporting of test scores for the Spring window for Biology and English II. Scores had to be re-calibrated due to scoring errors, which delayed obtaining results.
Business Relations	5 X 3 2 1	
Customer Satisfaction	5 X 3 2 1	
Cost Control	5 X 3 2 1	
Average Score	3.8	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"/>		



BOARD RESOLUTION

Date: May 28, 2013

To: Dr. Kelvin R. Adams, Superintendent

From: Travis Brown, Director - Athletics

Agenda Item : 06-27-13-58
Action:

Action to be Approved: RFP/Bid RFP 039-1213

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

Previous Board Resolution # 11-15-12-18 & 06-26-12-85

Prior Year Cost \$199,577.00

SUBJECT: To approve the purchase of athletic equipment (including 64 football helmets) and uniforms for the high school and middle school sports programs for the 2013-2014 school year from the selected vendors as determined by the responses to the Referenced RFP. The cost of the combined purchase will not exceed \$169,000.00.

BACKGROUND: The equipment and uniforms included in the RFP are for all the boys and girls sports for the 2013-14 sports seasons. The selected vendors are: Curt Smith Sporting Goods, Riddell/All American, and BSN Sports.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.A.

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

Fund Source: 833-00-110-1422-6411	GOB	Requisition #:
Amount: \$169,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$169,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: Various

Department: Public High League

Requestor: Martin Jenkins

Travis Brown, Director - Athletics

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



May 28, 2013

MEMORANDUM

TO: Dr. Kelvin Adams
FROM: Martin Jenkins
RE: Bid for Athletic Equipment and Uniforms

The evaluation took place on May 14, 2013. The evaluation committee consisted of the following:

Louis Findley	Cleveland NJROTC Athletic Director
Charlie Bean	Carnahan Athletic Director
Anthony Mitchell	Sumner Athletic Director
Steve Hall	Roosevelt Athletic Director
Martin Jenkins	Coordinator/Supervisor of the Public High League

Bids from the following companies were evaluated and each individual equipment and uniform item was evaluated for price and quality of the item bid. Bids on individual items were selected from three of the five companies.

Company Name	Estimated Cost	Award (Y/N)
BSN	\$51,975	Yes
Curt Smith	\$93,206	Yes
MF Athletic		No
Riddell	\$23,819	Yes
S & S		No
Total	\$169,000	

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

Martin Jenkins
Coordinator/Supervisor of the Public High League



BOARD RESOLUTION

Date: May 20, 2013

Agenda Item : 06-27-13-58

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Col. Lisa Taylor-Brown, Dir., Safety/Security

Action to be Approved: Purchase of Good (s)

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

Previous Board Resolution # 09-27-12-01

Prior Year Cost \$16,768.00

SUBJECT: To approve the purchase of uniforms (up to 150) and equipment /supplies for the Safety and Security Officers from Leon Uniform Company for the 2013-14 school year at a total combined cost not to exceed \$16,768.00 (\$12,000.00 for uniforms and \$4,768.00 for equipment/supplies).

BACKGROUND: The District has 126 returning Safety and Security Officers that will receive a uniform. Uniforms will consist of one (1) shirt and one (1) pair of trousers for each returning employee and three (3) shirts and two (2) pair of trousers for new hires. Additionally, other equipment/supply items such as badges, mace, handcuffs, handcuff cases, emblems, and id/badge holders will also be purchased on an as needed basis. This is the final year for the 2011-12 negotiated bid pricing.

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: 829-00-110-2333-6411	GOB	Requisition #:
Amount: \$16,768.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$16,768.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600003852

Department: Safety and Security

Requestor:

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Col. Lisa Taylor-Brown, Dir., Safety/Security

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: May 30, 2013

Agenda Item : 06-27-13-54

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Purchase of Good (s)

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

RFP/Bid # Purchase Musical Equipment for Central VPA

SUBJECT: To approve the purchase of musical equipment in the amount of \$50,377.06 from Virco, through our US Communities Purchase Agreement, and a grand piano in the amount of \$21,195.00 from Lacefield Music, for the Central Visual and Performing Arts High School. The musical equipment will be funded through the Proposition S Bond Program, and the piano will be funded through the General Operating Budget, with the total cost not to exceed \$71,572.06.

BACKGROUND: Central VPA High School annually hosts a variety of performances to showcase the talents of our students for parents and other community members. In addition, we rent our facility to other SLPS organizations and outside groups. It is necessary that we equip that space to accommodate the needs of all of these groups. A piano is one of the necessities. This piano is being offered from Lacefield Music at a discounted price and is exactly what we need to feature student instrumentalists for these performances. The remaining musical materials and equipment will be purchased from Virco, through our purchasing agreement with US Communities. The musical equipment will be funded through the Proposition S Bond Program under Labs, Library, and Auditorium at \$15,000,000. With this project approved, the balance in the Labs, Library, and Auditorium budget is \$2,312,514.00. The piano, funded through the GOB, will be approved pending legal review and the availability of funds.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy:

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

Fund Source: 905-00-910-2629-6541	Prop S/	Requisition #: 10135043
Amount: \$50,377.06		
Fund Source: 186-00-110-1157-6541	GOB	Requisition #: TBD
Amount: \$21,195.00		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed \$71,572.06	<input type="checkbox"/> Pending Funding Availability	Vendor #: Multiple

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



Equipment for Educators™

Highway 65 South, Conway, AR 72032 - orders@virco.com
2027 Harpers Way, Torrance, CA 90501 - tms@virco.com

QUOTATION #138459

r.3

Sold To:
ST LOUIS PUBLIC SCHOOLS
801 N 11TH ST
ST LOUIS, MO 63101

Ship To:
ST LOUIS PUBLIC SCHOOLS
801 N 11TH ST
ST LOUIS, MO 63101

Quotation Date: 1/8/2013

We appreciate the opportunity to quote the enclosed prices for our products. Unless otherwise indicated, prices are net and do not include sales tax. Please refer to the above referenced Quotation Number when corresponding with Virco regarding this quote. We offer our quotation priced from the US Communities 2012 Master Agreement #0844685 Contract. You will need to be registered for US Communities and provide your TIN number prior to acceptance of your purchase order. We offer our quotation subject to the following terms and conditions:

- 1) FOB Point: FOB Destination - Tailgate Delivery
- 2) Standard Payment Terms: Net 30 days (subject to credit approval)
- 3) Prices Are Firm For Orders Received By: 2/1/2013 (Orders received after this date are subject to re-quote)
- 4) For Shipment By: Customer Must Take Delivery Before 12/31/2013
- 5) Shipment from Virco:

PLEASE NOTE: Shipment from Virco: Quick Ship Items: Ten days or less; Standard Items: Four weeks or less; Optional Items: Four to Six weeks; Custom products or specials: Extended lead times may apply, contact your Sales Representative for more information. If products with different leadtimes are on the same purchase order, the longest leadtime will apply to the entire order. Additional shipping and handling charges will apply to orders that are requested to be partial shipped before the Virco acknowledged due date. Orders that specify shipment later than the preceding dates will be subject to re-quote.

- 6) Standard Virco colors only unless specified otherwise.
- 7) We require written purchase orders.
- 8) Final acceptance and acknowledgement of orders will be as stated on the standard Virco Purchase Order Acknowledgment.
- 9) Any change in quantities may result in a price change.



QUOTATION #138459

r.3

Equipment for Educators™

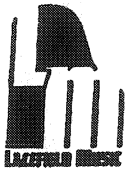
ST LOUIS PUBLIC SCHOOLS Product Summary

Item #	Supplier/Model #/Description	Unit	Qty	Extension
#1	Wenger Corporation #098D054 - Signature Riser - 4 Step	\$2,143.39	5	\$10,716.95
#2	Wenger Corporation #0930000XB - Student Chair - Black Frame	\$96.28	50	\$4,814.00
#3	Wenger Corporation #127A261 - Move & Store Cart - Stores Up To 18 Nota Standard Or 12 Nota Premier Chairs.	\$451.53	3	\$1,354.59
#4	Wenger Corporation #039E500 - Classic 500 stand, lightweight; 131½" x 20" desk;	\$62.06	50	\$3,103.00
#5	Wenger Corporation #039C202 - Large Music Stand Move And Store Cart, Holds 22 Roughneck	\$587.83	3	\$1,763.49
#6	Wenger Corporation #GM015 - Versa Riser Set - 8' Rect - Black -Leg Assemblies - 12 Ea. 8"-16"-24" - 6 Ea Versa Desk 4x8	\$3,142.73	3	\$9,428.19
#7	Wenger Corporation #177B012 - Guardrails - Universal 8 Ft	\$406.00	3	\$1,218.00
#8	Wenger Corporation #GM035 - Versa Riser Set - Ple - NCBLK	\$3,366.03	4	\$13,464.12
#9	Wenger Corporation #177B008 - Guardrails - Universal 5 Ft	\$378.45	8	\$3,027.60
#10	Wenger Corporation #177B004 - Guardrail - 4' - Straight	\$371.78	4	\$1,487.12

Product Total @ FOB Destination - Tailgate Delivery \$50,377.06

Schaeffer, Rick M.

From: Dwayne Hilton [planodwayne@gmail.com]
Sent: Tuesday, March 26, 2013 5:43 PM
To: Schaeffer, Rick M.; Trefts, Bill H.
Subject: Grand piano Information and quote:



Mr. Rick Schaeffer,

Thank you so much for taking an interest in purchasing a Kawai grand piano from Lacefield Music. I understand that there is a piano need for the Central Visual and Performing Arts High School. I appreciate you giving me the opportunity to earn your business through myself, my company and our piano products. I have been in contact with Mr. Bill Trefts, an outstanding Piano Tuner/Technician, who has recommended to you one of our products.

While any Kawai piano would be an enormous complement to the school; with Bill Treft's recommendations, due to the size of the hall and your budget, we have come to suggest the Kawai 6'1", RX-3 BLAK in ebony polish. This piano will be both aesthetically pleasing to the eye and a great enhancement to the music experience in the hall with it's amazing sound. Performers LOVE to play this piano due to it's incredible sound and unique piano action. Please see here for Specs and Additional information: [KAWAIRX-3 BLAK](#).

Lacefield Music is a local family owned business and an award winning retailer of Kawai pianos. I personally work with numerous churches, schools, universities, and professional venues to help select the best piano for their space and budget, and after 17 years with Lacefield Music many churches and schools have selected and entrusted me for their piano needs. Some professional venues that have recently purchased Kawai pianos from me include St. Louis University, St. Louis Cardinals, Kranzberg Arts Center, Parkway Schools, Lindbergh Schools, O'Fallon Schools, plus many, many more! I hope we'll be partners for many years to come! If you would like a more complete list of many happily satisfied institutions, please do not hesitate to contact me.

This piano is NEW. The piano comes with:

- Adjustable Bench
- 10 Year Full Manufacturer's Warranty

The Suggested Retail Price of this piano is \$47,000. Due to special pricing and savings, we can sell this piano for:

\$20,000.00

Delivery and Setup: \$250.00

TOTAL \$20,250.00

Additional Optional Fees:

Grand Piano Truck (Dolly): \$720.00

Full Cover: \$225.00

TOTAL price with options: \$21,195.00

We accept Purchase Orders.

If you have any questions, or would need further assistance please do not hesitate to call my cell phone at 314-775-8902 or e-mail me at pianodwayne@gmail.com.

Sincerely yours,

**Dwayne Hilton
Managing Partner
Lacefield Music**





BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-55

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Leon Fisher, CFO/Treasurer

Action to be Approved: Insurance Renewal

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

Prior Year Cost \$4,364.00

SUBJECT: To approve the renewal of the Crime Insurance Policy with Travelers Insurance Company through our insurance broker Bell's & Associates. The renewal of the policy would be for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$6,500.00.

BACKGROUND: The Crime Insurance Policy has been with Travelers for the last six years. Based on overall market conditions and the fact that the cost of the program has not changed in three years, we anticipate a small increase. In prior years, the cost of this program has not exceeded \$5,000.00.

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

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

Fund Source: 970-00-110-2514-6353	GOB	Requisition #:
Amount: \$6,500.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$6,500.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600001281

Department: Risk Management

Requestor: Kevin Coyne

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: May 28, 2013

To: Dr. Kelvin R. Adams, Superintendent

From: Leon Fisher, CFO/Treasurer

Agenda Item : 06-29-13-56

Action:

Action to be Approved: Insurance Renewal

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

Previous Board Resolution # 06-26-12-75

Prior Year Cost \$152,402.00

SUBJECT: To approve the renewal of the School Board Management Liability insurance policy from State National Insurance (doing business as HISCOX). The policy is being purchased through Marsh USA, the District's insurance broker. The period of the policy will be July 1, 2013 through June 30, 2014 at a cost not to exceed \$156,776.00.

BACKGROUND: After negotiations, State National Insurance (HISCOX) has provided renewal terms that include a premium increase of 4% with no reductions in coverage. During the current policy period, the District has reported 15 new claims to HISCOX for coverage and a total of 50 claims have been reported in total. To date HISCOX has not paid any losses.

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

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

Fund Source: 970-00-110-2514-6353	GOB	Requisition #:
Amount: \$156,776.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$156,776.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600002438

Department: Risk Management

Requestor: Kevin Coyne

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: May 28, 2013

To: Dr. Kelvin R. Adams, Superintendent

From: Leon Fisher, CFO/Treasurer

Agenda Item : 06-27-13-57

Action:

Action to be Approved: Insurance Renewal

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

Previous Board Resolution # 09-26-12-18

Prior Year Cost \$680,489.00

SUBJECT: To approve the purchase of a renewal All-Risk Property Insurance Policy from Travelers Insurance Company and Landmark Insurance Company through our insurance broker, Marsh USA. The policy term for both companies will be July 1, 2013 through June 30, 2014 at a total combined cost not to exceed \$756,705.00.

BACKGROUND: During the 11-12 policy year, Travelers performed a review of the reported building values for the District buildings. The review indicates that the District has been reporting values for the buildings that are far less than the actual replacement cost of the buildings. In response to this review, the District has increased the values on the buildings by approximately \$100,000,000 each of the last two years. The increase in values coupled with a rate increase of 5% that is being driven by world events accounts for the increase in cost.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.D.

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

Fund Source: 970-00-110-2514-6351	GOB	Requisition #:
Amount: \$756,705.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$756,705.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600002438

Department: Risk Management

Requestor: Kevin Coyne

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-58

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Leon Fisher, CFO/Treasurer

Action to be Approved: Insurance Renewal

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

Previous Board Resolution # 06-26-12-80

Prior Year Cost \$218,367.00

SUBJECT: To approve the purchase of a renewal Excess Workers' Compensation Insurance Policy with Arch Insurance through our insurance broker, Marsh USA. The renewal of the policy would be for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$243,504.00.

BACKGROUND: The Excess Workers' Compensation Insurance Policy provides coverage on all District employees and is required as a condition of the District being self-insured. The Policy provides coverage for those claims that exceed the District's self-insurance limit of \$500,000. The increase in the premium is due to an increase in the rate applied to the projected payroll. It is the District's intention to discuss an increase in the self-insurance limit with the State Workers' Compensation Division, to be effective July 1, 2014.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.D.

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

Fund Source: 970-00-110-2514-6356	GOB	Requisition #:
Amount: \$243,504.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$243,504.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600002438

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



BOARD RESOLUTION

Date: May 28, 2013

To: Dr. Kelvin R. Adams, Superintendent

From: Leon Fisher, CFO/Treasurer

Agenda Item: 16-27-13-59

Action:

Action to be Approved: Insurance Renewal

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

Previous Board Resolution # 08-23-12-03

Prior Year Cost \$104,000.00

SUBJECT: To approve the purchase of a renewal Automobile Liability and Physical Damage Insurance Policy with State Farm Insurance Company. The renewal of the policy will be for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$112,500.00. Our insurance broker, Marsh USA, has confirmed that the rate is very competitive in today's marketplace.

BACKGROUND: The District is now insuring 72 vehicles. We anticipate some changes in the fleet including the possible deletion of 4 vehicles which should reduce the cost for the next policy year. The changes are not yet finalized, so the quotation from State Farm is based on the current fleet.

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

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

Fund Source: 970-00-110-2514-6354	GOB	Requisition #:
Amount: \$112,500.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$112,500.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600009900

Department: Risk Management

Requestor: Kevin Coyne

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-29-13-60

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Leon Fisher, CFO/Treasurer

Action to be Approved: Insurance Renewal

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

Previous Board Resolution # 06-26-12-77

Prior Year Cost \$44,933.00

SUBJECT: To approve the purchase of a renewal Boiler & Machinery Insurance Policy with Hartford Steam Boiler Insurance Company through our insurance broker, Marsh USA. The renewal of the policy will be for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$48,838.00.

BACKGROUND: The Boiler & Machinery Insurance will provide coverage on \$1,061,689,879 in District real and personal property, an increase in values of approximately \$100,000,000. This represents an increase of almost 10% in the values over the 2012-13 values. The rate charged per \$100 of value has increased slightly, but most of the increase is due to the increase in values.

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

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

Fund Source: 970-00-110-2514-6351	GOB	Requisition #:
Amount: \$48,838.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$48,838.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600002438

Department: Risk Management

Requestor: Kevin Coyne

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: May 30, 2013

To: Dr. Kelvin R. Adams, Superintendent

From: Leon Fisher, CFO/Treasurer

Agenda Item : 06-27-13-61

Action:

Action to be Approved: Membership

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

Previous Board Resolution # 11-15-12-20

Prior Year Cost \$62,947.00

SUBJECT: To approve the renewal of the membership with Cooperating School Districts (CSD) for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$62,947.00.

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

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1. D.

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

Fund Source: 905-00-110-2611-6381	GOB	Requisition #:
Amount: \$62,947.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$62,947.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600001292

Department:

Requestor:

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



Invoice

1460 Craig Road
St. Louis, MO 63146
Phone (314) 872-8282 Fax (314) 872-8167

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

Account: 562
Amount Due: \$32,590.00
Invoice: 11032
Date: 05/22/2013
Net Due in 30 Days

13-14 Cooperating School District Membership Dues 40% (5522)

Description	Units	Rate	Charges
CSD Membership Dues - 40%	1.00 EA	\$32,590.00 EA	\$32,590.00

Invoice Summary

Total Services:	\$32,590.00
Total Taxes:	\$0.00
Total Charges:	\$32,590.00
Total Payments:	\$0.00
Total Amount Due:	\$32,590.00

MAIL CHECKS TO:
Cooperating School Districts
1460 Craig Road
St. Louis, MO 63146

Please make checks payable to:
Cooperating School Districts

Thank You for using CSD services!

Phone: 314-872-8282
Fax: 314-872-8167

For questions concerning this invoice please contact
(see "Description" above):

Character Plus	314-692-1245
IEC	314-692-1208
LACE	314-692-1245
Leadership Academy	314-692-1242
School Services	314-692-1256
PDSC	314-692-1256
SSA	314-692-1250
Executive	314-692-1253
Discovery	314-692-1205
TELE	314-692-1259
MELL	314-692-1256
MOSIG	314-692-1256
SPED	314-692-1242
SW-PBS	314-692-1242
Districts Choice Online	314-692-1200



Invoice

1460 Craig Road
St. Louis, MO 63146
Phone (314) 872-8282 Fax (314) 872-8167

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

Account: 562
Amount Due: \$48,884.00
Invoice: 10968
Date: 05/22/2013
Net Due in 30 Days

13-14 Cooperating School District Membership Dues 60% (5521)

Description	Units	Rate	Charges
CSD Membership Dues - 60%	1.00 EA	\$48,884.00 EA	\$48,884.00

Invoice Summary

Total Services:	\$48,884.00
Total Taxes:	\$0.00
Total Charges:	\$48,884.00
Total Payments:	\$0.00
Total Amount Due:	\$48,884.00

MAIL CHECKS TO:
Cooperating School Districts
1460 Craig Road
St. Louis, MO 63146

Please make checks payable to:
Cooperating School Districts

Thank You for using CSD services!

Phone: 314-872-8282
Fax: 314-872-8167

For questions concerning this invoice please contact
(see "Description" above):

Character Plus	314-692-1245
IEC	314-692-1208
LACE	314-692-1245
Leadership Academy	314-692-1242
School Services	314-692-1256
PDSC	314-692-1256
SSA	314-692-1250
Executive	314-692-1253
Discovery	314-692-1205
TELE	314-692-1259
MELL	314-692-1256
MOSIG	314-692-1256
SPED	314-692-1242
SW-PBS	314-692-1242
Districts Choice Online	314-692-1200

 **BOARD RESOLUTION**

Date: May 28, 2013

Agenda Item : 06-27-13-162

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Cleopatra Figgures, Dep. Supt., Accountability

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 05-03-12-22

Prior Year Cost \$19,500.00

SUBJECT: To approve a sole source service/maintenance agreement with Scantron Corporation and Harland Technology to provide maintenance, labor and parts for the two (2) OpScan scanners that are used to score formative assessments for the period June 24, 2013 through June 23, 2014 at a total combined cost not to exceed \$19,498.

BACKGROUND: The OpScan machines are essential to scoring the assessments and evaluation/surveys. The current service agreement will expire on June 23, 2013. In order to maintain functionality and receive optimal performance from the machinery, we requested Scantron to continue performing 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)

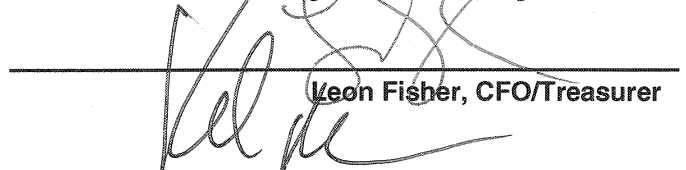
Fund Source: 984-00-110-2822-6338	GOB	Requisition #:
Amount: \$19,498.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$19,498.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600001703

Department: Accountability

Requestor: Bertha Doar


Dr. Cleopatra Figgures, Dep. Supt., Accountability


Angela Banks, Budget Director


Dr. Kelvin R. Adams, Superintendent

Notice of Renewal – Return With PO#



PAGE: 1

2020 S 156th Circle
 Omaha, NE 68130
 (F) 402.697.3350
 (E) renewals@harlandts.com
 Questions: 800.228.3628
 Renewals: x3251
 Invoice Questions: x3281

Renewal Notice Sent To: 128135 - 320128135
 PURCHASING
 SAINT LOUIS CITY SD
 801 N 11TH ST
 SAINT LOUIS, MO 63101-1015

Invoice Sent To: 128135
 SAINT LOUIS CITY SD
 ATTN: ACCOUNTS PAYABLE
 801 N 11TH ST
 SAINT LOUIS, MO 63101-1015

Scantron Corporation and Harland Technology Services ("HTS"), a division of Scantron Corporation ("Scantron"), currently provides you maintenance services for the products referenced in the schedule below and located at the address(es) set forth herein. The services keep the products in good operating condition and minimize breakdowns. The services are offered subject to the terms and conditions below, on the back of this form, and within any applicable enclosures (the "Agreement").

Schedule of Service And Products

Scantron and HTS will provide maintenance services at the prices indicated from **06/24/2013 to 06/23/2014**. This Agreement will remain in effect after that date unless cancelled or modified by either party in accordance with Agreement terms and conditions.

Agreement Num: 00194468 **Onsite Maint**
 Previous PO#:

Billing Cycle: Annual

Model	Description	Serial Number	Contact	Rate
CUST# 0128135-000: Saint Louis City Sd, 801 N 11th St, Saint Louis, MO 63101-1015				
10/60	OPSCAN 10 MDL 60 OMR	1001037	Bertha Doar/yvonne Hampto 314-570-4173	8,532.00
STX301	SCANTOOLS PLUS APP DEV/SCORE	006109463	Purchasing 314-345-2531	365.00
1091	BAR CODE READER II, OP10	I0128135102739	Bertha Doar 314-345-2360	852.00
6175	SYSTEM SCANNER PC W/MONITOR	MXL916086M/3CQ8282PXF	Purchasing 314-345-2531	
10/60	OPSCAN 10 MDL 60 OMR	1001061	Bertha Doar/yvonne Hampto 314-570-4173	8,532.00
1091	BAR CODE READER II, OP10	I0128135150649	Admin Bldg Cleopatra Figgures 314-345-2597	852.00
6175	SYSTEM SCANNER PC W/MONITOR	MXL1020R01 / CWC101T7LM	Admin Bldg Bertha Doar 314-345-2360	
STX301	SCANTOOLS PLUS APP DEV/SCORE	006110994	Admin Bldg Cleopatra Figgures 314-345-2597 Admin Bldg	365.00
TOTAL AMOUNT				19,498.00

This price quote does NOT include any sales or use taxes. Applicable taxes will be applied at the time of invoicing. If payment is made prior to invoicing, please add the appropriate sales or use taxes to your payment.

Nancy Sindelar

 HTS Representative Signature
NANCY SINDELAR

 HTS Representative Printed Name
 2/05/2013

 Date

**Notice of Renewal
 Return With PO#**

 Customer Signature

 Title

 Date
 Purchase Order # _____

SOFTWARE MAINTENANCE AND SUPPORT SERVICES SCHEDULE

1. Software Agreement. All Scantron Corporation ("Scantron") Software Maintenance and Support Services will be provided in accordance with this Software Maintenance and Support Services Schedule (this "Schedule") and, as applicable, the terms and conditions set forth in the "Scantron Master Agreement," the "Scantron Terms and Conditions," or other agreement governing Customer's license of the Scantron Software (referred to herein as the "Agreement"). Capitalized terms within this Schedule not otherwise defined herein shall have the meaning ascribed to them in the Agreement. If conflicts arise between the terms of the Agreement and this Schedule, the specific terms of this Schedule shall govern.

2. Scope of Maintenance and Support Services. Pursuant to a current paid Schedule, Customer will be entitled to receive the Software Maintenance and Support Services described in this Schedule, with respect to licensed Software located on the Customer's development or production system. Scantron provides Maintenance and Support Services from Scantron's sites and facilities.

A. Hours of Help Desk Availability. Help Desk assistance is available during the Principal Period of Maintenance ("PPM"). The PPM is an eleven-hour contiguous daily time period between the hours of 5:30 am and 4:30 pm Pacific Time, Monday through Friday, excluding holidays. Contact Scantron for the current year's holiday schedule. Help Desk Support is provided for the current and immediately prior version of the Software.

B. Error Corrections. Scantron will use reasonable efforts to correct errors in the Software that cause the Software to materially fail to conform to Software specifications appearing in the applicable Documentation, provided that Scantron is able to reproduce the error in the operating environment for which the Software is designed, and Customer has met its responsibilities under this Schedule. Software Maintenance and Support Services include the response to and resolution of Software errors reported to Scantron by Customer. Resolution of Software errors may, at Scantron's option, include: (1) work around instructions provided through telephone or electronic support; (2) delivery of programmatic error correction through Software "Updates" (defined below) to the current Software release. Scantron will use commercially reasonable efforts to respond to and resolve Customer calls according to the priority level of the call.

C. Version Updates. If Customer has purchased enhanced Maintenance and Support Services that include Customer's right to receive new versions of the Software, Customer will receive the following included in the Services: Scantron may at any time replace, modify, alter, improve, enhance or otherwise change any Software or Documentation (collectively "Updates"). Customer will be entitled to receive a copy of each Update, plus related Documentation, for its licensed Software covered by this Schedule. This policy applies to all Updates not separately priced or marketed as new releases that are provided to Software customers generally as a part of Maintenance and Support Services. Scantron will provide Updates only to the most current version of the Software. Updates, modifications, adjustments and error corrections are Software subject to the restrictions of the License Grant for the Software. Updates will be provided to Customer via media selected at Scantron's discretion, including online download. It is Customer's responsibility to login to the Scantron's Maintenance and Support Services site on a regular basis in order to obtain the most current updates, Documentation and other current information concerning the Software. Scantron recommends that Customer login to the sites a minimum of one time each week to ensure that it has installed the most current version of the Software. Upon request and payment of shipping and handling charges Customer may obtain Update delivery via U.S. mail. Customer may purchase services for assistance with installing Updates at Scantron's then current rates, plus reasonable expenses.

D. Maintenance and Support Services Limitations. Software Maintenance and Support Services are contingent upon the use of unmodified Software (except by authorized representatives of Scantron or pursuant to Scantron's written direction), operated in accordance with Scantron's Software Documentation. Software Maintenance and Support Services specifically exclude the following: (1) Help Desk Support of versions of Software other than the current and immediately prior release; (2) efforts to restore a release of the Software or Customer data back-ups beyond the current or immediately prior release; (3) Updates to Software for other than the current release of the Software; (4) Services related to Software which has been altered, modified, adjusted or repaired by anyone other than authorized representatives of Scantron or pursuant to Scantron's written direction; (5) provision of Updates if Customer has not purchased Software Maintenance and Support Services continuously since its initial license of the Software and, if Maintenance and Support Services are re-started by Customer, the most recent continuous period of the paid Schedule is less than 12 months.

E. End of Maintenance and Support Life. Scantron periodically announces the End of Maintenance and Support Life (EOSL) for Software. Scantron will notify Customer in writing or by electronic mail a minimum of one hundred and eighty (180) days prior to discontinuation of Maintenance and Support Services for particular Software. After the EOSL, Scantron may provide at Customer's

request, at then current rates, and on a commercially reasonable efforts basis, Help Desk support limited to current available fixes.

3. Customer's Responsibilities. Customer is responsible for performing Software back-ups in accordance with the Software Documentation. Customer shall notify Scantron of any material Software error and shall allow Scantron reasonable access to the Software to perform remote Services. Customer must provide a contact for the receipt of Maintenance and Support Services trained by Scantron in the use of the Software and related Scantron tools and applications licensed by Customer. Maintenance and Support Services calls must be placed to Scantron by such a trained contact.

4. Term; Charges. The initial term of this Schedule will commence upon the date of acceptance by Scantron of your purchase order for Software Maintenance and Support Services. The duration of the initial term and each renewal term of this Schedule shall be a one (1) year period. After the initial term, Maintenance and Support Services shall continue from year to year on the terms and conditions set forth herein, unless terminated by either party upon ninety (90) days prior written notice to the other party. Should Customer purchase add-ons and/or upgrades to the Software during the term, Maintenance and Support Services for such add-ons and upgrades and related Maintenance and Support Charges shall be pro-rated and coterminous with the term of Maintenance and Support Services applicable to the Software initially covered.

A. Maintenance and Support Charges. "Maintenance and Support Charges" are based upon the price listed in your purchase order. After the initial term, Scantron may change its Maintenance and Support Charges then in effect with forty-five (45) days prior written notice to Customer. If Maintenance and Support Charges are increased, Customer may terminate Maintenance and Support Services as of the effective date of such increase, upon thirty (30) days prior written notice to Scantron. If Customer does not terminate Maintenance and Support Services, the new Maintenance and Support Charges shall become effective on the date specified in the notice.

B. Invoices. All Maintenance and Support Charges will be invoiced annually in advance. One-time charges will be invoiced as incurred. Partial invoicing will be prorated on the basis of a thirty (30) day month. Maintenance and Support Charges are payable whether or not Customer accesses Maintenance and Support Services every month during the term.

C. Default. Default by Customer shall constitute sufficient cause for Scantron to suspend or terminate Maintenance and Support Services under this Schedule. Customer will be in default if: (1) Maintenance and Support Charges are not paid when due; (2) Customer fails to perform any of its obligations hereunder; (3) any Customer alteration, modification, adjustment or repair adversely affects Scantron's ability to render Maintenance and Support Services respecting the Software.

5. Supplemental Services.

A. Relocation of Software. Software moved to a location outside of the original delivery country shall continue to be supported at Scantron's option. Furthermore, Scantron shall have the right to alter the type of Maintenance and Support Services provided and Maintenance and Support Charges respecting relocated Software. Customer shall give Scantron at least thirty (30) days prior written notice specifying the new location prior to any movement. Customer will comply with all export laws, restrictions and regulations of the Department of Commerce or other United States or foreign agency or authority. Customer agrees not to export, or allow the export or re-export of any Software, or of information regarding Software in violation of any such restrictions, laws and regulations.

B. Other Services. Maintenance and Support Services extend only to the Software identified in the applicable purchase order and not to any other Products or Services. Maintenance does not include software development, software customization, software generation, or data conversion, diagnostic or error correction services for Software modified other than by Scantron, or correction of errors resulting from any cause other than normal and ordinary use of the Software or an act or omission of Scantron. Scantron's rendering of services outside the scope of Maintenance and Support Services will be provided at Scantron's discretion upon receipt of a purchase order and at Scantron's then current rates for such services. Should any failure of the Software be incapable of solution by remote access, Customer may purchase onsite services, at Scantron's then current fees plus reasonable travel and living expenses, for Scantron personnel to provide, as soon as practicable, onsite service at the Customer facility at which the Software is located.

6. Proprietary Rights. Certain information and materials supplied by Scantron as part of Maintenance and Support Services such as, but not limited to, logic diagrams and manuals, schematics and drawings, are Scantron confidential and proprietary trade secrets subject to Customer's confidentiality obligations set forth in the Agreement. Scantron furnishes such items solely to assist Customer in the operation and use of the Software.

TERMS AND CONDITIONS

1. Orders. This is a legal agreement (the "Agreement") between the entity which ordered products and/or services (our "Customer") and Scantron Corporation ("Scantron"). As used herein "Product Schedules" and/or "Service Schedules" mean the Scantron product and/or service descriptions providing the terms pursuant to which Scantron and/or its affiliates and subcontractors will provide and Customer will purchase the products and services described therein. "Product" means the deliverables provided by Scantron and/or its affiliates and subcontractors as described in the applicable Product Schedule. "Service" means the service provided by Scantron and/or its affiliates and subcontractors as described in the applicable Service Schedule. Products and Services purchased by Customer will be set forth in an applicable purchase order or other applicable order document (collectively referred to herein as a "purchase order"). This Agreement, the purchase order, and the purchase order's Product Schedules and/or Service Schedules form the complete contract for this transaction between Scantron and Customer. If you do not agree to the terms of this Agreement, promptly return the unopened Product package and accompanying items for a refund of the applicable fee. Products and Services described in a purchase order include any accompanying documentation (the "Documentation"). A purchase order is not effective until accepted in writing by Scantron and, once accepted, is firm and noncancellable. Terms of any Customer issued order forms or any other communication which are additional to or inconsistent with this Agreement are not binding unless Scantron expressly assents to such terms in writing. Scantron will use its best commercially reasonable efforts to deliver the Products and Services specified in an applicable purchase order to Customer on or before the specified delivery dates. Customer will promptly inspect and accept or reject the Products and/or Services upon delivery. Absent Customer's earlier written acceptance, Products and Services are accepted thirty (30) days following delivery.

2. Software License Grant. If Customer is purchasing software Products ("Software"), Scantron grants a non-exclusive, non-transferable license to the Software under the License Grant as both are identified in the applicable purchase order. Software Documentation is included in and with the license for the Software. Each License Grant is only for the United States and Canada and provides Customer with the right to use the Software object code (not source code) for Customer's internal purposes, to perform services in the normal course of Customer's business, and consistent with the applicable Product Schedule and/or Service Schedule and the Software Documentation. The applicable Software Product Schedule and/or Service Schedule defines any additional terms and conditions of the License Grant. Scantron or its designated agents shall have the right to enter and inspect Customer's records and/or its computer systems for the purpose of auditing Customer's usage of the Software. Access will be permitted with reasonable advance notice during business hours.

3. Compensation. In addition to applicable Product fees and Services fees, Customer will reimburse Scantron's out-of-pocket costs including shipping and reasonable travel and living expenses. Invoices shall be paid within thirty (30) days of receipt without deduction, withholding or offset. Scantron may suspend any License Grant and/or Services provided under this Agreement until payments are brought current. Amounts not paid when due are subject to finance charges of 1.5% per month or the highest rate permitted by law. Customer will pay or reimburse Scantron for all duties, taxes (other than taxes on Scantron's income), fees or other similar amounts assessed or imposed by governmental authorities. Scantron may at any time change fees for Products, Services, or other items respecting future orders.

4. Title and Risk of Loss. Respecting hardware Products purchased by Customer under this Agreement, Scantron transfers title to Customer upon shipment of the hardware Products. However, Scantron retains a purchase money security interest in the hardware Products until paid for in full by Customer. Customer agrees to execute appropriate documents to permit Scantron to perfect its purchase money security interest. Scantron bears the risk of loss for Products up to and including their date of shipment. Thereafter, Customer assumes the risk of loss.

5. Term; Termination. This Agreement remains in effect until Services are complete and all License Grants extended under this Agreement, if any, cease. If a party fails to cure a default within thirty (30) days after written notice explaining the default, the non-defaulting party may immediately terminate any License Grants, Services or other deliverables to which the default relates. Termination of this Agreement terminates further performance. If the termination is based upon a default of any Software License Grant Customer will immediately stop using all Software, promptly remove it from any hardware on which the Software is installed, and within twenty (20) days of termination return to Scantron or destroy all copies of any Software and Documentation in Customer's possession or control and certify the return or destruction of all Software and Documentation. Customer's termination for convenience or resulting from Customer's default does not relieve Customer of any payment obligations which arise prior to the effective date of the termination.

6. Proprietary Rights; Confidentiality/Privacy/Security. A. Proprietary Rights. The Products and Services (including any associated work product) are protected by copyright, trade secret and other proprietary rights of Scantron and its suppliers. Software and work product are licensed, not sold, to Customer. Scantron reserves all rights in Products, Services, work product and Documentation not expressly granted to Customer. B. Limitations on Use. Customer may make a reasonable number of archival-only copies of Software. Customer will not: (a) reproduce Products or Services; (b) sell or sublicense Products or Services; (c) permit the use of Software, Services or Documentation by others or otherwise operate Software for third parties (e.g., as a service bureau or data processing service); (d) modify or translate Software; or (e) disassemble, reverse engineer or decompile Software or otherwise attempt to discover trade secrets related to Software. C. Confidentiality. Both parties may acquire certain information that is confidential, proprietary or trade secret information of the other party or a third party ("Confidential Information") in the performance of this Agreement. The party receiving Confidential Information will: use such information solely for performance under this Agreement; not disclose such information to any third party (excluding agents and, in the case of Scantron, its affiliated companies); and otherwise protect such information from any unauthorized use or disclosure. The receiving party shall bind its employees, agents and affiliates having access to Confidential Information to confidentiality obligations consistent with this provision. Neither party will be obligated to keep confidential any information that is: publicly available through no fault of such party; received by such party from a third party not under a confidentiality obligation regarding the information; independently developed by such party without referring to the Confidential Information; or required by applicable law to be disclosed by such party. Scantron may reflect the Customer's name in a customer list and the respective products involved. D. Privacy/Security. Scantron will maintain and monitor policies and procedures to meet the data security objectives of the Health Insurance Portability and Accountability Act of 1996, the Gramm-Leach-Bliley Act, the Fair and Accurate Credit Transactions Act, the Fair Credit Reporting Act, and other related laws and regulations (the "Privacy Laws"), by addressing administrative, technical and physical safeguards designed to (i) ensure the security and confidentiality of nonpublic personal information relating to Customer's customers; (ii) protect against any anticipated threats or hazards to the security or integrity of such information; and (iii) protect against unauthorized access to or use of such information that could result in substantial harm or inconvenience to Customer. Scantron will provide prompt notice to Customer if Scantron becomes aware of an unauthorized disclosure involving Customer's sensitive customer information, as those terms are defined by the Privacy Laws' regulatory guidance issued by the applicable Federal agency. With reasonable advance notice, Scantron will permit a review during regular business hours to assess whether appropriate key controls are in place, or will provide reasonable documentation to verify compliance with its obligations under this paragraph.

7. Warranty. A. Product Warranty. Unless otherwise set forth in a Product Schedule, for a period of thirty (30) days following delivery of Product(s) (the "Warranty Period"), Scantron warrants that the Product(s) will function in all material respects consistent with specifications appearing in the applicable Documentation. Scantron does not warrant that the Product(s) are free from all bugs, errors or omissions. This warranty does not extend to any failure of the Product(s) caused by: modification or change not made by Scantron; noncompliance due to use of the Product(s) in combination with items furnished by anyone other than Scantron or not approved in writing for use with the Product(s) by

Scantron; or use of the Product(s) in an operating environment other than as specified in writing by Scantron. Scantron will use reasonable efforts at its facility to correct any Products that fail to comply with the foregoing warranty, provided that Customer gives Scantron prompt written notice of such failure during the Warranty Period, and Scantron is able to reproduce the noncompliance. If Scantron is unable to correct the Products such that they comply with the foregoing warranty, Scantron will refund the fees Customer has paid for such Products in full satisfaction of all of Customer's claims relating to such noncompliance. Customer will provide reasonably assist Scantron in reproducing the failure. B. Services Warranty. Scantron warrants that Services will be provided in a professional and workmanlike manner consistent with the definition of the Services to be performed. Provided that Customer gives Scantron written notice of failure to meet the foregoing warranty within thirty (30) days after completion of Services, Scantron will use reasonable efforts to correct any Services that fail to comply with the foregoing warranty. If Scantron is unable to correct or re-perform the Services, Scantron will refund a reasonable portion of the fees paid with respect to such Services. C. Computer Viruses. Scantron represents that to the best of its knowledge, based on use of commercially available virus detection programs, Software Products do not contain any computer virus or other disabling device ("Virus"). If Software fails to comply with the foregoing representation, Scantron will use commercially reasonable efforts to replace the Software with a copy that is not affected by the Virus. Customer acknowledges that a Virus may not be capable of such detection and that it is Customer's responsibility to monitor and scan all computer programs and data that become part of Customer's computing environment. D. Third Party Products. Some Products may include or operate in conjunction with computer programs, data or hardware supplied by a third party. All third party products other than those embedded in and delivered as an inseparable part of the Products and Services, are supplied "AS IS" by Scantron. E. Exclusive Warranties and Remedies. THE WARRANTIES AND REMEDIES SET FORTH IN THIS SECTION 7 ARE EXCLUSIVE AND ARE IN SUBSTITUTION FOR ALL OTHER WARRANTIES, OBLIGATIONS AND LIABILITIES OF SCANTRON, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

8. Limitations of Liability. SCANTRON'S ENTIRE LIABILITY, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY, STRICT LIABILITY, OR OTHER LEGAL OR EQUITABLE THEORY, FOR ANY CLAIM ARISING FROM OR RELATED TO THIS AGREEMENT OR ANY PRODUCTS, SERVICES OR OTHER ITEMS FURNISHED OR TO BE FURNISHED UNDER THIS AGREEMENT, WILL IN NO EVENT EXCEED THE LESSER OF (i) THE FEES PAID TO SCANTRON BY CUSTOMER FOR THE APPLICABLE ITEM WHICH IS THE BASIS FOR THE CLAIM, OR (ii) THE FEES PAID TO SCANTRON BY CUSTOMER FOR THE APPLICABLE ITEM WHICH IS THE BASIS FOR THE CLAIM DURING THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRECEDING THE OCCURRENCE OF THE EVENT GIVING RISE TO THE CAUSE OF ACTION. NO ACTION RELATED TO THIS AGREEMENT MAY BE BROUGHT MORE THAN TWO (2) YEARS AFTER THE OCCURRENCE OF THE EVENT GIVING RISE TO THE CAUSE OF ACTION. IN NO EVENT WILL SCANTRON BE LIABLE TO CUSTOMER OR TO ANY OF CUSTOMER'S CUSTOMERS OR ANY OTHER PERSON OR ENTITY FOR LOST DATA, LOST PROFITS, INTEREST OR COST OF MONEY, OR FOR COVER, OR FOR ANY PUNITIVE, INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF SCANTRON'S PERFORMANCE OR NONPERFORMANCE OR THE USE OF, INABILITY TO USE OR RESULTS OF USE OF ANY PRODUCTS, SERVICES, OR OTHER ITEMS.

9. Defense of Infringement Claims. A. Scantron will defend Customer against any claim based upon infringement of any U.S. Copyright, Trademark or Patent by the Products, provided that: Customer promptly notifies Scantron of such proceeding; Scantron has exclusive control over the defense and settlement of the proceeding; Customer provides reasonably requested assistance in the defense and settlement of the proceeding; and Customer complies with any settlement or court order made in connection with such proceeding. B. Scantron will: indemnify Customer against any and all damages, costs and attorneys' fees finally awarded against Customer in any such proceeding; reimburse Customer's reasonable expenses incurred in providing assistance requested by Scantron; pay any amounts agreed by Scantron in settlement of any claims of infringement. C. Scantron's obligations under this Section 9 will not apply to any infringement arising out of: use or combination of the Products with products, goods, services or other items not furnished or approved in writing for use with the Products and/or Services by Scantron; modification or change not made or authorized in writing by Scantron; use of an infringing version of the Products when a comparable noninfringing version has been made available to Customer; or Products developed to specifications which Customer has supplied or required of Scantron. D. In the event that Scantron reasonably believes it will be required to discontinue use of the Products, Scantron will, at its option, do one of the following: obtain for Customer the right to continue use of the Products; modify the Products to make them noninfringing; or if Scantron is not reasonably able to accomplish the foregoing, terminate Customer's right to use the infringing Products and refund to Customer a pro-rata portion of the fees Customer paid to Scantron for such Products, amortized on a three-year straight line basis from the date of delivery. E. THIS SECTION 9 STATES THE ENTIRE LIABILITY OF SCANTRON WITH RESPECT TO INFRINGEMENT OF ANY COPYRIGHT, TRADEMARK, PATENT OR OTHER INTELLECTUAL PROPERTY RIGHT BY ANY DELIVERABLE OR SERVICE OF SCANTRON.

10. Miscellaneous. A. No Waiver. The failure of either party to enforce any rights under this Agreement or to take action against the other party will not be deemed a waiver by that party as to subsequent enforcement of rights. B. Assignment. This Agreement may not be assigned or transferred in any way by Customer without Scantron's prior written consent. Attempted assignments without Scantron consent are void. C. Notices. Notices shall be in writing and delivered by hand, mail or courier and will be deemed delivered only upon receipt. D. Applicable Law. This Agreement will be interpreted, construed and enforced in all respects in accordance with the local laws of the State of California, USA, without reference to its choice of laws principles. E. Dispute Resolution. Any dispute arising from or related to this Agreement will be settled by binding arbitration conducted in accordance with the Commercial Arbitration Rules of the American Arbitration Association. Any arbitration will be held in a location in the continental United States selected by the non-complaining party. Arbitration will be before a single arbitrator active in a state bar with experience in business respecting the subject matter of the dispute. The award of the arbitrator will be final and binding, and judgment may be entered upon it in any court having jurisdiction. In no event will the arbitrator award punitive damages or an award in excess of the amount of direct compensatory damages consistent with the limitations of liability in this Agreement. Except as required by law, the parties, may not disclose the contents or results of any arbitration hereunder without the prior written consent of all parties. Either party may seek equitable relief from any court having jurisdiction to the extent necessary to prevent irreparable harm. F. Equal Employment Opportunity; Affirmative Action. In connection with Scantron's performance under this Agreement, unless exempt, the Equal Opportunity Clauses as set forth in Section 202 of Executive Order 11246, as amended, 41 C.F.R. § 1.4(a), Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, as amended, 41 C.F.R. § 250.5(a), Section 503 of the Rehabilitation Act of 1973, as amended, and 41 C.F.R. § 741.5(a) are incorporated by reference. Scantron has developed and maintains an affirmative action program. G. Insurance. During the term of this Agreement Scantron shall carry and maintain commercial general liability insurance in an amount not less than \$1 million per occurrence with a \$2 million aggregate covering claims for bodily injury, death, personal injury or property damage. H. Entire Agreement. This Agreement supersedes any and all prior agreements among the parties related to the Products, the Services and any other items provided hereunder. No modification of any of the provisions of this Agreement will be valid unless set forth in a written instrument signed by both parties. - END -

OPTICAL MARK READER MAINTENANCE SERVICE AGREEMENT TERMS AND CONDITIONS

1. Harland Technology Services ("HTS"), a division of Scantron Corporation, will provide the customer ("Customer") signing this Optical Mark Reader ("OMR") Maintenance Service Agreement (the "Agreement") services to repair or replace parts necessary to keep the equipment listed in the attached schedule (the "Equipment") in proper operating condition and will make necessary adjustments to keep the Equipment in proper operating condition.
2. Customer, by its acceptance signature hereon, agrees to furnish HTS with quantities, model numbers, and when possible, serial numbers for the Equipment to be covered. Customer also agrees to notify HTS of modifications to the Equipment inventory.
3. Preventive maintenance and cleaning inspections will be performed according to HTS' published Preventive Maintenance Schedule.
4. Replacement parts will be provided at no charge except for those parts which by their nature are considered consumable (example: ribbons, paper, print bands, organic photo conductor kits). HTS agrees to maintain at its location the stock of parts it considers adequate to maintain the Equipment.
5. Customer, by its acceptance signature hereon, agrees to notify HTS by telephone or in writing of all service call requests. HTS agrees to respond to those calls in a timely manner.
6. Onsite
Service calls will be made at Customer's premises during regular business hours defined as Monday through Friday between 8 A.M. and 5 P.M. except for HTS' observed holidays. The cost of mileage and labor to affect such service calls will be borne by HTS.
7. Enhanced Depot
Upon equipment failure, Customer shall notify HTS during regular business hours. Upon notification, HTS will ship via next day air a similar/equivalent loaner machine to Customer. Upon receipt, Customer must immediately return failed Equipment via the enclosed shipping label to an authorized United Parcel Service drop-off location or driver. HTS will repair the failed Equipment and return to Customer. Upon receipt of the original Equipment, customer will return the loaner machine back to HTS via the enclosed shipping label to an authorized United Parcel Service drop-off location or driver. In the event Customer fails to return the loaner equipment within ten (10) business days, the customer shall be charged the full retail value of the loaner machine.
8. Central Exchange
In the case of Equipment failure, Customer shall promptly call HTS' Call Center for diagnosis and consultation. Within one (1) working day of the diagnosis, HTS will ship a replacement for the Equipment. Customer shall install the replacement per HTS' specifications. Within five (5) business days of receipt of the replacement, Customer shall return the original, faulty Equipment to HTS via the enclosed shipping label to an authorized United Parcel Service drop-off location or driver. In the event the customer fails to return the failed Equipment within ten (10) business days, Customer shall be charged the full retail value of the Equipment.
9. Depot
Customer shall ship, at their own expense, failed Equipment to HTS' Depot Service Center. HTS will restore the equipment to good operating condition. HTS will then ship the equipment back to the Customer location. The cost of return shipping shall be paid by HTS.
10. Costs of mileage and labor necessary to make service calls other than during normal business hours will be charged to Customer separately at HTS' then current rates.
11. Maintenance provided under this Agreement shall extend to service, repairs and replacements made necessary by normal wear and usage of the Equipment. Maintenance provided under this Agreement shall not include any service, repairs or replacements required or made necessary as a result of the use of non-Scantron software, hardware or forms, electrical power failure, fire, theft, software virus, water, casualty, employee negligence, abuse, misuse, inadequate or inappropriate environment, room size, inadequate ventilation, or other external forces.
12. HTS warrants that the maintenance services provided under this Agreement will be provided in a professional and workmanlike manner. HTS' responsibility under this Agreement is limited to providing service, replacement or repair, in full satisfaction of all of Customer's claims relating to the maintenance services. HTS DOES NOT WARRANT THAT CUSTOMER'S USE OF THE EQUIPMENT WILL BE SECURE, UNINTERRUPTED, OR ERROR-FREE OR THAT DEFECTS IN THE EQUIPMENT WILL BE CORRECTED. THE WARRANTIES AND REMEDIES SET FORTH IN THIS SECTION 12, ARE EXCLUSIVE AND ARE IN SUBSTITUTION FOR ALL OTHER WARRANTIES, OBLIGATIONS AND LIABILITIES OF HTS. CUSTOMER HEREBY WAIVES ALL OTHER RIGHTS AND REMEDIES WITH RESPECT TO ANY SERVICE, MAINTENANCE OR OTHER ITEM FURNISHED BY OR ON BEHALF OF HTS UNDER THIS AGREEMENT, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.
13. HTS' entire liability, whether in contract, tort (including negligence), product liability, strict liability, or other legal or equitable theory, for any claim arising from or related to this Agreement or any maintenance, services or other items furnished or to be furnished under this Agreement, will in no event exceed the fees paid to HTS by Customer for such services during the three (3) month period immediately preceding the occurrence of the event giving rise to the cause of action. No action related to this Agreement may be brought more than two (2) years after the occurrence of the event giving rise to the cause of action.
IN NO EVENT WILL HTS BE LIABLE TO CUSTOMER OR ANY OTHER PERSON OR ENTITY FOR LOST DATA, LOST PROFITS, INTEREST OR COST OF MONEY; OR FOR COVER; OR FOR ANY DIRECT, PUNITIVE, INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF HTS' PERFORMANCE OR NONPERFORMANCE OR THE USE OF, INABILITY TO USE OR RESULTS OF USE OF ANY ITEM OF MAINTENANCE OR SERVICES.
14. During the term of the Agreement, and for a period of one (1) year thereafter, neither party shall hire personnel of the other party involved in the efforts performed hereunder, without the express written consent of the other party.
15. Customer further agrees to pay net due invoices rendered by HTS within thirty (30) days of the invoice date in consideration of the above-described service. Interest will be assessed on all outstanding balances at the rate of 1.5% per month, or the maximum rate allowed by law, whichever is less. Customer agrees that HTS shall have the right to offset any amounts owed by HTS to Customer under other contracts, purchase orders, or agreements between the two parties against any non-current, unpaid invoices, claims, or demands for payment owed to HTS by Customer hereunder.
16. Customer shall pay or reimburse HTS for any taxes now or hereafter imposed, levied or based on this Agreement, or on the services rendered or parts supplied pursuant to this Agreement, including the sales and use taxes, personal property taxes and excise taxes based on gross revenue.
17. This Agreement shall become effective upon acceptance by HTS. It shall remain in effect for the period stated and be automatically extended for successive periods of one (1) year unless and until terminated. However, either party may, at any time, terminate this Agreement upon ninety (90) days written notice. If terminated, HTS will in turn prorate on a basis of 1/12 per month, the unused portion of any fee which has been paid.
18. If applicable, software maintenance and support services will be provided in accordance with the enclosed Software Maintenance and Support Services Schedule.



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Bertha Doar	Date: May 21, 2013
Department / School: Accountability and Assessment	Phone Number: 345-2360
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
Scanner Service Agreement	
Vendor Name: Harland Technology	Email: Catherine.Dewitt@harlandts.com
Vendor Contact: Katie Dewitt	Phone Number: 800-824-2023
Justification Information	
1. Why the uniquely specified goods are required?	
Service agreement for the scanner used to score formative assessments.	
2. Why good or services available from other vendors /competitors are not acceptable?	
Service agreement for the specific scanner used by the District.	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
Annual service agreement for two scanners.	
4. List the Names of other Vendors contacted & Price Quotes:	
None	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
Your sole source request will not be approved without the required signatures below:	
Department Head	Date
CFO	Date
Superintendent	Date

Sole Source Checklist

1. Check one of the following:

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

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

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

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

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

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

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

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

- Document a search for additional suppliers

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

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

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

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

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

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

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

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

- Sole supplier (i.e. Regional Distributor)

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

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

- Complete Emergency Purchase Form

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

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



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: May 21, 2013
Dept / School: Accountability/Assessment		Reported By: Bertha Doar
Vendor: Harland Technologies		Vendor #: 600001703
Contract # / P.O. #: 4500162785		Contract Name: Scanner Maintenance
Contract Amount: \$19,500.00	\$	Award Date: 5/03/2012
Purpose of Contract (Brief Description): Norm Reference Assessment; results used for academic program and grant evaluation		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	X	
	4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	X	
	4	
	3	
	2	
	1	
Business Relations	X	
	4	
	3	
	2	
	1	
Customer Satisfaction	X	
	4	
	3	
	2	
	1	
Cost Control	5	
	X	
	3	
	2	
	1	
Average Score	4.8	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		



BOARD RESOLUTION

Date: June 14, 2013

To: Dr. Kelvin R. Adams, Superintendent

From: Leon Fisher, CFO/Treasurer

Agenda Item: 06-27-13-63
Action:

Action to be Approved: Incentive Program

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

Previous Board Resolution # 07-10-12-06

Prior Year Cost \$400,000.00

SUBJECT: To approve the workers' compensation incentive program for the 2013-14 school year and the payment/pre-payment of incentives as determined under the terms of the program. The cost of the program will not exceed \$400,000.

BACKGROUND: The workers' compensation incentive program is designed to be an incentive to staff in the District to exercise care in their daily activities and to avoid situations that could cause injury. The program is being supplemented with incentives to certain schools and groups of employees to continue their exemplary safety performance from the 12-13 year. The program has two potential payouts for each school, if the criteria are met. The first is a mid-year payout that would be a pre-payment of a portion of the total incentive offered to each school (to be paid to the schools that qualify on February 1). The end of year payout will be made to each school on or before August 1, 2014 based on their performance during the 2013-14 fiscal year and would be reduced by any pre-payment made on February 1.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.B.4.

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

Fund Source: 970-00-110-2514-6415	GOB	Requisition #:
Amount: \$400,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$400,000.00	<input checked="" 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



BOARD RESOLUTION

Date: June 21, 2013

To: Dr. Kelvin R. Adams, Superintendent

From: Leon Fisher, CFO/Treasurer

Agenda Item : 06-27-13-64

Action:

Action to be Approved: Contract

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

SUBJECT: To approve a contract with the employment agency selected by the Finance Department for the fees associated with securing one full-time permanent individual to fill the Controller position in the Finance Department. The cost of the contract will not exceed \$30,000.00. The contract will be for the period June 28, 2013 to June 30, 2014.

BACKGROUND: Due to the departure of the individual in the Controller position, it is important to fill this position with a highly qualified individual. As a part of the search process, individuals will be interviewed and evaluated by the District for their ability to make an immediate impact in supporting our current team.

The firms Robert Half, Accounting Career Consultants, K-Force and Benskin & Hott Talent Partners will be used initially to identify the qualified individuals for this position. However, if these firms are unable to provide the qualified individual required, additional firms will be used.

Accountability Plan Goals: Goal II: Highly Qualified Staff

Objective/Strategy: II.D.

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

Fund Source: 977-00-110-2523-6319	GOB	Requisition #:
Amount: \$30,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$30,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: TBD

Department: Finance

Requestor:

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



BOARD RESOLUTION

Date: June 5, 2013

Agenda Item : 0627-13-65

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 # 031-1213 District Wide Exhaust Hoods and Grease Traps

SUBJECT: To approve a contract with Grease Masters to provide inspection, cleaning of the exhaust hoods and grease traps for the District schools beginning July 1, 2013 through June 30, 2014 at a cost not to exceed \$48,298.50, pending legal review and availability of funds.

BACKGROUND: Grease Masters will provide all necessary labor, services, equipment and parts to maintain the correct functions of the exhaust hood systems and grease traps at the District's schools. This contract will have an option to renew for three additional years.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

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

Fund Source : 905-00-110-2623-6336	GOB	Requisition #: TBD
Amount: \$48,298.50		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$48,298.50	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor 600011976

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

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

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



May 7, 2013

MEMORANDUM

TO: Rick Schaeffer: Purchasing Office

FROM: Linda C. McKnight

RE: Bid Evaluation Record for RFP 031-1213 District Wide Service for Exhaust Hoods and Grease Traps

The evaluation began at 5/2/13, 9:30 a.m. The evaluation committee consisted of the following:

Roger CayCe	Building Commissioner	SLPS
Mike Dobbs	Project Manager	SLPS
Yvonne Green	Project Manager	SLPS
Rosmon Johnson	Facilities Manager	SLPS

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

Company Name	Bid Amount	Overall Score	Award (Y/N)
Grease Masters	\$48,298.50		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# 031-1213 District Wide Service for Exhaust Hoods and Grease Traps											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Overall Proposal	score	Vendor's Experience	score	Total Score
Grease Masters Total cost is \$48,298.50	\$23,850.00 for exhaust hoods; \$24,448.50 for grease traps	30	Max 20%	-	Max 20%	20	Max 5%	5	Max 5%	5	60
Score	Max 50%										
Score	Max 50%		Max 20%	-	Max 20%	-	Max 5%		Max 5%		-
Score	Max 50%		Max 20%	-	Max 20%		Max 5%		Max 5%		
Score	Max 50%		Max 20%		Max 20%		Max 5%		Max 5%		
Score	Max 40%	-	Max 20%	-	Max 20%	-	Max 5%		Max 5%		-
Score	Max 50%	-	Max 20%	-	Max 20%	-	Max 5%		Max 5%		-
Score	Max 50%	-	Max 20%	-	Max 20%	-	Max 5%		Max 5%		-

NAME: Mike Dobbs

BID SUMMARY FOR RFP# 031-1213 District Wide Service for Exhaust Hoods and Grease Traps											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Overall Proposal	score	Vendor's Experience	score	Total Score
Grease Masters Total cost is \$48,298.50	\$23,850.00 for exhaust hoods; \$24,448.50 for grease traps										
Score	Max 50%	30	Max 20%	-	Max 20%	20	Max 5%	5	Max 5%	5	60
Score	Max 50%		Max 20%	-	Max 20%	-	Max 5%		Max 5%		-
Score	Max 50%		Max 20%	-	Max 20%		Max 5%		Max 5%		
Score	Max 50%		Max 20%		Max 20%		Max 5%		Max 5%		
Score	Max 40%		Max 20%	-	Max 20%	-	Max 5%		Max 5%		-
Score	Max 50%		Max 20%	-	Max 20%		Max 5%		Max 5%		-
Score	Max 50%		Max 20%	-	Max 20%	-	Max 5%		Max 5%		-

NAME: Rosmon Johnson

BID SUMMARY FOR RFP# 031-1213 District Wide Service for Exhaust Hoods and Grease Traps											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Overall Proposal	score	Vendor's Experience	score	Total Score
Grease Masters Total cost is \$48,298.50	\$23,850.00 for exhaust hoods; \$24,448.50 for grease traps	30	Max 20%	-	Max 20%	20	Max 5%	5	Max 5%	5	60
Score	Max 50%										
Score	Max 50%		Max 20%	-	Max 20%	-	Max 5%		Max 5%		-
Score	Max 50%		Max 20%	-	Max 20%	-	Max 5%		Max 5%		
Score	Max 50%		Max 20%		Max 20%		Max 5%		Max 5%		
Score	Max 40%	-	Max 20%	-	Max 20%	-	Max 5%		Max 5%		-
Score	Max 50%	-	Max 20%	-	Max 20%	-	Max 5%		Max 5%		-
Score	Max 50%	-	Max 20%	-	Max 20%	-	Max 5%		Max 5%		-

NAME: Yvonne Green

BID SUMMARY FOR RFP# 031-1213 District Wide Service for Exhaust Hoods and Grease Traps											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Overall Proposal	score	Vendor's Experience	score	Total Score
Grease Masters Total cost is \$48,298.50	\$23,850.00 for exhaust hoods; \$24,448.50 for grease traps										
Score	Max 50%	30	Max 20%	-	Max 20%	20	Max 5%	5	Max 5%	5	60
Score	Max 50%		Max 20%	-	Max 20%	-	Max 5%		Max 5%		-
Score	Max 50%		Max 20%	-	Max 20%		Max 5%	-	Max 5%		
Score	Max 50%		Max 20%		Max 20%		Max 5%		Max 5%		
Score	Max 40%	-	Max 20%	-	Max 20%	-	Max 5%	-	Max 5%	-	-
Score	Max 50%	-	Max 20%	-	Max 20%	-	Max 5%	-	Max 5%	-	-
Score	Max 50%	-	Max 20%	-	Max 20%	-	Max 5%	-	Max 5%	-	-



BOARD RESOLUTION

Date: June 19, 2013

Agenda Item : 06-27-13-66

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 # 08-09-12-03

Prior Year Cost \$55,000.00

SUBJECT: To approve an amendment to Board Resolution Number 08-09-12-03, a contract renewal with John Windom to serve as the Executive Director of Community Education. The amendment of the contract is to increase the contract by \$10,000.00. The dates of service remains the same. If this request is approved, the total cost of the contract will now be \$65,000.00 for the 2012-2013 school year.

BACKGROUND: The time requirements for Mr. Windom as the Executive Director of Community Education have exceeded the originally anticipated time and the original amount in the contract did not cover the additional services required.

Accountability Plan Goals: Goal IV: Parent Community Involvement

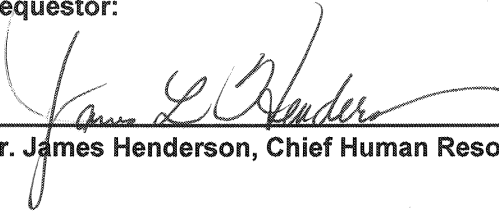
Objective/Strategy: IV.A.

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

Fund Source: 827-00-110-1663-6319	GOB	Requisition #:
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 #: 600013272


Department: Human Resources


Requestor:


Dr. James Henderson, Chief Human Resource Officer


Mary M. Houlihan, Dep. Supt., Operations


Angela Banks, Budget Director


Leon Fisher, CFO/Treasurer


Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: June 21, 2013

Agenda Item : 06-29-13-67

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved:
Contract Increase/Decrease

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

Previous Board Resolution # 10-18-12-01
Prior Year Cost \$260,460.30

SUBJECT: To approve an amendment to Board Resolution Number 10-18-12-01, a contract with the Alliance of Parents and Children for Educational Empowerment (APCEE), Inc. The amendment of the contract will reflect an increase in the cost of the services under the contract. The additional cost of this amendment will not not exceed \$19,999.40. If this request is approved, the total combined cost of the contract will be \$280,459.70.

BACKGROUND: The District has been providing this service through APCEE to increase access to high quality educational options to children by actively linking their families to schools and the community and by actively supporting parental choice policies and programs that empower low income working families.

Accountability Plan Goals: Goal IV: Parent Community Involvement

Objective/Strategy: 1

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

Fund Source: 819-UG-293-2214-6319	Non-GOB	Requisition #:
Amount: \$19,999.40		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$19,999.40	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600014402

Department: Office of Innovation

Requestor:


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

 6/21/2013
Dr. Nicole Williams, Dep. Supt., Academics


Angela Banks, Budget Director


Leon Fisher, CFO/Treasurer


Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: June 19, 2013

Agenda Item: 06-27-13-68

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract

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

SUBJECT: To approve a sole source contract with the Alliance of Parents and Children for Educational Empowerment (APCEE), Inc. to conduct student recruitment and enrollment in support of the St. Louis Public Schools. The services will be provided from June 28, 2013 to August 31, 2013 at a cost not to exceed \$42,000.00.

BACKGROUND: APCEE will implement its Parents in Education program to encourage and assist parents in enrolling their children in the St. Louis Public Schools. The program uses a combination of school open houses, parent communication and door-to-door canvassing to assist families in enrolling.

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 #:
Amount: \$42,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$42,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600014402

Department: Institutional Advancement


Requestor:




Stacy Clay, Dep. Supt., Institutional Advancement



Angela Banks, Budget Director



Leon Fisher, CFO/Treasurer



Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: June 21, 2013

To: Dr. Kelvin R. Adams, Superintendent

From: Audrey Jackson, Director, Leadership Development

Agenda Item: 06-27-13-69
Action:

Action to be Approved:
Contract Extension/Continuation

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

Previous Board Resolution # 01-17-13-04
Prior Year Cost \$46,000.00

SUBJECT: To approve an amendment to Board Resolution Number 01-17-13-04, a contract with Dr. Ron Ferguson. The amendment of the contract will include an extension of the expiration date to December 31, 2013 to provide leadership support to principals, assistant principals and leadership teams. There will not be an additional cost to the District since the current contract has money remaining. If this request is approved, the cost of the contract will remain \$46,000.00.

BACKGROUND: Dr. Ferguson will continue to share his research and work with District personnel to develop an "Agenda for Action" for Saint Louis Public Schools. Dr. Ferguson is a Senior Lecturer in Education and Public Policy at the Harvard Graduate School of Education and the Harvard Kennedy School. His most recent book is *Toward Excellence with Equity: An emerging vision for closing the achievement gap*.

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: 825-VG-733-2331-6319	Non-GOB	Requisition #:
Amount: No Additional Cost		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600015195

Department: Leadership Development

Requestor:

Audrey Jackson
Audrey Jackson, Director, Leadership Development

Dr. Nicole Williams 6/17/2013
Dr. Nicole Williams, Dep. Supt., Academics

Angela Banks
Angela Banks, Budget Director

Leon Fisher
Leon Fisher, CFO/Treasurer

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



BOARD RESOLUTION

Date: June 18, 2013

Agenda Item : 06-27-13-70

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Althea Albert-Santiago, Director, Food Service

Action to be Approved:

Acceptance of Funds/Funding

Previous Board Resolution # 06-26-12-05

Prior Year Cost \$328,696.00

Other Transaction Descriptors:

(i.e.: Sole Source, Ratification)

SUBJECT: To approve the acceptance and expenditure of \$413,882.00 in reimbursable funds from the Missouri Department of Elementary and Secondary Education (DESE), School Food Services, for the Fresh Fruit and Vegetable Program in the 2013-14 school year at 24 selected SLPS schools. Sunfarm Food Service is the primary source of the fruits and vegetables used in the program.

BACKGROUND: The Fresh Fruit and Vegetable Program through DESE is being renewed at all twenty of the schools that received funds in 2012-13. For the 2013-14 year, four schools have been added to the program. The program encourages, but does not mandate, the use of local vendors, even allowing grocery store purchases. The use of Sunfarm Food Service, who has participated in this program for the last two years will be continued. The schools in the program are Adams, Ames, Ashland, Clay, Cole, Kottmeyer, Ford, Froebel, Hamilton, Hickey, Hodgen, Jefferson, Laclede, Lexington, Lyon, Mann, Mason, Meramec, Monroe, Peabody, Shaw, Walbridge, Woerner, and Washington.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.G.1.

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

Fund Source: 000-SB-510-0000-5435	Non-GOB	Requisition #:
Amount: \$413,882.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Amount Accepted \$413,882.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Food and Nutrition Services

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

Date: May 16, 2013
To: Authorized Representative, Child Nutrition Programs (115-115)
From: Karen Wooton, Coordinator, School Food Services
Subject: Acceptance into the Fresh Fruit and Vegetable Program for SY 2013-2014

The Missouri Department of Elementary and Secondary Education, School Food Services (SFS), would like to thank you for submitting an application for the Fresh Fruit and Vegetable Program (FFVP) for School Year (SY) 2013-2014. The submitted applications have been reviewed and SFS is pleased to announce the applications for the buildings listed below have been **APPROVED**. Instructions for implementation and administration of the FFVP are contained in the *Fresh Fruit and Vegetable Program Handbook*, which can be found on the DESE, SFS website under '[Publications](#)'.

The Addendum to the Permanent Application Agreement is attached and must be completed and returned before claims will be reimbursed.

Training is required each year for participation in the FFVP. The training is available on the SFS website under the '[Webinars and Workshops](#)' button. The training is directed to the coordinator of the FFVP for each LEA. It is also important for all operators of the program to understand the requirements; therefore, the training is encouraged for all staff involved with administering the FFVP. The FFVP Training Documentation has been attached and must be completed and returned before claims will be reimbursed.

Entitlements for the FFVP were determined by taking the total number of students enrolled at each accepted buildings from the October 2012 claim and multiplying it by the per student entitlement. The per student entitlement rate was determined by dividing Missouri's total entitlement for the FFVP by the total number of students enrolled in the accepted schools ($\$3,207,828 \div 63,609$).

Schools must obligate approximately 15% of the FFVP funds prior to September 30, 2013, in order to receive full entitlement for the FFVP. Obligation is defined as an order placed by the specific date, even if delivery will occur at a later date (ex. an order placed Sept 25 for delivery on October 5, would be obligated by September 30). The remainder of the funds will be available after October 1, 2013, and must be obligated by June 30, 2014. The breakdown of FFVP funds is as follows:

<u>Building Code</u>	<u>Building Name</u>	<u>Entitlement Prior to Sept. 30, 2013</u>	<u>Entitlement for the remainder of SY 13-14</u>	<u>Total FFVP Entitlement</u>
4000	ADAMS ELEM.	\$ 2,450.92	\$13,888.52	\$16,339.44
4060	ASHLAND ELEM. AND BR.	\$ 2,995.56	\$16,974.86	\$19,970.42
4250	AMES VISUAL/PERF. ARTS	\$ 3,411.61	\$19,332.48	\$22,744.09
4360	CLAY ELEM.	\$ 1,475.09	\$ 8,358.83	\$ 9,833.92
4400	COLE ELEM.	\$ 2,761.06	\$15,646.02	\$18,407.08

4510	KOTTMEYER	\$ 2,027.30	\$11,488.04	\$13,515.34
4630	FORD-FORD BR. ELEM. COMM. ED.	\$ 1,936.53	\$10,973.64	\$12,910.17
4660	FROEBEL ELEM.	\$ 2,730.80	\$15,474.56	\$18,205.36
4780	HAMILTON ELEM. COMMUNITY ED.	\$ 2,988.00	\$16,931.99	\$19,919.99
4890	HICKEY ELEM.	\$ 1,792.80	\$10,159.20	\$11,952.00
4920	HODGEN ELEM.	\$ 2,254.24	\$12,774.01	\$15,028.25
5020	JEFFERSON ELEM.	\$ 2,216.42	\$12,559.69	\$14,776.10
5060	LACLEDE ELEM.	\$ 2,087.82	\$11,830.96	\$13,918.78
5100	LEXINGTON ELEM.	\$ 2,662.72	\$15,088.77	\$17,751.49
5180	LYON ACADEMY - BASIC INSTR.	\$ 2,836.71	\$16,074.68	\$18,911.39
5260	MANN ELEM.	\$ 1,997.04	\$11,316.58	\$13,313.62
5340	MASON ELEM.	\$ 3,623.42	\$20,532.72	\$24,156.14
5500	MERAMEC ELEM.	\$ 2,125.64	\$12,045.29	\$14,170.93
5560	MONROE ELEM.	\$ 3,056.08	\$17,317.79	\$20,373.87
5620	PEABODY ELEM.	\$ 2,866.97	\$16,246.14	\$19,113.11
5780	SHAW VISUAL/PERF. ARTS CTR.	\$ 3,146.85	\$17,832.18	\$20,979.03
5960	WALBRIDGE ELEM. COMMUNITY ED.	\$ 2,223.98	\$12,602.55	\$14,826.53
5970	WOERNER ELEM.	\$ 3,146.85	\$17,832.18	\$20,979.03
6010	WASHINGTON MONTESSORI	\$ 3,267.89	\$18,518.03	\$21,785.92

To receive reimbursement for the FFVP, claims must be submitted in the SFS web application system. In no instance will advance funds be provided. All funds provided to a building must be utilized. SFS will closely monitor the monthly claims. Failure to submit a claim for the FFVP for two months will result in a warning from SFS. If a claim is not made for three months, it could result in removal from the FFVP and the funds will be given to another LEA. In order to spend the funds awarded, fresh fruits and vegetables need to be served at least two times during a regular five day week.

Monthly reimbursement claims will be broken down into two categories: Operating Costs and Administrative Costs. Operating Costs are documented expenses for purchasing, delivering, preparing, and serving fresh fruits and vegetables. Schools may also claim up to 10% of the total FFVP entitlement for Administration Costs, which may include purchasing equipment to operate the FFVP, expenses incurred for planning the FFVP, managing the paperwork, and all other aspects of the FFVP that are not related to the preparation and service of fresh fruits and vegetables. For more assistance please reference the *FFVP Handbook*, page 22-24, Reimbursable Costs.

Funding for the FFVP is to be used primarily for the purchase of fresh fruits and vegetables. SFS will carefully review all claims for allowable and reasonable expenditures. Your LEA may be contacted to explain any questionable or excessive costs.

The fruits and vegetables used for the FFVP must consist of only **FRESH** produce. The following will not be allowable: processed or preserved fruits and vegetables (i.e., canned, frozen, or dried), dips for fruit, jellied fruit, trail mix, nuts, cottage cheese, smoothies, and

most non-food items (except those allowed under administrative/operational costs in the *FFVP Handbook*.)

The FFVP must be made equally available, at no cost, to all students of the participating buildings regardless of a student's free, reduced or full price status. Students must participate in the FFVP during regular school hours, and outside of the National School Lunch Program (NSLP) and School Breakfast Program (SBP). Funds cannot be spent on FFVP for the summer term.

There are no requirements at this time concerning any production records or menus for the FFVP; however schools are required to keep receipts for all costs associated with the FFVP. Records must be kept for three school years plus the current school year's information. If FFVP produce is ordered along with orders for the NSLP or SBP, then schools must keep a separate copy of the receipt in the FFVP file and distinguish the quantities that were used for the FFVP. If there is a delivery charge associated with a receipt, schools are allowed to prorate the delivery charge as an expense for the produce.

Participation in the FFVP is a great opportunity to help students develop lifelong healthful eating habits. If you have any questions or need assistance with implementing the FFVP please contact our office at 573-751-3526.



BOARD RESOLUTION

Date: June 18, 2013

To: Dr. Kelvin R. Adams, Superintendent

From: Leon Fisher, CFO/Treasurer

Agenda Item : 06-24-13-71

Action:

Action to be Approved:
Board Resolution Amendment

Previous Board Resolution # 02-21-13-04

Prior Approval Amount \$73,280.00

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

SUBJECT: To rescind Board Resolution Number 02-21-13-04, a contract with an employment agency, as selected by the Finance Department, to provide an individual to fill the temporary position of a Payroll Analyst in the Payroll Division at a cost not to exceed \$73,280. Per this Board Resolution Number, a contract was never executed with any of the potential employment agencies listed or any other employment agency as defined in the "background information".

BACKGROUND: Due to the departure of the individual in this staff position, it is important to immediately fill this position on a temporary basis until a full time replacement candidate can be hired. As part of the search process, individuals from multiple vendors will be interviewed and evaluated for their ability to make an immediate impact in supporting our current team.

The firms Robert Half, Accounting Career Consultants and Benskin & Hott Talent Partners will be used initially to identify the qualified individuals for this position. However, if these firms are unable to provide the qualified individual required, additional firms will be used.

Accountability Plan Goals: Goal II: Highly Qualified Staff

Objective/Strategy: II.D.

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

Fund Source: 979-00-110-2524-6319	GOB	Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Payroll

Requestor:

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: June 19, 2013

To: Dr. Kelvin R. Adams, Superintendent

From: Leon Fisher, CFO/Treasurer

Agenda Item : 06-27-13-12

Action:

Action to be Approved: Contract

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

SUBJECT: To approve a contract with K-Force (an employment agency) for fees associated with securing one full-time permanent individual to fill the position of Payroll Analyst in the Payroll Department in an amount not to exceed \$20,000 for the period June 28, 2013 through August 31, 2013.

BACKGROUND: Due to the departure of the individual in this staff position, it is important to immediately fill this position. The firms K-Force, Robert Half, Accounting Career Consultants and Benskin & Hott Talent Partners were used to identify the qualified individuals for this position. As a part of the search process, individuals from multiple vendors were interviewed and evaluated for their ability to make an immediate impact in supporting our current team. K Force was selected as the firm that could provide the individual with the required background.

Accountability Plan Goals: Goal II: Highly Qualified Staff

Objective/Strategy: II.D.

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

Fund Source: 979-00-110-2524-6319	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 #: 600014021

Department: Payroll

Requestor: Judy Gaughan

Angela Banks / Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

Mary M. Houlihan, Dep. Supt., Operations

July 25, 2013

July 25, 2013



BOARD RESOLUTION

Date: June 18, 2013

Agenda Item : 07-25-1301

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract

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

SUBJECT: To approve the contract with the St. Louis Community College at Forest Park for the Dual Enrollment/Early College Academy. The total cost of the program will not exceed \$59,819.53. The program will be for the 2013 - 2014 school year.

BACKGROUND: The twenty-two students in this program will earn 30 hours of college credit while also receiving high school credit toward graduation. The classes will be held on the Forest Park Community College campus and the students will receive 1 hour of tutoring as a part of their class schedule.

The cost of the program that is payable to St. Louis Community College includes \$44,100 for tuition, \$12,139.85 for books, and \$3,579.68 for supplemental tutoring for a total of \$59,819.53. Transportation is to be determined.

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: 802-00-110-1932-6311	GOB	Requisition #:
Amount: \$47,679.68		
Fund Source: 802-00-110-2124-6421	GOB	Requisition #:
Amount: \$8,089.45		
Fund Source: 802-00-110-2124-6411	GOB	Requisition #:
Amount: \$4,050.40		
Cost Not to Exceed: \$59,819.53	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600005826

Department: Academics

Requestor:


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

Dr. Nicole Williams, Dep. Supt., Academics


Angela Banks, Budget Director


Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: June 13, 2013

Agenda Item : 01-25-13-02

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 # 05-09-13-05 & 09-27-12-15

Prior Year Cost \$55,000.00

SUBJECT: To approve a contract renewal with Concentra Medical Centers to provide pre-employment medical screenings, TB skin tests, fit-for-duty exams, for cause drug testing and drug testing as required for all potential new hires. The renewal period will be July 1, 2013 through June 30, 2014 at a cost not to exceed \$55,000.00.

BACKGROUND: Concentra provides all of the pre-employment medical related services for the District. They also provide services related to work related injuries which is billed through the workers' compensation program.

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: 990-00-110-2832-6319	GOB	Requisition #:
Amount: \$55,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$55,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600006326

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: 6/1/13
Dept / School: Human Resources		Reported By: Dr. James L. Henderson
Vendor: Concentra Medical Centers		Vendor #: 600006326
Contract # / P.O. #: 4500163987		Contract Name: Medical Services
Contract Amount: \$ 55,000		Award Date: 05/09/13
Purpose of Contract (Brief Description): To provide pre-employment medical screenings, TB skin tests, fit-for-duty exams, for cause drug testing and drug testing as required for all potential new hires.		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	⑤ 4 3 2 1	
Timeliness of Delivery or Performance	⑤ 4 3 2 1	
Business Relations	⑤ 4 3 2 1	
Customer Satisfaction	⑤ 4 3 2 1	
Cost Control	⑤ 4 3 2 1	
Average Score	5.0	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



BOARD RESOLUTION

Date: June 18, 2013

Agenda Item : 07-25-13-03

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 # 08-09-12-09

Prior Year Cost \$328,696.00

SUBJECT: To approve a contract renewal with Sunfarm Food Service to provide the produce to support the Fresh Fruit and Vegetable Program. The contract is for the 2013-14 school year and the cost will not exceed \$413,882.00.

BACKGROUND: Sunfarm was selected as the vendor for this program during a bid process in 2011. They are providing the fresh produce, educational materials and in-class instruction about the benefits of eating fruits and vegetables. Sunfarm supported all twenty schools in the program during the 2012-13 school year and will support all twenty-four schools in the program during the 2013-14 school year.

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: 906-SB-510-3111-6319	Non-GOB	Requisition #:
Amount: \$413,882.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$413,882.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600013370

Department: Food and Nutrition Services

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



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 06/05/13
Dept / School: Food Services		Reported By: Althea Albert-Santiago
Vendor: Sunfarm Food Service		Vendor #: 600013370
Contract # / P.O/ #: 4500164451		Contract Name: Fruit and Vegetable Program
Contract Amount: \$328,696.00		Award Date: 08-09-12
Purpose of Contract (Brief Description): To provide fresh fruits and vegetables to the schools in the program.		
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	5X 4 3 2 1	Sunfarm tries to ensure that they are serving and giving high quality produce to our students and schools. If the product is not at a high quality the company takes it back and brings different produce.
Timeliness of Delivery or Performance	5 4x 3 2 1	The drivers try to make sure the produce arrives in a timely matter. The drivers are always in contact with the schools if they are going to be later.
Business Relations	5X 4 3 2 1	The Management of Sunfarm has a good working relationship with the Fresh Fruit and Vegetable Coordinators as well as the Accountability Specialist.
Customer Satisfaction	5X 4 3 2 1	Sunfarm ensures that all the schools and students are very satisfied. They have great customer service.
Cost Control	5 4 x 3 2 1	The Company tries to work with the Food Services Department to get the best price possible for the fresh fruit and vegetables.
Average Score	4.6	
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



BOARD RESOLUTION

Date: June 6, 2013

Agenda Item : 07-25-13-04

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 12-13-12-02

Prior Year Cost \$8,000.00

SUBJECT: To approve a contract renewal with Malawi Aquatics to provide aquarium and terrarium cleaning services at Gateway MST Elementary School, for the period of August 1, 2013 through June 30, 2014 at a cost not to exceed \$8,000.00.

BACKGROUND: Malawi Aquatics will perform maintenance and labor for five (5) aquariums and one (1) terrarium including service for birds, reptiles, and rabbits.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1.A.

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

Fund Source: 110-2411-473-00-110-6319	GOB	Requisition #:
Amount: \$8,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$8,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600008980

Department: Gateway Elementary School

Requestor: Dr. Rose Howard

Angela Banks, Budget Director

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

Leon Fisher, CFO/Treasurer

6/18/2013

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: 6/5/13
Dept / School: Gateway MST Elementary School		Reported By: Dr. Rose Howard
Vendor: Malawi Aquatics		Vendor #: 600008980
Contract # / P.O. #: 4500165646		Contract Name: Malawi Aquatics
Contract Amount: \$ 8,000		Award Date: 12-16-12
Purpose of Contract (Brief Description): To maintain the aquatic areas of Gateway MST Elementary School.		
<p>Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory</p>		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 4X 3 2 1	Service was done in a timely and effective manner.
Timeliness of Delivery or Performance	5 4X 3 2 1	Timelines were met. Performance was very good.
Business Relations	5 4X 3 2 1	Very Effective and professional at all times.
Customer Satisfaction	5X 4 3 2 1	All parts of the service were met and he went beyond the contract agreement.
Cost Control	5X 4 3 2 1	Service was met within the limits of the contract agreement and beyond without any additional cost to the school.
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: center;">Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

Rating	Category	Description
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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: June 18, 2013

Agenda Item : 07-25-13-05

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 07-10-12-24

Prior Year Cost \$46,500.00

SUBJECT: To approve a contract renewal with Listening For Learning to provide audiology services to the District. The period of performance will be July 26, 2013 through June 30, 2014 with the total cost not to exceed \$46,500.00. The contract is written for three years to be renewed annually at the option of the Board. This will be the third year of the contract.

BACKGROUND: Listening for Learning will provide, on an "as needed" basis, audiology services to students as required by the Individuals with Disabilities Education Act (IDEA). All services are to be provided at sites and times as directed by the Office of Special Education.

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: 828-00-274-2132-6319	Non-GOB	Requisition #:
Amount: \$38,500.00		
Fund Source: 840-00-224-1243-6319	Non-GOB	Requisition #:
Amount: \$8,000.00		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$46,500.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600010847

Department: Special Education

Requestor:

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

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: 05/15/2013
Dept / School: Special Education		Reported By: Dr. Sheryl Davenport
Vendor: Listening for Learning		Vendor #: 600010847
Contract # / P.O/ #: 4500163273		Contract Name: Audiology Services
Contract Amount: \$ 46,500.00		Award Date: 07/10/12
Purpose of Contract (Brief Description):		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 X	Audiology services rendered have been professional, thorough and helpful to staff as they deliver services to students.
	4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5 X	The vendor delivers services in a timely manner in order to meet deadlines for the evaluation process.
	4	
	3	
	2	
	1	
Business Relations	5 X	There is a very positive relationship between SLPS and the vendor.
	4	
	3	
	2	
	1	
Customer Satisfaction	5 X	SLPS continues to be very satisfied with the work of Listening for Learning.
	4	
	3	
	2	
	1	
Cost Control	5 X	Costs have been contained and are under budget.
	4	
	3	
	2	
	1	
Average Score	5	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



BOARD RESOLUTION

Date: June 18, 2013

Agenda Item : 07-25-13-06

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 07-10-12-23

Prior Year Cost \$355,500.00

SUBJECT: To approve the contract renewal with Deaf Way Interpreting Services to provide sign language interpreting services to the District. The period of performance will be July 26, 2013 through June 30, 2014 with the total cost not to exceed \$355,500.00. The contract is written for three years to be renewed annually at the option of the Board. This will be the third year of the contract.

BACKGROUND: Deaf Way Interpreting Services will provide, on an "as needed" basis, sign language interpreting services to students and families as required by the Individuals with Disabilities Services Education Act (IDEA). The services are to include participation in IEP development and implementation. All services are to be provided at sites and times as directed by the Office of Special Education.

Accountability Plan Goals: Goal III: Facilities, Resources Support

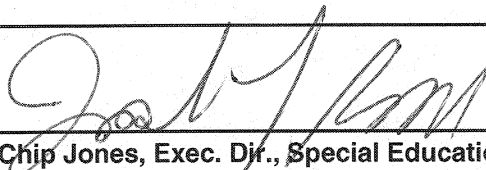
Objective/Strategy: III.A.

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

Fund Source: 828-00-274-1222-6319	Non-GOB	Requisition #:
Amount: \$355,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$355,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600000639

Department: Special Education

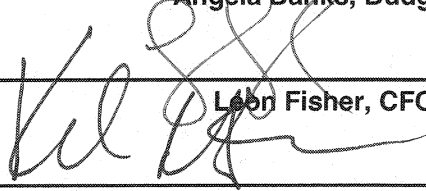
Requestor:



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



 Angela Banks, Budget Director



 Kelvin 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: 05/15/2013
Dept / School: ECSE		Reported By: Sheryl Davenport
Vendor: Deafway		Vendor #: 60000639
Contract # / P.O. #: 4500163280		Contract Name: Sign Language Interpreting Service
Contract Amount: \$ 355,500.00		Award Date: 07/10/12
Purpose of Contract (Brief Description): To provide sign language interpreting services to eligible deaf/hard of hearing students per their IEP.		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 X	The sign language interpreters provided by Deafway are experienced and have skills necessary to assist students in the classroom setting.
	4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5 X	The attendance of the sign language interpreters meets expectations.
	4	
	3	
	2	
	1	
Business Relations	5 X	Deafway has a positive history of working with SLPS and providing quality service.
	4	
	3	
	2	
	1	
Customer Satisfaction	5 X	The vendor is responsive and professional.
	4	
	3	
	2	
	1	
Cost Control	5 X	The vendor has provided adequate service and come in under budget.
	4	
	3	
	2	
	1	
Average Score	5	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



BOARD RESOLUTION

Date: June 18, 2013

Agenda Item : 07-25-13-07

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 07-10-12-22

Prior Year Cost \$77,500.00

SUBJECT: To approve a contract renewal with Midwest Music Therapy Services, Inc. to provide music therapy services to the District. The period of performance will be July 26, 2013 through June 30, 2014 with the total cost not to exceed \$57,500.00. The contract is written for three years to be renewed annually at the option of the Board. This will be the third year of the contract.

BACKGROUND: Midwest Music Therapy Services, Inc. will provide, on an "as needed" basis, music therapy services to students and families as required by the Individuals with Disabilities Education Act (IDEA). All services are to be provided at sites and times as directed by the Office of Special Education.

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: 828-00-274-2132-6319	Non-GOB	Requisition #:
Amount: \$51,000.00		
Fund Source: 840-00-224-1243-6319	Non-GOB	Requisition #:
Amount: \$6,500.00		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$57,500.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600013853

Department: Special Education

Requestor:

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

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

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: May 14, 2013
Dept / School: Student Support Services		Reported By: Colleen Reichert
Vendor: Midwest Music Therapy, Inc.		Vendor #: 600013853
Contract # / P.O/ #: 4500163279		Contract Name: Music Therapy Services
Contract Amount: \$ 77,500.00		Award Date: 07-10-12
Purpose of Contract (Brief Description): To provide Music Therapy Services to students when it is a part of their IEP.		
<p>Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory</p>		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5	The agency provides board certified music therapists who are knowledgeable about the delivery of the service within a school setting and the assessment/IEP process. They have advised the district of the nationally used SEMTAP process.
	✓ 4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	✓ 5	The agency is extremely prompt and responsive to the needs of the district. Even in the event of a delay on the part of the case manager or team, Midwest responds quickly to meet compliance deadlines.
	4	
	3	
	2	
	1	
Business Relations	✓ 5	The agency president is extremely prompt in returning calls and emails and sending the appropriate staff to "fit" the student profile. All agency staff members are accessible and readily request district input as needed. All agency staff work well with their school IEP teams.
	4	
	3	
	2	
	1	
Customer Satisfaction	✓ 5	The agency goes above and beyond in meeting district requests and student needs. They are extremely flexible in scheduling service provision, reporting and necessary meeting attendance. They call issues to my attention immediately when necessary.
	4	
	3	
	2	
	1	
Cost Control	5	The agency rates are competitive. They assess to recommend the service only when there is truly an educational need, in accordance with special education requirements. They are forthright in assessing and recommending when the service is no longer needed.
	✓ 4	
	3	
	2	
	1	
Average Score	4.6	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: center;">Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



BOARD RESOLUTION

Date: June 18, 2013

Agenda Item: 07-25-13-08

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 07-10-12-21

Prior Year Cost \$18,000.00

SUBJECT: To approve a contract renewal with Metropolitan Speech and Language Center to provide foreign language interpreting services to the District. The period of performance will be July 26, 2013 through June 30, 2014 with the total cost not to exceed \$26,500.00. The contract is written for three years to be renewed annually at the option of the Board. This will be the third year of the contract.

BACKGROUND: Metropolitan Speech and Language Center will provide, on an "as needed" basis, foreign language interpreting services to students and families as required by the Individuals with Disabilities Education Act (IDEA). All services are to be provided at sites and times as directed by the Office of Special Education.

Accountability Plan Goals: Goal III: Facilities, Resources Support

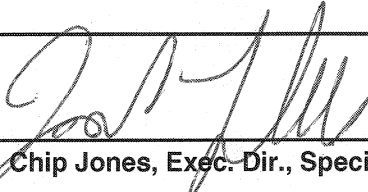
Objective/Strategy: III.A.

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

Fund Source: 828-00-274-2132-6319	Non-GOB	Requisition #:
Amount: \$26,400.00		
Fund Source: 840-00-224-1243-6319	Non-GOB	Requisition #:
Amount: \$100.00		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$26,500.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600014595

Department: Special Education

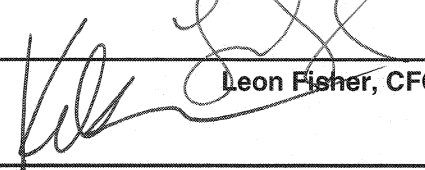
Requestor:



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



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: 05/15/2013
Dept / School: Special Education		Reported By: Dr. Sheryl Davenport
Vendor: Metropolitan Speech & Language Cntr.		Vendor #: 600014595
Contract # / P.O/ #: 4500163278		Contract Name: Foreign Language Services
Contract Amount: \$ 18,000.00		Award Date: 07/10/12
Purpose of Contract (Brief Description): To provide foreign language interpreting services to students and families whose primary language is not English but require communication supports with the educational processes.		
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	The vendor provides qualified sign language interpreters but occasionally has difficulty finding staff for some of the language requests we have.
	X4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5	There have been occasional miscommunications for some meetings in which no interpreter appeared and the meeting had to be rescheduled.
	X4	
	3	
	2	
	1	
Business Relations	5	The vendor is always responsive. When made aware of problems, Metropolitan works hard to rectify the situation in a timely manner.
	X4	
	3	
	2	
	1	
Customer Satisfaction	5	Communication and service have improved the relationship with Metropolitan.
	X4	
	3	
	2	
	1	
Cost Control	5 X	The contract is under the budgeted amount.
	4	
	3	
	2	
	1	
Average Score	4.2	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



BOARD RESOLUTION

Date: June 18, 2013

Agenda Item : 07-25-13-09

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 07-10-12-27 & 07-10-12-28

Prior Year Cost \$1,717,360.00

SUBJECT: To approve a contract renewal with Supplemental Healthcare to provide occupational, physical and speech & language therapy services as the managed care provider. The period of performance will be July 26, 2013 through June 30, 2014 with the cost not to exceed \$1,950,312.00. The contract was written for three years to be renewed annually at the option of the Board. This will be the third year of the contract.

BACKGROUND: Supplemental Healthcare, as the managed provider, will provide, on an "as needed" basis, occupational, physical therapy and speech & language services to students with disabilities as identified by the Individual Education Program (IEP). Services are to include screenings for evaluations, participation in diagnostic staffing, and IEP development and implementation. All services are to be provided at sites and times as directed by the Office of Special Education.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.D.

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

Fund Source: 828-MZ-140-2132-6319	Non-GOB	Requisition #:
Amount: \$1,935,312.00		
Fund Source: 840-00-224-1243-6319	Non-GOB	Requisition #:
Amount: \$15,000.00		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$1,950,312.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: Various

Department: Special Education

Requestor:

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

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

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final X Quarterly		Report Date: May 14, 2013
Dept / School: Special Education-Speech & Lang		Reported By: Deami F. Watson
Vendor: Supplemental: Managed Care		Vendor #: 600013310
Contract # / P.O/ #: 4500163274		Contract Name: Supplemental: Managed Care
Contract Amount: \$ 1,717,360.00		Award Date: 07/10/12
Purpose of Contract (Brief Description): To provide speech/language and occupational/physical therapy services to identified students with disabilities when District staff is unable to meet the demand.		
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	Although vendor is able to meet the demand for staff in a timely manner, there is a high turn-over rate for selected contract staff (e.g., over half of contract staff hired through this program have expressed desire to separate from the position.).
	4	
	<input checked="" type="radio"/> 3	
	2	
	1	
Timeliness of Delivery or Performance	<input checked="" type="radio"/> 5	Vendor met all specifications within the contract.
	4	
	3	
	2	
	1	
Business Relations	<input checked="" type="radio"/> 5	Vendor immediately responds to my requests to locate additional staff and has been very successful filling vacancies within 2-3 weeks. Vendor diligently works to partner with the Coordinator of the program to ensure that any questions or concerns are addressed immediately.
	4	
	3	
	2	
	1	
Customer Satisfaction	5	Vendor has provided very qualified staff. However, most have not expressed an interest in remaining in the school district.
	4	
	<input checked="" type="radio"/> 3	
	2	
	1	
Cost Control	<input checked="" type="radio"/> 5	To the best of my knowledge, the vendor met the original cost estimated.
	4	
	3	
	2	
	1	
Average Score	4.2	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



BOARD RESOLUTION

Date: June 18, 2013

Agenda Item : 07-25-13-10

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 05-09-13-0 & 07-10-12-25

Prior Year Cost \$516,076.00

SUBJECT: To approve the contract renewal with Supplemental Health Care for nursing services. The period of performance will be July 26, 2013 through June 30, 2014 with the cost not to exceed \$862,524.00. The contract is written for three years to be renewed annually at the option of the Board. This will be the third year of the contract.

BACKGROUND: The agency was selected by RFP in 2011. The agency will provide, on an "as needed" basis, nursing services to students with disabilities as identified by the Individual Education Program (IEP). Services are to include screenings for evaluations, participation in diagnostic staffing, and IEP development and implementation. All services are to be provided at sites and times as directed by the Office of Special Education.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.D.

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

Fund Source: 828-MZ-140-2132-6319	Non-GOB	Requisition #:
Amount: \$431,262.00		
Fund Source: 840-00-224-1243-6319	Non-GOB	Requisition #:
Amount: \$431,262.00		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$862,524.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: Various

Department: Special Education

Requestor:

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

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

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 05/15/13
Dept / School: Special Education		Reported By: Dr. Sheryl Davenport
Vendor: Supplemental Healthcare		Vendor #: 600013310
Contract # / P.O/ #: 4500163275		Contract Name: Private Nursing Services
Contract Amount: \$ 516,076.00		Award Date: 05/09/2013
Purpose of Contract (Brief Description):		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	X5	The vendor provides qualified nurses to assist eligible students per the needs outlined in the IEP. However there have been incidences that required SLPS staff to request reassignment of nurses.
	4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	X5	The vendor is very responsive and provides needed nurses in a timely manner. The vendor handled all concerns in a timely and professional manner.
	4	
	3	
	2	
	1	
Business Relations	X5	The business relationship with the vendor is professional and exceeds expectations.
	4	
	3	
	2	
	1	
Customer Satisfaction	X5	The vendor is extremely responsive to staff and parents. Parents have reported good relationships and thorough explanations of services with the Supplemental. The vendor constantly communicates with families.
	4	
	3	
	2	
	1	
Cost Control	5	While the vendor has worked very hard to contain costs, it has exceeded the budgeted amount. The amount was determined without knowing how many nurses would be required per IEP team determinations particularly in early childhood special education.
	X4	
	3	
	2	
	1	
Average Score	4.8	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



BOARD RESOLUTION

Date: June 18, 2013

Agenda Item : 07-85-13-11

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 05-09-13-04 & 07-10-12-26

Prior Year Cost \$2,646,845.00

SUBJECT: To approve contract renewals for private placement services with multiple vendors. The period of performance will be July 26, 2013 through June 30, 2014 with the total combined cost not to exceed \$2,706,845.00. The contracts are written for three years to be renewed annually at the option of the Board. This will be the third year of the contracts.

BACKGROUND: The agencies listed below were selected by RFP in 2011. The agencies will provide, on an "as needed" basis, private placement services to students with disabilities as identified by the Individual Education Program (IEP). Services are to include screenings for evaluations, participation in diagnostic staffing, and IEP development and implementation. All services are to be provided at sites and times as directed by the Office of Special Education.

Annie Malone - Emerson Academy, Edgewood Children's Home, Epworth Children and Family Services, Logos School, Family Resource Center, and Our Little Haven

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.D.

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

Fund Source: 828-00-274-2132-6311	Non-GOB	Requisition #:
Amount: \$2,646,845.00		
Fund Source: 840-00-224-1243-6311	Non-GOB	Requisition #:
Amount: \$60,000.00		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$2,706,845.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: Various

Department: Special Education

Requestor:

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

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: 5/15/13	
Dept / School: SPED. CONTRACTUAL	Reported By: D. BELL	
Vendor: EMERSON	Vendor #: 600003731	
Contract # / P.O / #: 4500163282	Contract Name: Private Placement Services	
Contract Amount: \$ 344,960.00	Award Date: 05/09/13	
Purpose of Contract (Brief Description):		
THERAPEUTIC PRIVATE SEPARATE DAY SCHOOL		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 X 4 3 2 1	Emerson is the only Contractual Site within the city limits of St. Louis. Emerson over the last year has stepped up their program to include more therapy, computer science lab, outdoor (small) science garden, a professional chef and a program geared for our severe ID students of high school age which are not eligible for state school placement. Their location assists with saving on transportation cost. Emerson has added a nine week intervention report.
Timeliness of Delivery or Performance	5 4 X 3 2 1	Performance and delivery are satisfactory.
Business Relations	5 X 4 3 2 1	The Annie Malone Organization of which Emerson is a part of has a long of community service to our city. The staff at Emerson is easy to approach, open to suggestions and improvements and follow through.
Customer Satisfaction	5 X 4 3 2 1	The school continues to improve and I have not had one parent complaint concerning the school.
Cost Control	5 X 4 3 2 1	Emerson is the least expensive of all agencies.
Average Score	4	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes X No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>	Report Date 5/15/13	
Dept / School: SPED. CONTRACTUAL	Reported By: D. BELL	
Vendor: EDGEWOOD/CHILDHAVEN	Vendor #: 600004154	
Contract # / P.O. #: 4500163283	Contract Name: Private Placement Services	
Contract Amount: \$ 602,112.00	Award Date: 05/09/13	
Purpose of Contract (Brief Description):		
THERAPEUTIC PRIVATE SEPARATE DAY SCHOOL		
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 X 3 X 2 1	The quality of the services is dependent on the staff person delivering the service. Services are satisfactory. When it comes to preparing students to return to our district this agency does not comply.
Timeliness of Delivery or Performance	5 4 3 X 2 1	Edgewood tends to want to keep students longer than other agencies.
Business Relations	5 4 3 X 2 1	The current Director of Special Education at Edgewood is excellent; the staff under her is good but not as experienced in getting information and paperwork completed in a timely manner.
Customer Satisfaction	5 4 3 X 2 1	I have had parents of some of the long term students finally ask for students to be transitioned and others are determined to stay at Edgewood.
Cost Control	5 4 3 X 2 1	Edgewood has six weeks of ESY compared to four for most agencies and students tend to stay longer.
Average Score	3.2	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 5/15/13
Dept / School: SPED. CONTRACTUAL		Reported By: D. BELL
Vendor: EPWORTH		Vendor #: 6900004155
Contract # / P.O. #: 4500163284		Contract Name: Private Placement Services
Contract Amount: \$ 529,200.00		Award Date: 05/09/13
Purpose of Contract (Brief Description):		
THERAPEUTIC PRIVATE SEPARATE DAY SCHOOL		
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	Epworth has added several new programs to serve students. Autism programming and partnership with St. Louis University St. Louis Project Search Art Therapy ECEL
	4 X	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5	IEP's and all other reports are done professionally and in a timely manner. Epworth has a new Director and administratively things did not run smoothly.
	4	
	3 X	
	2	
	1	
Business Relations	5 X	Billing and attendance is submitted on time and they always follow through with request and are easy to deal with.
	4	
	3	
	2	
	1	
Customer Satisfaction	5 X	Epworth is committed to helping our students and returning them to the District as soon as possible. I have not had any parent complaints.
	4	
	3	
	2	
	1	
Cost Control	5 X	Epworth returns students to the District as soon as is possible and varies the cost of the students in their various programs.
	4	
	3	
	2	
	1	
Average Score	4.5	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: center;">Please Check Yes X No <input type="checkbox"/></p>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

Type of report	Identify if this is a final report or a quarterly report (3 months)
Report Date	The date the report is prepared
Department	Indicate the name of the reporting department
Reported By	Please sign your name
Vendor	Enter the vendor's name
Vendor Number	Enter the vendor's assigned number
Contract # / PO #	Enter the assigned contract # or the purchase order # for the goods or services being reported
Contract Name	The official name used when the contract was solicited
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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
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1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

Performance Categories Descriptions

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



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 5/15/13
Dept / School: SPED. CONTRACTUAL		Reported By: D. BELL
Vendor: LOGOS		Vendor #: 600000790
Contract # / P.O/ #: 4500163285		Contract Name: Private Placement Services
Contract Amount: \$ 509,600.00		Award Date: 05/09/13
Purpose of Contract (Brief Description):		
THERAPEUTIC PRIVATE SEPARATE DAY SCHOOL		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 X	Logos delivers exceptional service to our students with respect and encouragement.
	4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5	Services are delivered in a professional and timely manner.
	4 X	
	3	
	2	
	1	
Business Relations	5 X	Logos staff is professional and quick to respond to any requests.
	4	
	3	
	2	
	1	
Customer Satisfaction	5 X	No parent complaints and services are delivered on time.
	4	
	3	
	2	
	1	
Cost Control	5 X	Logos works to graduate or return students as soon as possible to the District.
	4	
	3	
	2	
	1	
Average Score	4	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

Type of report	Identify if this is a final report or a quarterly report (3 months)
Report Date	The date the report is prepared
Department	Indicate the name of the reporting department
Reported By	Please sign your name
Vendor	Enter the vendor's name
Vendor Number	Enter the vendor's assigned number
Contract # / PO #	Enter the assigned contract # or the purchase order # for the goods or services being reported
Contract Name	The official name used when the contract was solicited
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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
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1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

Performance Categories Descriptions

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



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 05/15/2013
Dept / School: Early Childhood Special Ed.		Reported By: Dr. Sheryl Davenport
Vendor: Family Resource Center		Vendor #: 600009593
Contract # / P.O. #: 4500163512		Contract Name: Private Placement Services
Contract Amount: \$ 62,700.00		Award Date: 05/09/13
<p>Purpose of Contract (Brief Description): The vendor provides services to preschool children with developmental delays who require intensive social/emotional intervention. The small classroom setting with social workers and counselors who specialize in helping children cope with traumatic events/circumstances is beneficial for transitioning back to a regular classroom more successfully.</p>		
<p>Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory</p>		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5	The vendor provides a small classroom setting in a safe environment for children. The teachers and related service personnel are qualified and skilled. FRC fulfills its obligations in support of IEP goals, however leadership changes have been more challenging this year.
	4	
	X3	
	2	
	1	
Timeliness of Delivery or Performance	5	The vendor has small classrooms but the timeliness of delivery of service was not a problem.
	X4	
	3	
	2	
	1	
Business Relations	5	The vendor is responsive and professional. They check in often, provide regular updates regarding the students we send to them.
	X4	
	3	
	2	
	1	
Customer Satisfaction	5	SLPS is satisfied with its interactions with FRC. As relationships become more established, communication has improved.
	X4	
	3	
	2	
	1	
Cost Control	5	Due to the nature of placements, FRC has remained well below its budgeted amount.
	X4	
	3	
	2	
	1	
Average Score	3.8	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: center;">Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

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



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 05/15/2013
Dept / School: Special Education		Reported By: Dr. Sheryl Davenport
Vendor: Our Little Haven		Vendor #: 600015292
Contract # / P.O/ #: 4500165915		Contract Name: Private Placement Services
Contract Amount: \$15,000.00		Award Date: 05/09/13
Purpose of Contract (Brief Description): The purpose of the contract is to provide a specialized learning experience for preschool children who meet eligibility standards under IDEA and require a therapeutic learning environment to meet significant behavioral needs.		
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 X4 3 2 1	Therapy services rendered have been professional, thorough and helpful to staff as they deliver services to students.
Timeliness of Delivery or Performance	5 4 X3 2 1	The vendor delivers services in a timely manner in order to meet deadlines for the evaluation process.
Business Relations	5 4 X3 2 1	There is a very positive relationship between SLPS and the vendor. Communication is positive but strategies to address the needs of the District to secure placement based upon eligibility versus the vendor's practices must be addressed.
Customer Satisfaction	5 4 X3 2 1	SLPS continues to be satisfied with the work of Our Little Haven insofar as meeting the unique needs of children is concerned.
Cost Control	5 4 X3 2 1	Costs have been contained and are under budget.
Average Score	3.2	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



BOARD RESOLUTION

Date: June 13, 2013

Agenda Item: 07-25-13-12

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 # 07-10-12-13

SUBJECT: To approve a contract renewal with Confluence Preparatory Academy (Confluence) to allow Confluence students to enroll in Career and Technical Education (CTE) programs at a rate of \$2,500 per student. The programs will be at Beaumont Technical High School during the 2013-14 school year.

BACKGROUND: The cost per student has been increased from \$2,000 in the 2012-13 year to \$2,500 for the 2013-14 year. Confluence has estimated that 10-12 students will be enrolled in the program during the 2013-14 year.

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: No Funding Necessary		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Career Technical Ed

Requestor:

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

Ab 6/18/2013
Dr. Nicole Williams, Dep. Supt., Academics

Angela Banks
Angela Banks, Budget Director

Leon Fisher
Leon Fisher, CFO/Treasurer

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



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 06/20/2013
Dept / School: Career and Tech Education		Reported By: Tim Murrell
Vendor: Confluence Preparatory Academy		Vendor #:
Contract		Contract Name: Confluence Preparatory Academy Agreement
Contract Amount: \$ 2,000.00 per student		Award Date: 07/10/2012
Purpose of Contract (Brief Description): This is an Agency Service Agreement with the Confluence Preparatory Academy to send their students to selected Career and Technical Education programs at Beaumont Technical High School.		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 X	Confluence Preparatory Academy, per the agreement, provided students to attend the Technical Education Center at Beaumont High School.
	4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5 X	Documentation turned in on a timely manner.
	4	
	3	
	2	
	1	
Business Relations	5 X	Excellent relations with all staff at Confluence Preparatory Academy.
	4	
	3	
	2	
	1	
Customer Satisfaction	5 X	Excellent!
	4	
	3	
	2	
	1	
Cost Control	5 X	Very effective.
	4	
	3	
	2	
	1	
Average Score	5 X	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

Type of report	Identify if this 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: June 14, 2013

Agenda Item: 07-25-13-13

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 06-26-12-23

Prior Year Cost \$5,000.00

SUBJECT: To approve a sole source contract renewal with Urban Strategies to provide certified Adult Education and Literacy (AEL teacher for classes held at Jefferson Elementary) beginning August 1, 2013 through June 30, 2014 at a cost not to exceed \$5,000.00.

BACKGROUND: Urban Strategies provides a teacher for AEL classes on site at Jefferson Elementary School. We reimburse Urban Strategies based on DESE Funding.

Accountability Plan Goals: Goal II: Highly Qualified Staff

Objective/Strategy: II

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

Fund Source: 026-DM-254-1611-6319	Non-GOB	Requisition #:
Amount: \$5,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$5,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600007665

Department: Adult Education & Literac

Requestor: Timothy Murrell

Timothy Murrell, Exec. Dir., Career Technical Ed

6/18/2013
Dr. Nicole Williams, Dep. Supt., Academics

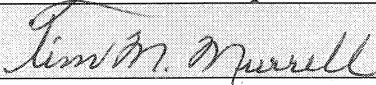
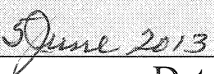
Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Rhonda Jones	Date: 06/05/2013
Department / School: Adult Education and Literacy	Phone Number: 314-367-5000
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
Certified AEL Teacher for Adult Education and Literacy Classes at Jefferson School.	
Vendor Name: Urban Strategies	Email:
Vendor Contact: Wade Baughman	Phone Number (314) 421-4200
Justification Information	
1. Why the uniquely specified goods are required?	
The AEL program provides instructional services for adults at Jefferson School. The contract allows for reimbursement of teacher costs no greater than generated by our DESE grant. This is more cost effective than hiring a teacher when class sizes are small.	
2. Why good or services available from other vendors /competitors are not acceptable?	
This class takes place on-site at Jefferson School. The teacher must perform other duties for Jefferson School when not teaching the AEL class.	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
N/A	
4. List the Names of other Vendors contacted & Price Quotes:	
N/A	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
Your sole source request will not be approved without the required signatures below:	
	
Department Head	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.



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 06.05.2013
Dept / School: Adult Education and Literacy		Reported By: Rhonda Jones
Vendor: Urban Strategies		Vendor #: 600007665
Contract #10116183/ P.O/ #: 600007665		Contract Name: Urban Strategies
Contract Amount: \$5,000.00		Award Date: 07/01/2012
<p>Purpose of Contract (Brief Description): This contract allowed Urban Strategies to provide an AEL certified teacher for adult education classes at Jefferson School for the period of July 1, 2011 to June 30, 2012. Reimbursement rate based on the average number of student contact hours per hour of instruction each day. Total cost not to exceed \$5,000.00.</p>		
<p>Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory</p>		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 x 4 3 2 1	Mr. York provided quality teaching and excellent lessons for his students.
Timeliness of Delivery or Performance	5x 4 3 2 1	AEL documentation delivered in a timely manner.
Business Relations	5 x 4 3 2 1	Very good.
Customer Satisfaction	5 x 4 3 2 1	I am pleased with their performance.
Cost Control	5x 4 3 2 1	Excellent.
Average Score	5x	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: center;">Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		

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: June 14, 2013
 To: Dr. Kelvin R. Adams, Superintendent
 From: Timothy Murrell, Exec. Dir., Career Technical Ed

Agenda Item : 07-25-13-14
 Action:

Action to be Approved: Contract Renewal
 Previous Board Resolution # 06-26-12-25
 Prior Year Cost \$6,000.00

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

SUBJECT: To approve a sole source contract renewal with the International Institute for onsite supervision of Adult Education and Literacy (AEL) classes held at the International Institute beginning August 1, 2013 through June 30, 2014 at a cost not to exceed \$6,000.00.

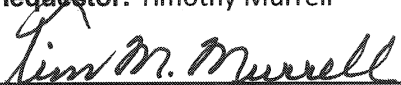
BACKGROUND: International Institute staff provides day to day supervision of AEL classes on site at the International Institute. We serve over 1,000 students annually at this location.


Accountability Plan Goals: Goal II: Highly Qualified Staff Objective/Strategy: II

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

Fund Source: 026-DM-254-2425-6319	Non-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 #: 600004143


Department: Adult Education & Literac

Requestor: Timothy Murrell

 Timothy Murrell, Exec. Dir., Career Technical Ed

 6/18/2013
 Dr. Nicole Williams, Dep. Supt., Academics

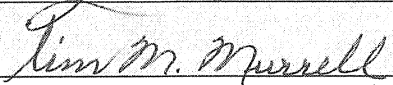

 Angela Banks, Budget Director


 Leon Fisher, CFO/Treasurer


 Dr. Kelvin R. Adams, Superintendent



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Rhonda Jones	Date: 06/05/2013
Department / School: Adult Education and Literacy	Phone Number: 314-367-5000
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
Supervision and Substitute Teachers for Adult Education and Literacy classes at the International Institute.	
Vendor Name: International Institute	Email: barkera@iistl.org
Vendor Contact: Anita Barker	Phone Number 314—773-9090
Justification Information	
1. Why the uniquely specified goods are required?	
The AEL program provides instructional services for refugees and immigrants at the International Institute. Contracted supervisory and substitute services allow International Institute staff to supervise classes and substitute when teachers are absent to provide smooth operation to classes. This is more cost effective then placing supervisory staff on site and hiring additional teachers to teach classes during absences.	
2. Why good or services available from other vendors /competitors are not acceptable?	
The activities specified in the contract must take place at the International Institute since that is the location of the classes. AEL students receive other services from the International Institute as a part of their resettlement efforts.	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
N/A	
4. List the Names of other Vendors contacted & Price Quotes:	
N/A	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
Your sole source request will not be approved without the required signatures below:	
	6/5/2013
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 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: 06.05/2013
Dept / School: Adult Education and Literacy		Reported By: Rhonda Jones
Vendor: International Institute		Vendor #: 600004143
Contract #10116183/ P.O/ #: 4500163510		Contract Name: International Institute (supervision)
Contract Amount: \$6,000.00		Award Date: 07/01/2012
<p>Purpose of Contract (Brief Description): This is a contract with the International Institute in an amount not to exceed \$6,000.00 for onsite supervision of Adult Education and Literacy classes held on site at the International Institute for the period of July 1, 2011 to June 30, 2012. Reimbursement for staff supervision at \$20.00 per hour. Supervision will be provided by AEL certified staff employed by the International Institute.</p>		
<p>Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory</p>		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 x 4 3 2 1	Supervision is excellent.
Timeliness of Delivery or Performance	5 x 4 3 2 1	AEL documentation delivered in a timely manner.
Business Relations	5 x 4 3 2 1	Excellent relations with the International Institute.
Customer Satisfaction	5x 4 3 2 1	Excellent!
Cost Control	5 x 4 3 2 1	Very effective with over 1,500 students on site per year.
Average Score	5x	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: center;">Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		

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: June 14, 2013
 To: Dr. Kelvin R. Adams, Superintendent
 From: Timothy Murrell, Exec. Dir., Career Technical Ed

Agenda Item : 07-25-13-15
 Action:

Action to be Approved: Contract Renewal
 Previous Board Resolution # 06-26-12-24
 Prior Year Cost \$12,000.00

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

SUBJECT: To approve a sole source contract renewal with the International Institute to provide substitute teachers in Adult Education and Literacy (AEL) classes beginning August 1, 2013 through June 30, 2014 at a cost not to exceed \$12,000.00.

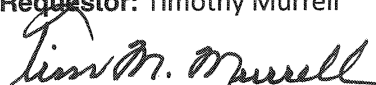
BACKGROUND: International Institute staff members provide teachers for AEL classes held on site at the International Institute. We serve over 1,000 students annually at this location.


Accountability Plan Goals: Goal II: Highly Qualified Staff Objective/Strategy: II

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

Fund Source: 026-DM-254-1611-6319	Non-GOB	Requisition #:
Amount: \$12,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$12,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600004143

Department: Adult Education & Literac

Requestor: Timothy Murrell

 Timothy Murrell, Exec. Dir., Career Technical Ed


 Dr. Nicole Williams, Dep. Supt., Academics

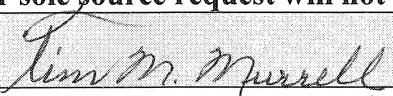

 Angela Banks, Budget Director


 Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Rhonda Jones	Date: 06/05/2013
Department / School: Adult Education and Literacy	Phone Number: 314-367-5000
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
Supervision and Substitute Teachers for Adult Education and Literacy classes at the International Institute.	
Vendor Name: International Institute	Email: barkera@iistl.org
Vendor Contact: Anita Barker	Phone Number 314—773-9090
Justification Information	
1. Why the uniquely specified goods are required?	
The AEL program provides instructional services for refugees and immigrants at the International Institute. Contracted supervisory and substitute services allow International Institute staff to supervise classes and substitute when teachers are absent to provide smooth operation to classes. This is more cost effective then placing supervisory staff on site and hiring additional teachers to teach classes during absences.	
2. Why good or services available from other vendors /competitors are not acceptable?	
The activities specified in the contract must take place at the International Institute since that is the location of the classes. AEL students receive other services from the International Institute as a part of their resettlement efforts.	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
N/A	
4. List the Names of other Vendors contacted & Price Quotes:	
N/A	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
Your sole source request will not be approved without the required signatures below:	
	6/5/2013
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 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: 06/05/2013
Dept / School: Adult Education and Literacy		Reported By: Rhonda Jones
Vendor: International Institute		Vendor #: 600004143
Contract #10115679 / P.O/ #: 45000163509		Contract Name: International Institute (Substitutes)
Contract Amount: \$ 12,000.00		Award Date: 07/01/2012
<p>Purpose of Contract (Brief Description): This is a contract with the International Institute to provide substitute teachers for Adult Education and Literacy at the International Institute for the period of July 1, 2012 to June 30, 2013. Reimbursement for substitutes will be \$20.00 per hour. Substitutes will be AEL certified staff employed by International Institute. Total cost not to exceed \$12,000.00.</p>		
<p>Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory</p>		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 X 4 3 2 1	Excellent teaching performed by substitutes!
Timeliness of Delivery or Performance	5 X 4 3 2 1	Documentation turned in on a timely manner.
Business Relations	5 X 4 3 2 1	Excellent relations with all staff at the International Institute.
Customer Satisfaction	5 X 4 3 2 1	Excellent!
Cost Control	5 X 4 3 2 1	Very effective.
Average Score	5 X	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: center;">Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		

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

CONTRACT RENEWAL FOR (International Institute Substitute Services)

THIS CONTRACT RENEWAL AGREEMENT FOR (Substitute services) (“Agreement”) made as of the 1st day of August 2013, by and between The Special Administrative Board of the Transitional School District of the City of St. Louis (hereinafter “SLPS,” “the District,” or “SAB”), a corporate and metropolitan school district, with its principal office at 801 North 11th Street, Saint Louis, Missouri, and International Institute, with its principal office at 3654 South Grand St. Louis, Missouri 63101 (hereinafter referred to as “Contractor”).

Whereas, SLPS and Contractor entered into a contractual agreement dated “07/01/2012”, a true and correct Copy of which is attached hereto as ATTACHMENT 1 and hereby incorporated by this reference (hereinafter referred to as “The Contract”),

Whereas, The Contract includes a renewal option,

NOW, THEREFORE, in consideration of the recitals and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the SAB and Contractor agree as follows:

1. **CONTRACT RENEWAL:** SLPS and Contractor agree to renew The Contract under the same terms and conditions with the exception of the dates of service,
2. **SCHEDULE OF COMPLETION:** The start date of the renewal agreement shall be the effective date of this Agreement. The end date shall be no later than June 30, 2014.
3. **CONTRACT AMOUNT:** The agreed upon contract renewal amount is \$12,000.00.
4. **ALL OTHER TERMS AND CONDITIONS:** All other terms and conditions shall be substantially the same as those set out in The Contract.
5. **AUTHORIZATION:** this Agreement is authorized by:

 x **Board Resolution #06/26/12-24** _____, attached hereto.

Or

_____ **Other:**

Or

_____ **Emergency Purchase Request**

IN WITNESS WHEREOF, SLPS and Contractor have executed this Agreement as of the day and year first written.

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

CONTRACTOR
Anna E. Crosslin President & CEO
International Institute of Saint Louis
3654 South Grand Saint Louis, MO 63118

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

ATTACHMENT B

FEDERAL WORK AUTHORIZATION PROGRAM ("E-VERIFY") ADDENDUM

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

Accordingly, your company:

a) agrees to have an authorized person execute the attached "Federal Work Authorization Program Affidavit" attached hereto as Exhibit A and deliver the same to the District prior to or contemporaneously with the execution of its contract with the District;

b) affirms it is enrolled in the "E-Verify" (formerly known as "Basic Pilot") work authorization program of the United States, and are participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided, by your company to the District;

c) affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;

d) affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute 285.530, or any regulations issued thereto;

e) agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;

f) agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and

g) agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

By: _____ (signature)

Printed Name and Title: _____

For and on behalf of: _____ (company name)

ATTACHMENT C

FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT

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

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

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

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

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

FURTHER AFFIANT SAYETH NOT.

By: _____ (individual signature)

For _____ (company name)

Title: _____

Subscribed and sworn to before me on this _____ day of _____, 20__.

NOTARY PUBLIC

My commission expires:



BOARD RESOLUTION

Date: June 21, 2013

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item : 07-25-13-16

Action:

Action to be Approved: Contract

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

SUBJECT: To approve a sole source contract with the Pattonville School District to administer the Saint Louis Regional Program for Exceptionally Gifted Students (PEGS) to Saint Louis Public School students. This program is for the period August 12, 2013 to May 31, 2014 at a cost not to exceed \$5,700.00.

BACKGROUND: The Saint Louis Program for Exceptionally Gifted Students (PEGS) provides a full-time, multi-aged enriched and extended academic program for those highly gifted students with I. Q.'s of 131 or higher who meet the PEGS criteria. Students attend school full-time at the Pattonville School District site. Students needing these services are few in number and the program assists local Saint Louis districts in providing for the unique needs of these academically superior students. SLPS has one student who has met the criteria for the PEGS at the Pattonville School District.

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: 847-00-110-1272-6311	GOB	Requisition #:
Amount: \$5,700.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$5,700.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: TBD

Department: Gifted Education

Requestor: Michelle Jones

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

6/18/2013
Dr. Nicole Williams, Dep. Supt., Academics

Angela Banks, Budget Director

Leann Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Michelle Jones	Date: 06/04/2013
Department / School: Gifted and Talented	Phone Number: 314-345-2435
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
PEGS provides a full-time, multi-age, enriched and extended academic program for highly gifted students. The program provides individualized planning and differentiated instruction as well as an organized system for attaining social and emotional growth skills. PEGS curriculum is based on curriculum compacting, training in critical and creative thinking and creative production of projects.	
Vendor Name: PEGS	Email: jtiller@psdr3.org
Vendor Contact: Jennifer Tiller	Phone Number (314) 213-8009
Justification Information	
1. Why the uniquely specified goods are required?	
The exceptionally gifted students in PEGS have unique needs that call for an accelerated, challenging, fast paced, differentiated instructional program that is not in place with regular school district settings.	
2. Why good or services available from other vendors /competitors are not acceptable?	
PEGS is the only vendor that provides this service for students on two sites (Lindbergh and Pattonville districts in the St. Louis area.	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
N/A	
4. List the Names of other Vendors contacted & Price Quotes:	
N/A	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
Your sole source request will not be approved without the required signatures below:	
Department Head	Date
CFO	Date
Superintendent	Date

Sole Source Checklist

1. Check one of the following:

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

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

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

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

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

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

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

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

- Document a search for additional suppliers

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

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

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

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

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

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

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

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

- Sole supplier (i.e. Regional Distributor)

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

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

- Complete Emergency Purchase Form

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

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



BOARD RESOLUTION

Date: June 21, 2013

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item : 07-25-13-17

Action:

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 08-23-12-10

Prior Year Cost \$39,900

SUBJECT: To approve a sole source contract renewal with Lindbergh School District to administer the Saint Louis Regional Program for Exceptionally Gifted Students (PEGS) to Saint Louis Public School students. This program is for the period August 12, 2013 to May 31, 2014 at a cost not to exceed \$34,200.00.

BACKGROUND: The Saint Louis Program for Exceptionally Gifted Students (PEGS) provides a full-time, multi-aged enriched and extended academic program for those highly gifted students with I. Q.'s of 131 or higher who meet the PEGS criteria. Students attend school full-time at the Lindbergh School District site. Students needing these services are few in number and the program assists local Saint Louis districts in providing for the unique needs of these academically superior students. SLPS has six students who have met the criteria for PEGS at the Lindbergh School District.

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: 847-00-110-1272-6311	GOB	Requisition #:
Amount: \$34,200.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$34,200.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600004107

Department: Gifted Education

Requestor: Michelle Jones

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

6/18/2013
Dr. Nicole Williams, Dep. Supt., Academics

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Michelle Jones	Date: 06/04/2013
Department / School: Gifted and Talented	Phone Number: 314-345-2435
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
PEGS provides a full-time, multi-age, enriched and extended academic program for highly gifted students. The program provides individualized planning and differentiated instruction as well as an organized system for attaining social and emotional growth skills. PEGS curriculum is based on curriculum compacting, training in critical and creative thinking and creative production of projects.	
Vendor Name: PEGS	Email: mschoeck@lindberghschools.ws
Vendor Contact: Michelle Schoeck	Phone Number (314) 729-2400
Justification Information	
1. Why the uniquely specified goods are required?	
The exceptionally gifted students in PEGS have unique needs that call for an accelerated, challenging, fast paced, differentiated instructional program that is not in place with regular school district settings.	
2. Why good or services available from other vendors /competitors are not acceptable?	
PEGS is the only vendor that provides this service for students on two sites (Lindbergh and Pattonville districts in the St. Louis area.	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
N/A	
4. List the Names of other Vendors contacted & Price Quotes:	
N/A	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
Your sole source request will not be approved without the required signatures below:	
Department Head	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: June 4, 2013
Dept / School: Gifted Department		Reported By: Michelle Jones
Vendor: Lindbergh School District		Vendor #: 600004107
Contract # / P.O. / #:		Contract Name: PEGS
Contract Amount: \$ 34,200		Award Date: August 12, 2013
Purpose of Contract (Brief Description): PEGS provides a full-time, multi-aged enriched and extended academic program for those highly gifted students who need an alternative to the regular classroom. Students needing these services are few in number. The program assists local districts in providing for unique need of these academically superior students. SLPS has six students who have met the criteria for the program on the Lindbergh Campus.		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5	
	4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5	
	4	
	3	
	2	
	1	
Business Relations	5	
	4	
	3	
	2	
	1	
Customer Satisfaction	5	
	4	
	3	
	2	
	1	
Cost Control	5	
	4	
	3	
	2	
	1	
Average Score	5	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



BOARD RESOLUTION

Date: June 18, 2013

Agenda Item : 07-25-13-18

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Richelle S. Clark, Interim Consultant for SLPS Health Services

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 07-10-12-29

Prior Year Cost \$12,000.00

SUBJECT: To approve a sole source contract renewal with the Institute For Family Medicine to provide the services of the Medical Director for the Office of Health Services. The period of performance will be August 1, 2013 through June 30, 2014 with the total cost not to exceed \$12,000.00.

BACKGROUND: The Institute For Family Medicine provides the services of Dr. David Campbell as the Medical Director for the District. The Medical Director provides standing medical orders for the professional registered nurses employed as school nurses and directs patient health care services to students through utilization of Family Nurse Practitioners.

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: 880-00-110-2134-6319	GOB	Requisition #:
Amount: \$12,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$12,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600012168

Department: Health Services

Requestor:

Richelle S. Clark

Richelle S. Clark, Interim Consultant for SLPS Health Services

Angela Banks

Angela Banks, Budget Director

Leon Fisher

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final XX Quarterly <input type="checkbox"/>		Report Date: 6/1/13
Dept / School: Health Services		Reported By: Richelle Clark
Vendor: Institute for Family Medicine		Vendor #: 600012168
Contract # / P.O/ #: 4500165193		Contract Name: Medical Director Services
Contract Amount: \$ 12,000		Award Date: 07/10/12
Purpose of Contract (Brief Description): To provide the services of a Medical Director for the Office of Health Services.		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 X	
	4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5 X	
	4	
	3	
	2	
	1	
Business Relations	5 X	
	4	
	3	
	2	
	1	
Customer Satisfaction	5 X	
	4	
	3	
	2	
	1	
Cost Control	5 X	
	4	
	3	
	2	
	1	
Average Score	5.0	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period. <p style="text-align: center;">Please Check Yes XX No <input type="checkbox"/></p>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



REQUEST FOR SOLE SOURCE PURCHASE

#18

Requestor: Richelle Clark	Date: 6/1/13
Department / School: Health Services	Phone Number: 345-4401
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
To provide standing medical orders for the professional registered nurses employed as school nurses and directs patient health care services to students through utilization of Family Nurse Practitioners.	
Vendor Name: Institute For Family Medicine	Email:
Vendor Contact: David C. Campbell, M.D.	Phone Number: (314) 849-7669
Justification Information	
1. Why the uniquely specified goods are required?	
This community service provider provides services to the District as the dedicated Medical Director for the Office of Health Services and provides direct healthcare services to students in the school setting through nurse practitioners. The Medical Director provides standing medical orders for the professional registered nurses employed as school nurses and directs patient health care services to students through the utilization of Family Nurse Practitioners. This year they have established the District's first school based clinic at the International Welcome School.	
2. Why good or services available from other vendors /competitors are not acceptable?	
N/A - One of a kind service.	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
This healthcare service provider has no competitor and this specific service is only available from the Institute for Family Medicine.	
4. List the Names of other Vendors contacted & Price Quotes:	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
Your sole source request will not be approved without the required signatures below:	
Department Head	Date
CFO	Date
Superintendent	Date

Sole Source Checklist

1. Check one of the following:

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

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

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

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

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

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

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

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

- Document a search for additional suppliers.

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

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

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

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

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

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

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

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

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

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

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

- Complete Emergency Purchase Form.

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



BOARD RESOLUTION

Date: June 18, 2013

Agenda Item 07-25-13-19

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved:
Agency/Partnership Agreement
Previous Board Resolution # 10-18-12-07
Prior Year Cost \$20,354.00

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

SUBJECT: To approve the renewal of an Agency Partnership Agreement with BJC School Outreach and Youth Development to provide nutrition education programs as proposed in the U.S. Department of Education - Carol M. White Aim to Fitness Grant. The program is for the period September 1, 2013 - July 31, 2014 at a cost not to exceed \$19,880.00 for Cohorts 1 and 2 schools.

BACKGROUND: As part of the grant proposal for Year 2 of the Aim for Fitness Program, BJC School Outreach and Youth Development has agreed to provide: professional development training on nutrition; training for physical education teachers; staff to serve on a professional development committee to assist SLPS and other agencies; parent-child cooking demonstrations; and an annual Health Expo for school personnel.

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

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

Fund Source: 847-WZ-293-1123-6319	Non-GOB	Requisition #:
Amount: \$19,880.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$19,880.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600010115

Department: Curriculum & Instruction

Requestor: M. Leanne White

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

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

6/18/2013
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: May 30, 2013
Dept / School: Curriculum & Instruction		Reported By: M. Leanne White
Vendor: BJC Youth Outreach & Youth Development		Vendor #: 600010115
Contract # / P.O. #: 4500165781		Contract Name:
Contract Amount: \$ 20,354.00		Award Date: 10-18-12
Purpose of Contract (Brief Description): As a part of the PEP grant proposal, BJC School Outreach and Youth Development has agreed to provide professional development training on the "Fun"tastic Nutrition Education program, provide six parent-child cooking demonstration and provide an annual Health Expo for school personnel.		
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	<u>X</u> 5	Very satisfied with the overall program and recommend the continuation of the "Fun"tastic Nutrition Education program in the district.
	4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	<u>X</u> 5	Timing and delivery of performance on target. PD provided on the January 18 th district-wide PD training day.
	4	
	3	
	2	
	1	
Business Relations	<u>X</u> 5	Excellent
	4	
	3	
	2	
	1	
Customer Satisfaction	<u>X</u> 5	Very satisfied
	4	
	3	
	2	
	1	
Cost Control	<u>X</u> 5	Cost of the program, PD training and teacher's tool kit, within the parameters of the grant proposal.
	4	
	3	
	2	
	1	
Average Score	<u>5</u>	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"/>		

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

Please Check Yes No

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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

**2013-2014
AIM for Fitness
Cohort 2***

1. Nance
2. Farragut
3. Herzog
4. Bryan Hill
5. Cote Brilliant
6. Dewey
7. Mullanphy
8. Henry
9. Sigel
10. Gateway
11. Kennard
12. Froebel(FVP)
13. Mann(FVP)
14. Monroe(FVP)
15. Meramec(FVP)
16. Woodward

***As soon as information is available the Cohort 2 list will be updated to include site address, name of principal, PE teacher and nurse**

PEP Grant Year 12012-2013

1st Cohort - Clusters A, B, C

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



BOARD RESOLUTION

Date: June 17, 2013

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item: 07-25-13-20

Action:

Action to be Approved:
Agency/Partnership Agreement

Previous Board Resolution # 10-18-12-08

Prior Year Cost \$148,723.00

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

SUBJECT: To approve the renewal of an Agency Partnership Agreement with Washington University School of Medicine to provide fitness education programs as proposed in the U.S. Department of Education - Carol M. White - Aim to Fitness Grant. The program is for the period September 1, 2013 - July 31, 2014 at a cost not to exceed \$147,931.00. This will be Year 2 of the three year grant.

BACKGROUND: As part of the grant proposal for Year 2 of the Aim for Fitness Program, Washington University School of Medicine has agreed to provide assistance and training for St. Louis Public Schools' teachers to perform height and weight measurements for the computation of BMI-for-age and to perform the 20 meter pacer assessment test, to oversee an analysis of BMI and fitness data, to assist teachers in implementing the AIM (Academics in Movement) physical education program, to facilitate accurate and timely data collection and to prepare the annual reports for SLPS for submission to a national data base as part of the grant reporting obligations. See attached list for the thirty-two schools participating in Year 2 of the program.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.A

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

Fund Source: 847-WZ-293-1123-6319	Non-GOB	Requisition #:
Amount: \$147,931.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$147,931.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600001400

Department: Curriculum & Instruction

Requestor: M. Leanne White

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

6/18/2013
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: May 30, 2013
Dept / School: Curriculum & Instruction		Reported By: M. Leanne White
Vendor: Washington University School of Medicine		Vendor #: 600001400
Contract # / P.O/ #: 4500166530		Contract Name: AIM for Fitness
Contract Amount: \$ 148,723.00		Award Date: 10-18-12
<p>Purpose of Contract (Brief Description): As part of the grant proposal for Year 2 of the Aim for Fitness Program, Washington University School of Medicine has agreed to provide assistance and training for St. Louis Public Schools' teachers to perform height and weight measurements for the computation of BMI-for-age and to perform the 20 meter pacer assessment test, to oversee an analysis of BMI and fitness data, to assist teachers in implementing the AIM (Academics in Movement) physical education program, to facilitate accurate and timely data collection and to prepare the annual reports for SLPS for submission to a national data base as part of the grant reporting obligations. See attached list for the thirty-two schools participating in Year 2 of the program.</p>		
<p>Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory</p>		
Category	Rating	Comments (Brief)
Quality of Goods / Services	<u>X</u> 5	Very satisfied with the overall performance of Washington University staff with professional development, assessments and measurements, data collection and processing. I recommend that SLPS continues to utilize the services of the Washington University staff.
	4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	<u>X</u> 5	Timing and delivery of performance on target. PD provided in October and November during after school sessions and on January 18 th during district-wide PD training day.
	4	
	3	
	2	
	1	
Business Relations	<u>X</u> 5	Excellent
	4	
	3	
	2	
	1	
Customer Satisfaction	<u>X</u> 5	Very satisfied
	4	
	3	
	2	
	1	
Cost Control	<u>X</u> 5	Cost of the PD training, assessments & measurements, data collection and analysis within the parameters of the grant proposal.
	4	
	3	
	2	
	1	
Average Score	<u>5</u>	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: center;">Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
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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

**2013-2014
AIM for Fitness
Cohort 2***

1. Nance
2. Farragut
3. Herzog
4. Bryan Hill
5. Cote Brilliant
6. Dewey
7. Mullanphy
8. Henry
9. Sigel
10. Gateway
11. Kennard
12. Froebel(FVP)
13. Mann(FVP)
14. Monroe(FVP)
15. Meramec(FVP)
16. Woodward

***As soon as information is available the Cohort 2 list will be updated to include site address, name of principal, PE teacher and nurse**

PEP Grant Year 12012-2013

1st Cohort - Cluters A, B, C

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



BOARD RESOLUTION

Date: June 14, 2013

Agenda Item : 07-25-13-21

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved:
Memorandum of Understanding Renewal
Previous Board Resolution # 06-26-12-54

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

SUBJECT: To approve the renewal of a Memorandum of Understanding (MOU) with Preferred Family Healthcares, Inc. to provide educational services to the Agency's consumers who are located within the District. The MOU will be for the period July 26, 2013 through June 30, 2014.

BACKGROUND: Preferred Family Healthcares, Inc. provides services related to the management of behavioral problems that might occur in the classroom. This will be the second year of the program.

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)

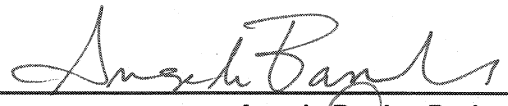
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Amount:		
Fund Source:		Requisition #:
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Amount:		
\$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Special Education

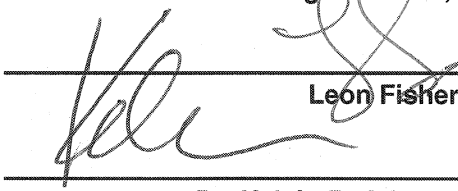
Requestor: Verneice Wise


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


Stacy Clay, 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: Preferred Family Healthcares, Inc _____

School: All SLPS High Schools Participate _____

From: August 2012 _____ **To:** May 24, 2013 _____

Performance Standard 1: Five (5) or more students will complete the program with a favorable performance evaluation every 5 weeks during the regular 5-week progress reporting period for SLPS.

Status: 15 students were enrolled for academic instruction with SLPS ____ received satisfactory/goals met on 5 week progress reports _____

Submitted by: Verneice Wise, SLPS HS Special Education Supervisor

Date: _____

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 Preferred Family Healthcares, Inc (“Agency”) on this 26th day of July 2013.

The purpose of this Memorandum of Understanding is to establish a partnership between Preferred Family Healthcares, Inc and the St. Louis Public Schools in order to provide educational services to the Agency’s consumers who are located within the Saint Louis Public School District.

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. 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”).

4. Obligations of SLPS:

- (a) SLPS will provide enrollment forms to PFH for city residents and Home Bound forms for non city residents to be completed by the district of resident.
- (b) SLPS will provide homebound instruction to all non city residents and will be responsible for billing the non-city school district for reimbursement of funds for students receiving homebound instruction at PFH.
- (c) SLPS will ensure enrollment status is established within 72 hours, excluding holidays and weekends, following receipt of enrollment forms provided by PFH for all city resident students and homebound students.
- (d) SLPS will maintain records of attendance, grades/credits.
- (e) SLPS will attend a transition meeting scheduled by the agency approximately 14 days prior to the student leaving residential care.
- (f) SLPS will provide a least 1 teacher for 3 hours per day during the school year, including arranging for a substitute teacher during times when the primary teacher will be unavailable for more than 3 consecutive days.
- (g) SLPS teacher assigned to the agency will participate as necessary in the agency's weekly clinical staffing meeting.
- (h) SLPS will maintain a current library of core educational materials on site at all times at the agency.
- (i) SLPS will make access available to Free and Reduced Breakfast and Lunch for qualifying students not including those times that SLPS does not provide FRBL such as holiday's and breaks.
- (j) SLPS will send original enrollment forms to the SLPS OSE for the purpose of enrollment/reenrollment in SLPS.

5. Obligations of PFH:

- (a) PFH will complete enrollment forms for city resident students for enrollment in SLPS
- (b) PFH will notify SLPS of any unplanned student discharge or student absence.
- (c) PFH will organize a transition meeting to be schedule approximately 14 days prior to the student leaving residential care and will include the SLPS teacher, PFH staff.
- (d) PFH will include the SLPS teacher in a weekly clinical staffing meeting
- (e) PFH staff will address and manage all behavioral problems that might occur in the classroom. This includes corresponding with SLPS for issues that result in suspension for the educational services for periods of days based on behaviors or recommendation.
- (f) PFH will provide at least 1 support staff at all times when SLPS services are being provided.
- (g) PFH will provide the teacher with a desk and secure place to store personal belongings and school materials.

(h) PFH will complete Lunch Application Forms for all students and return forms within 72 hours to SLPS for processing.

(i) PFH will provide a staff member to pick up breakfast/lunch from local school and return all storage containers.

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

SLPS 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:

- Five (5) or more students will complete the program with a favorable performance evaluation every 5 weeks during the regular 5-week progress reporting period for SLPS.

7. Term and Termination: The term of the MOU will be from July 26, 2013 to June 30, 2014, unless earlier terminated by either party by providing thirty (30) day written notice to the person who has signed as a representative of each party below.

Saint Louis Public Schools

(Agency)

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____



BOARD RESOLUTION

Date: June 14, 2013

Agenda Item : 07-25-13-22

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved:
Memorandum of Understanding Renewal
Previous Board Resolution # 08-09-12-15

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

SUBJECT: To approve the renewal of the Memorandum of Understanding (MOU) with 99 Billion Better to provide school to work transitional training for special education students. This opportunity will be available to all high school special education students in the District who are recommended by their teaching staff. The MOU will be for the period July 26, 2013 through June 30, 2014.

BACKGROUND: The 99 Billion Better will provide school to work transitional training in the hospitality industry. Once a student has demonstrated proficiency in necessary skills, the student will be placed in a volunteer/paying position with 99 Billion Better or other appropriate placement. This will be the third year of the program.

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)

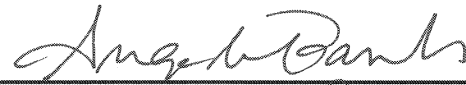
Fund Source: No Cost		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
\$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Special Education

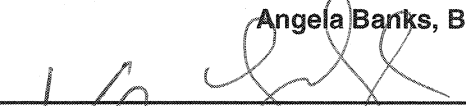
Requestor: Verneice Wise


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

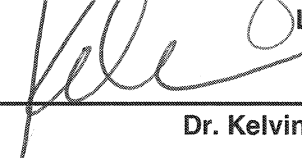

Stacy Clay, Dep. Supt., Institutional Advancement



Angela Banks, Budget Director



Leon Fisher, CFO/Treasurer



Dr. Kelvin R. Adams, Superintendent

Memorandum of Understanding

Performance Standard(s)

Report

Agency: 99 Billion Better Learning and Behavioral Center

School: All SLPS High Schools

From: August, 2012

To: May 24, 2013

A. Performance Standard 1: The program will include at least 20 students from the three comprehensive high schools of the SLPS District.

Status: Twenty students enrolled in the program during the fall of 2012.

B. Performance Standard 2: At least 5 students from the program will be competitively employed as a result of the skills and volunteer experience.

Status: Five students are competitively employed as a result of work with SLATE and VR.

C. Performance Standard 2: Ten (10) or more students will complete the program with favorable performance evaluation.

Status: Six students graduated in May 2013, four students will graduate in June 2013. Four students will return in the fall of 2013, one student returned to a regular school building for another program and graduated.

D. Performance Standard 2: The agency will provide a list of services to the students and families upon completion to the transition work program.

Status: The students were given a Summary of Performance which included a list of agencies and services along with a copy of their IEP and Evaluations by SLPS teachers and a reference letter from 99 Billion Better Agency.

Submitted by: Verneice Wise, SLPS Special Education Supervisor **Date:** 6/11/2013

Reviewed by: _____ **Date:** _____

Recommendation:

Continue

Discontinue

MEMORANDUM OF UNDERSTANDING
(NON-FUNDRAISING)

This Memorandum of Understanding (“MOU”) is entered into by and between the Saint Louis Public Schools (“SLPS”) and 99 Billion better on this 26th day of July 2013.

The purpose of this Memorandum of Understanding is to establish a partnership between with 99 Billion Better and the St. Louis Public Schools in order to provide educational services to the Agency’s Consumers who are located within the Saint Louis Public School District.

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:

- Provide academic instruction to students referred to “Professional Student’s” as governed by criteria established based upon IEP goals as SLPS Mandates.
- Provide certified special education teachers.
- Provide computer-aid instructions
- Collaborate with 99 Billion Better to develop a transitional, entrepreneurial program for students with disabilities.
- Provide instruction in Personal Finance, Business Management, and Character Education.
- Maintain records of attendance, grades, and communicate with home school of enrollment.
- Provide Free and Reduced Breakfast, Lunch, not including those times that SLPS does not provide FRBL, such as holidays and breaks.

6. Obligations of Agency:

- Provide a safe work experience environment for students of SLPS
- Report any concerns immediately to Work Experience Counselor servicing said students.
- 99 Billion Better shall designate a member of its staff from each site where students are located to be coordinator of the program and function as a supervisor with whom the St. Louis Public School’s program coordinator is to communicate for the conduct of the program, which may include the development of objectives, methods of instruction and other details of the experience.
- 99 Billion Better shall make available to assigned St. Louis Public School’s students and staff appropriate facilities, equipment, and supplies in order to provide a complete experience. This includes a space for instruction and lunch for each student. Once a student has received sufficient training and gained proficiency in necessary skills and tasks, 99 Billion Better may, with the consent of St. Louis Public School’s program coordinator, place the student in a volunteer/paying position with 99 Billion Better or other appropriate placement upon the student’s graduation from the St. Louis Public School program.
- 99 Billion Better shall have the right to remove a student from assignment to 99 Billion Better and will notify St. Louis Public School High School’s representative of the basis

of that decision.

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 program will include at least 20 students from the various high schools of the SLPS District
- B. At least 5 students from the program will be employed as a result of the skills and volunteer experience.
- C. Ten (10) or more students will complete the program with favorable performance evaluation.
- D. The agency will provide a list of services to the students and family upon completion to the transition work program.

8. Term and Termination: The term of the MOU will be from July 26, 2013 to June 30, 2014. Either party shall have the right to terminate this MOU without cause with thirty (30) days written notice to the person who has signed as a representative of the parties below.

Saint Louis Public Schools

99 Billion Better

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____



BOARD RESOLUTION

Date: June 14, 2013

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item : 07-25-13-23

Action:

Action to be Approved:
Memorandum of Understanding Renewal
Previous Board Resolution # 08-09-12-19

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

SUBJECT: To approve the renewal of the Memorandum of Understanding (MOU) with MERS/Goodwill to provide school to work transition training for students with disabilities. The MOU will cover the period July 26, 2013 to June 30, 2014.

BACKGROUND: The MERS/Goodwill program will provide job related skills necessary to obtain employment in the food services industry after graduation. Once a student has demonstrated proficiency in necessary skills, the student will be placed in a volunteer/paying position with MERS/Goodwill or other appropriate placement. This will be the second year of the program.

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

Department: Special Education

Requestor: Verneice Wise


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


Stacy Clay, 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: MERS GOODWILL (AFTERGUT CENTER)

School: All SLPS High Schools

From: August, 2012

To: May 24, 2013

SLPS 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:

Performance Standard 1: The program will include 12 students from the various high schools of the SLPS District.

Status: There were a total of 13 students from the various high schools of the SLPS that participated in the programs provided by the MERS classroom.

A. **Performance Standard 2** At least 5 students from the program will be employed as a result of the skills and volunteer experience.

Status: Six students graduated and will continue the skills program and training provided through MERS. Two other students are employed by Renaissance Hotels.

B. **Performance Standard 3** Ten (10) or more students will complete the program with favorable performance evaluation.

Status: Eleven of the students received satisfactory reports for the school year by meeting their IEP goals. Six of the students graduated.

C. The agency will provide a list of services to the students and families upon completion to the transition work program.

Status: The students were given a Summary of Performance which included a list of agencies and services along with a copy of their IEP and Evaluations by SLPS teacher.

Submitted by: Verneice Wise, SLPS Special Education Supervisor **Date:** 6/11/2013

Reviewed by: _____ **Date:** _____

Recommendation: Continue Discontinue

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:

MEMORANDUM OF UNDERSTANDING
(NON-FUNDRAISING)

This Memorandum of Understanding (“MOU”) is entered into by and between the Saint Louis Public Schools (“SLPS”) and MERS/Goodwill on this 26th day of July, 2013.

The purpose of this Memorandum of Understanding is to establish a partnership between MERS/Goodwill and the St. Louis Public Schools in order to provide school to work transition training for special education students.

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

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

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

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

5. Obligations of SLPS:

- (a) SLPS shall have total responsibility for planning and determining the adequacy of the educational experience of the students in basic skills, attitude and behavior and will assign to each MERS/Goodwill site only those students whom it deems satisfactory in the areas. Students assigned to MERS/Goodwill worksite will have a work related goal in their IEP.
- (b) SLPS shall inform its students and faculty that they must abide by the rules and regulation of MERS/Goodwill while performing activities pursuant to this agreement and they may not enter a location or engage in any activity with MERS/Goodwill not authorized by MERS/Goodwill staff.
- (c) SLPS will ensure all students participation on work site will be limited to 90 hours for assessment, with addition of up to 120 hours for training if that is added to the IEP. SLPS faculty will be responsible to keep track of the student hours to stay within 90 hour + 120 hour total.
- (d) SLPS shall designate a member of its faculty to coordinate the programs with designated members of MERS/Goodwill staff. This assignment shall include on-site visits when practical and continuing exchange of information on the progress of the programs.
- (e) SLPS shall have the right to withdraw a student from assignment with MERS/Goodwill.
- (f) SLPS “teacher-in-charge” and support staff will provide constant direct supervision for all students performing work with MERS/Goodwill staff. This assignment shall include on-site visits when practical and continuing exchange of information on the progress of the program.
- (g) SLPS shall maintain worker medical/accident insurance for each student worker assigned to MERS/Goodwill. A copy of the policy will be provided to the MERS/Goodwill program representative.

- (h) SLPS staff assigned to MERS/Goodwill must have participated in a background check provided by SLPS.
- (I) The terms of the document titled **MOU with MERS Goodwill** 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) MERS Goodwill shall designate a member of its staff from each site where students are located to be coordinated of the program and function as a supervisor with whom the SLPS program coordinate is to communicate for the conduct of the program, which may include the development of objective, methods of instruction and other details of the experience.
- (b) MERS Goodwill shall make available to assigned SLPS students and staff appropriate facilities, equipment, supplies in order to provide a complete experience. This includes a space for instruction and lunch for each student. Once a student has received sufficient training and gained proficiency in necessary skills and tasks, MERS/Goodwill may, with the consent of SLPS program coordinator, place the student in a volunteer/paying position with MERS/Goodwill or other appropriate placement upon the student's graduation from SLPS.
- (c) MERS Goodwill shall have the right to remove a student from assignment to MERS Goodwill and will notify SLPS' representative of the basis of that decision.
- (d) The terms of the document titled **MOU with MERS Goodwill** 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 program will include at least 20 students from the various high schools of the SLPS District
- B. At least 5 students from the program will be employed as a result of the skills and volunteer experience.
- C. Ten (10) or more students will complete the program with favorable performance evaluation.
- D. The agency will provide a list of services to the students and family upon completion to the transition work program.

8. Term and Termination: The term of the MOU will be from July 26, 2013 to 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

MERS Goodwill

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____



BOARD RESOLUTION

Date: June 14, 2013

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item: 07-25-13-A
Action:

Action to be Approved:
Memorandum of Understanding Renewal
Previous Board Resolution # 08-09-12-17

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

SUBJECT: To approve the renewal of the Memorandum of Understanding (MOU) with the Society of St. Vincent de Paul to provide school to work transition training for students with disabilities. The MOU will cover the period July 26, 2013 to June 30, 2014.

BACKGROUND: The Society of St. Vincent de Paul program will provide job related skills necessary to obtain employment in the food services industry after graduation. Once a student has demonstrated proficiency in necessary skills, the student will be placed in a volunteer/paying position with the Society of St. Vincent de Paul or other appropriate placement. This will be the third year of the program.

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

Department: Special Education

Requestor: Verneice Wise

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

Stacy Clay, 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: Society of St. Vincent de Paul _____

School: All SLPS High Schools _____

From: July 1, 2012 _____ To: May 24, 2013 _____

SLPS 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:

Performance Standard 1: Ten (10) or more students will complete the program with favorable performance evaluation.

Status: 18 students enrolled and completed the first semester and 21 students enrolled and completed the second semester. The students attended one day per week for job skill instruction and training in the areas of food service, housekeeping, patient care, transporting, activities center, cosmetology and laundry.

Performance Standard 2: The agency will provide a list of services to the students and family upon completion to the transition work program.

Status: The students each received a certificate and summary of the hours and skills completed in the various skill areas of the facility. The students had a rotation schedule of 5 weeks to gain experience in more than one skill area. AO/JESS (Alternative Opportunities/Jobs and Employment Support Services) and Vocational Rehabilitation assisted the students in assessments and job placement.

Submitted by: Verneice Wise, SLPS Special Education Supervisor **Date:** June 11, 2013

Reviewed by: _____ **Date:** _____

Recommendation:

Continue

Discontinue

MEMORANDUM OF UNDERSTANDING
(NON-FUNDRAISING)

This Memorandum of Understanding ("MOU") is entered into by and between the Saint Louis Public Schools ("SLPS") and the Society of St. Vincent de Paul on this 26th day of July 2013.

The purpose of this Memorandum of Understanding is to establish a partnership between Society of St. Vincent de Paul and the St. Louis Public Schools in order to provide school to work transition training for students with disabilities.

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

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

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

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

5. Obligations of SLPS:

- (a) Provide a teacher and teacher assistant (if needed) to provide vocational academic instruction related to Community-Based Transition Classroom volunteer positions.
- (b) Provide a teacher and teacher assistant (if needed) to provide “job coaching” to students in the Community-Based Transition Classroom volunteer positions.
- (c) Provide a teacher and teacher assistant (if needed) to provide supervision of students in the Community-Based Transition Classroom volunteer positions.

The terms of the document titled **the Society of St. Vincent DePaul** and attached hereto as Exhibit A are also incorporated herein, except where specifically noted.

6. Obligations of Society of St. Vincent de Paul:

- (a) Provide an area for classroom instruction.
- (b) Provide an area for lunch.
- (c) Provide meaningful work experience for student volunteers.
- (d) The Society of St. Vincent DePaul shall designate a member of its staff from each site where students are located to be coordinator of the program and function as a supervisor with whom the St. Louis Public School’s program coordinator is to communicate for the conduct of the program, which may include the development of objectives, methods of instruction and other details of the experience.
- (e) The Society of St. Vincent DePaul shall make available to assigned St. Louis Public School’s students and staff appropriate facilities, equipment, and supplies in order to provide a complete experience. This includes a space for instruction and lunch for each student. Once a student has received sufficient training and gained proficiency in

necessary skills and tasks, the Society of St. Vincent DePaul may, with the consent of St. Louis Public School's program coordinator, place the student in a volunteer/paying position with the Society of St. Vincent DePaul or other appropriate placement upon the student's graduation from the St. Louis Public School program.

- (f) The Society of St. Vincent DePaul shall have the right to remove a student from assignment to the Society of St. Vincent DePaul and will notify St. Louis Public School High School's representative of the basis of that decision.

The terms of the document titled **the Society of St. Vincent DePaul** 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:

1. The program will include at least 20 students from the various high schools of the SLPS District.
2. At least 5 students from the program will be employed as a result of the skills and volunteer experience.

8. Term and Termination: The term of the MOU will be from July 26, 2013 to 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 Society of St. Vincent DePaul

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

Memorandum of Understanding
Performance Standard(s)
Report

Agency: Society of St. Vincent de Paul _____

School: All SLPS High Schools _____

From: July 1, 2012 _____ **To:** April 17, 2013 _____

SLPS 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 standard:

Performance Standard 1: Five (5) or more students will complete the program with a favorable performance evaluation.

Status: Fifteen students from Gateway STEM Autism and Intellectual Disability programs and eight students from Northwest and Vashon participated in the transition program at St. Vincent de Paul Thrift Store. They attended the transition site on alternating days learning skills for employment in a store setting of sorting, packaging, hanging items, and light cleaning.

Submitted by: Verneice Wise, SLPS HS Special Education Supervisor

Date: June 11, 2013

Reviewed by: _____

Date: _____

Recommendation:

Continue

Discontinue



BOARD RESOLUTION

Date: June 14, 2013

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item : 07-25-13-25

Action:

Action to be Approved:
Memorandum of Understanding Renewal
Previous Board Resolution # 06-26-12-57

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

SUBJECT: To approve the renewal of the Memorandum of Understanding (MOU) with Harris Stowe State University to provide a Community-Based Transition Classroom. The MOU will cover the period July 26, 2013 to June 30, 2014.

BACKGROUND: Harris Stowe State University will provide school to work transitional training that will allow the students to acquire experience in the areas of light maintenance, organizing and setting up activities for the community, and assisting office staff. The program is designed to give the students meaningful work experience and give the students professional development opportunities.

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

Department: Special Education

Requestor: Verneice Wise



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



Stacy Clay, 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: Harris Stowe State University

School: All SLPS High Schools

From: August, 2012

To: May 24, 2013

SLPS 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:

Performance Standard 1: The program will include at least 20 students from the various high schools of the SLPS District.

Status: There were 15 students from the various high schools of the SLPS enrolled.

Performance Standard 2 At least 5 students from the program will be employed at Harris-Stowe or a similar work environment as a result of the skills and volunteer experience.

Status: Eight students are employed through SLATE and other agencies for summer work. The students will attend college.

Performance Standard 3 At least five students from the program will attend Harris Stowe or another 4-year college/University as a result of the experience.

Status: All of the students have stated they will attend college. Thirteen have completed college applications and applied for financial assistance. Seven students have applied to attend Harris-Stowe. Three students completed the process for attending the Math & Science Academy Summer institute which includes free room and board and a stipend to be used as a scholarship once the actual fall semester begins. One of the three student's current work-study assignment is at the Clay Early Childhood Development Center and is providing her insight into the world of early childhood of which she plans to major in when she attends Harris-Stowe this fall. Two of last year's students (2011-12) applied to Harris Stowe for college..

Submitted by: Verneice Wise, SLPS Special Education Supervisor **Date:** 6/11/2013 _____

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 Harris Stowe State University on this 26th day of July 2013.

The purpose of this Memorandum of Understanding is to establish a partnership between Harris Stowe University and the St. Louis Public Schools in order to provide a Community-Based Transition Classroom on the Harris Stowe State University Campus.

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.

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:

- Provide a potential student referral list.
- SLPS will provide a certified special education teacher to provide vocational academic instruction related to Community-Based Transition Classroom volunteer positions.
- Collaborate with Harris Stowe in developing a transitional work Program for students with disabilities.
- Provide a teacher to provide supervision of students in the transition program.
- The terms of the document titled “Community-Based Transition Classroom” and attached hereto as Exhibit A are also incorporated herein, except where specifically noted.

6. Obligations of Harris Stowe State University:

- To create an environment in which the student volunteer may develop the ability and motivation to learn skills that will help them become successful academically and in the working community.
- To provide meaningful work experience for the volunteers/Students.
- Give the volunteers professional developments opportunities that will allow them to build up their skills and abilities and foster positive relationships within the community.
- Harris Stowe State University shall designate a member of its staff from each site where students are located to be coordinator of the program and function as a supervisor with whom the St. Louis Public School’s program coordinator is to communicate for the conduct of the program, which may include the development of objectives, methods of instruction and other details of the experience.

- Harris Stowe State University shall make available to assigned St. Louis Public School's students and staff appropriate facilities, equipment, and supplies in order to provide a complete experience. This includes a space for instruction and lunch for each student. Once a student has received sufficient training and gained proficiency in necessary skills and tasks, Harris Stowe State University may, with the consent of St. Louis Public School's program coordinator, place the student in a volunteer/paying position with Harris Stowe State University or other appropriate placement upon the student's graduation from the St. Louis Public School program.
- Harris Stowe State University shall have the right to remove a student from his/her assignment and will notify St. Louis Public School High School's representative of the basis of that decision.
- The terms of the document titled Harris Stowe State University 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:

SLPS 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:

1. The program will include at least 20 students from the various high schools of the SLPS District.
2. At least 5 students from the program will be employed as a result of the skills and volunteer experience.
3. At least two students from the program will attend Harris Stowe or another 4-year college/University as a result of the experience.

8. Term and Termination: The term of the MOU will be from July 26, 2013 to June 30, 2014. Either party shall have the right to terminate this MOU without cause with thirty (30) days written notice to the person who has signed as a representative of the parties below.

Saint Louis Public Schools

Harris Stowe State University

By: _____
 Name: _____
 Title: _____

By: _____
 Name: _____
 Title: _____



BOARD RESOLUTION

Date: June 14, 2013
 To: Dr. Kelvin R. Adams, Superintendent
 From: Dr. Chip Jones, Exec. Dir., Special Education

Agenda Item : 07-25-13-26
 Action:

Action to be Approved:
 Memorandum of Understanding Renewal
 Previous Board Resolution # 11-15-12-25

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

SUBJECT: To approve the renewal of the Memorandum of Understanding (MOU) with The Miriam Learning Center to establish a partnership to implement a program focusing on preventative and intervention services for students not eligible for special educational services as defined by the Office of Special Education (OSE). The MOU will be for the period July 26, 2013 through June 30, 2014.

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

Accountability Plan Goals: Goal IV: Parent Community Involvement

Objective/Strategy: IV.A.

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

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

Department: Special Education

Requestor:


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


 Stacy Clay, 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: Miriam Learning Center

School: Mallinckrodt ABI

From: 11/16/2012 To: 05/24/2013

Performance Standard 1: Assessments developed based on pre-tests, post-tests, and regular progress monitoring.

Status: Individual assessments were developed based on the goals of each child. They did include pre-tests, post-tests, and progress monitoring. _____

Performance Standard 2: Performance should be based on the students goals and the stated milestones, specific to the area of concentration

Status: Milestones based on each student's specific area of concentration were documented and celebrated. _____

Submitted by: Merry Q. Denny _____

Date: 5-16-13 _____

Reviewed by: _____

Date: _____

Recommendation:

Continue

Discontinue

Note: The OT services greatly helped our young students. It was a much needed service. However, I was hopeful when we entered the grant partnership that we would be able to secure mental health services for our 3rd, 4th & 5th graders. This is a very serious growing need for us and for many of the SLPS students. These problems are going undiagnosed, untreated and is affecting learning. If these types of free services are ever available, we would greatly appreciate being included. Thank you! Merry Q. Denny

Memorandum of Understanding
Performance Standard(s)
Report

Agency: Miriam Learning Center

School: Dewey International Studies

From: 11/16/2012 To: 05/24/2013

Performance Standard 1: Assessments developed based on pre-tests, post-tests, and regular progress monitoring.

Status: Both therapists conducted pre and post evaluations and provided us with regular progress reports.

Performance Standard 2: Performance should be based on the students goals and the stated milestones, specific to the area of concentration

Status: Goals used by Miriam were developed in conjunction with school staff and based upon the agreed upon student needs.

Performance Standard 3: _____

Status: _____

Performance Standard 4: _____

Status: _____

Performance Standard 5: _____

Status: _____

Submitted by: Jeanine Zitta _____

Date: 5.9.13 _____

Reviewed by: _____

Date: _____

Recommendation:

Continue

Discontinue

MEMORANDUM OF UNDERSTANDING
(NON-FUNDRAISING)

This Memorandum of Understanding (“MOU”) is entered into by and between the Saint Louis Public Schools (“SLPS”) and the Miriam Learning Center on this 26th day of July, 2013.

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

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

2. Limitation of Liability: Each party to this MOU shall be solely responsible for any and all actions, suits, damages, liability, or other proceedings brought against it as a result of the alleged negligence, misconduct, error, or omission of any of its officers, agents or employees. Neither party is obligated to indemnify the other party or to hold the other party harmless from costs or expenses incurred as a result of such claims, and the SLPS shall continue to enjoy all rights, claims, and defenses available to it under law, to specifically include Mo.Rev.Stat. §537.600, et seq. Nothing in the MOU shall be construed as an indemnification by one party or the other for liabilities of a party or third persons for property or any other loss, damage, death, or personal injury arising out of the performance of this MOU. Any liabilities or claims for property or other 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 which includes a criminal background check. The cost of all such background checks shall be borne by the Agency, and the SLPS shall not be liable for such cost under any circumstance. The Agency will provide written confirmation to SLPS that the background checks on all Personnel hereunder reflected no negative findings, that said Personnel passed the background checks and are, therefore, eligible to provide services under this MOU.

4. Student Information: The Agency acknowledges that it shall now, and in the future may, have access to and contact with confidential information of students, including but not limited to the education and/or medical records of students. Both during the term of this MOU and thereafter, the Agency covenants and agrees to hold such information in trust and confidence and to exercise diligence in protecting and safeguarding such information, as well as any other information protected from public disclosure by federal or state law or by the policies or procedures of the SLPS. The Agency will not disclose any confidential information to any third party except as may be required in the course of performing services for the SLPS hereunder or by law, and any disclosure will be in compliance with the Family Education Rights and Privacy Act (“FERPA”) and the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”). SLPS acknowledges that The Miriam Learning Center maintains client records for all student participants in the non-special educational therapy program at the Agency’s main office. SLPS further acknowledges that all such records and information are confidential in compliance with “HIPAA” and will not be available for review by SLPS. The staff of the Agency are Mandated Reporters and will act accordingly and in compliance with local and state laws

5. Obligations of SLPS:

(a) Participate with The Miriam Learning Center program supervisor to identify schools to participate in the program.

(b) Obtain agreement and cooperation of school personnel, i.e. principal, counselors, social workers teachers to foster participation and collaboration in each individual school.

(c) Ensure that each school principal will sign and return a copy of the letter of agreement to The Miriam Learning center as outlined in 6 (b) below.

(d) Assist The Miriam Learning Center with the identification of appropriate students to participate in the therapy program. Students may be identified by way of the schools CARE or Student Intervention Teams.

(e) Assist The Miriam Learning Center in developing a consent form which will include demographic information from the parents/guardians of appropriate students to be shared with the Miriam Learning Center therapists. This form will also grant permission for the student to participate in the program.

(f) Provide an appropriate and confidential space for therapy groups and individual therapy sessions to take place at each school.

(g) Make students available during the school day but outside the designated reading and math instructional blocks and MAP testing schedule on a weekly basis (or as specified by The Miriam Learning Center) to participate in group and/or individual therapy.

6. Obligations of Agency:

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

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

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

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

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

9. Term and Termination: The term of the MOU will be from July, 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.

10. Official Contacts for:

Saint Louis Public Schools

The Miriam Learning Center

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

11. Authorized Signatures:

Saint Louis Public Schools

The Miriam Learning Center

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



BOARD RESOLUTION

Date: June 14, 2013

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item : 07-25-13-27

Action:

Action to be Approved:
Memorandum of Understanding Renewal
Previous Board Resolution # 06-26-12-60

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

SUBJECT: To approve the renewal of the Memorandum of Understanding (MOU) with the YMCA (Monsanto) to provide school to work transition training for students with disabilities. The MOU will cover the period July 26, 2013 to June 30, 2014.

BACKGROUND: The YMCA will provide school to work transitional training in the areas of light maintenance, organizing and setting up activities for the community and assisting office staff on a daily basis. The program is designed to give the students meaningful work experience and give the students professional development opportunities.

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

Department: Special Education

Requestor: Verneice Wise



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



Stacy Clay, 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: Monsanto YMCA _____

School: All SLPS High Schools _____

From: July 1, 2012 _____ **To:** May 24, 2013 _____

Performance Standard 1: Ten (10) or more students will complete the program with favorable performance evaluation.

Status: 18 students enrolled and completed the first semester and 21 students enrolled and completed the second semester. The students attended one day per week for job skill instruction and training in the areas of food service, housekeeping, patient care, transporting, activities center, cosmetology and laundry.

Performance Standard 2: The agency will provide a list of services to the students and families upon completion to the transition work program.

Status: The students each received a certificate and summary of the hours and skills completed in the various skill areas of the facility. The students had a rotation schedule of 5 weeks to gain experience in more than one skill area. AO/JESS (Alternative Opportunities/Jobs and Employment Support Services) and Vocational Rehabilitation assisted the students in assessments and job placement. One student was hired for full-time employment. This is the 2nd year and the students who were hired last year are still employed.

Submitted by: Verneice Wise, SLPS Special Education Supervisor

Date: June 11, 2013 _____

Reviewed by: _____ **Date:** _____

Recommendation:

Continue

Discontinue

MEMORANDUM OF UNDERSTANDING
(NON-FUNDRAISING)

This Memorandum of Understanding (“MOU”) is entered into by and between the Saint Louis Public Schools (“SLPS”) and The YMCA on this 26th day of July 2013.

The purpose of this Memorandum of Understanding is to establish a partnership between YMCA and the St. Louis Public Schools in order to provide school to work transitional training for students with disabilities, with duties that include light maintenance, organizing and setting up activities for the community and also assisting office staff on a daily basis.

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:

- Provide a potential student referral list.
- Collaborate with The YMCA in developing a transitional work Program for students with disabilities.
- Provide Free and Reduced Breakfast, Lunch, not including those times that SLPS does not provide FRBL, such as holidays and breaks
- The terms of the document titled The YMCA and attached hereto as Exhibit A are also incorporated herein, except where specifically noted.

6. Obligations of Agency:

- The YMCA shall designate a member of its staff from each site where students are located to be coordinator of the program and function as a supervisor with whom the St. Louis Public School’s program coordinator is to communicate for the conduct of the program, which may include the development of objectives, methods of instruction and other details of the experience.
- The YMCA shall make available to assigned St. Louis Public School’s students and staff appropriate facilities, equipment, and supplies in order to provide a complete experience. This includes a space for instruction and lunch for each student. Once a student has received sufficient training and gained proficiency in necessary skills and tasks, The YMCA may, with the consent of St. Louis Public School’s program coordinator, place the student in a volunteer/paying position with The YMCA or other appropriate placement upon the student’s graduation from the St. Louis Public School program.
- The YMCA shall have the right to remove a student from assignment to The YMCA and will notify St. Louis Public School High School’s representative of the basis of that decision.

- To create an environment in which the student volunteer may develop the ability and motivation to learn skills that will help them become successful academically and in the working community.
- To provide meaningful work experience for the volunteers/Students.
- Give the volunteers professional developments opportunities that will allow them to build up their skills and abilities and foster positive relationships within the community.
- The terms of the document titled The YMCA 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:

SLPS 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:

1. The program will include at least 20 students from the various high schools of the SLPS District.
2. At least 5 students from the program will be employed as a result of the skills and volunteer experience.

8. Term and Termination: The term of the MOU will be from July 26, 2013 to June 30, 2014. Either party shall have the right to terminate this MOU without cause with thirty (30) days written notice to the person who has signed as a representative of the parties below.

Saint Louis Public Schools

YMCA

By: _____
 Name: _____
 Title: _____

By: _____
 Name: _____
 Title: _____



BOARD RESOLUTION

Date: June 12, 2013

Agenda Item : 07 25-1368

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved:
Memorandum of Understanding Renewal
Previous Board Resolution # 06-26-12-62

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

SUBJECT: To approve the renewal of the Memorandum of Understanding (MOU) with MERS/Goodwill to provide school to work transition training for special education students. This service will be provided through CAJT at Nottingham. The MOU will be for the period July 26, 2013 to June 30, 2014.

BACKGROUND: The program provides instruction in necessary job skills for the food service / custodial housekeeping industry. Once a student has demonstrated proficiency in necessary skills, the student will be placed in a volunteer/paying position with MERS/Goodwill or other appropriate placement in the food service/custodial housekeeping industry. This partnership has been very beneficial to our students. MERS/Goodwill has consistently met or exceeded the goals of the program. The performance review of the program is attached.

Accountability Plan Goals: Goal IV: Parent Community Involvement

Objective/Strategy: IV.A.

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

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

Department: Nottingham CAJT

Requestor: Brian O'Connor

Angela Banks, Budget Director

6/18/2013
Dr. Nicole Williams, Dep. Supt., Academics

Leon Fisher, CFO/Treasurer

Stacy Clay, Dep. Supt., Institutional Advancement

Dr. Kelvin R. Adams, Superintendent

Memorandum of Understanding

Performance Standard(s)

Report

Agency: MERS/Goodwill

School: Nottingham CAJT High School

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

Performance Standard 1: MERS/Goodwill shall designate a member of its staff from each site where students are located to be coordinator of the program and function as a supervisor with whom the Nottingham CAJT High School's program coordinator is to communicate for the conduct of the program, which may include the development of objectives, methods of instruction and other details of the experience.

Status: MERS/Goodwill staff members and Nottingham CAJT staff meet regularly to discuss the program, learning objectives, and student performance.

Performance Standard 2:

MERS/Goodwill shall make available to assigned Nottingham CAJT High School students and staff appropriate facilities, equipment, and supplies in order to provide a complete experience. This includes a space for instruction and lunch for each student. Once a student has received sufficient training and gained proficiency in necessary skills and tasks, MERS/Goodwill may, with the consent of Nottingham CAJT High School's program coordinator, place the student in a volunteer/paying position with MERS/Goodwill or other appropriate placement upon the student's graduation from the Nottingham CAJT program.

Status: MERS/Goodwill has provided instructional space when necessary, along with daily meals for students and staff. MERS/Goodwill has also offered paid positions upon graduation for students participating in the program.

Performance Standard 3: MERS/Goodwill shall have the right to remove a student from assignment to MERS/Goodwill and will notify Nottingham CAJT High School's representative of the basis of that decision.

Status: MERS/Goodwill maintains communication lines with Nottingham CAJT High School representatives and notifies the school's program coordinator if there are any concerns regarding students or staff.

Submitted by: Brian G. O'Connor

Date: 4/17/13

Reviewed by: _____

Date: _____

Recommendation:

Continue

Discontinue

MEMORANDUM OF UNDERSTANDING
(NON-FUNDRAISING)

This Memorandum of Understanding ("MOU") is entered into by and between the Saint Louis Public Schools ("SLPS") and MERS/Goodwill on this 26th day of July, 2013.

The purpose of this Memorandum of Understanding is to establish a partnership between MERS/Goodwill and the St. Louis Public Schools in order to provide school to work transition training for special education students.

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

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

3. Background Checks: All Personnel providing services under this MOU that may in any way come into contact with students without an SLPS employee present 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) Nottingham CAJT High School shall have total responsibility for planning and determining the adequacy of the educational experience of students in basic skills, attitude, and behavior and will assign to each MERS/Goodwill site only those students whom it deems satisfactory in those areas. Students assigned to MERS/Goodwill worksite will have a work related goal in his/her Individualized Education Plan (IEP).
- (b) Nottingham CAJT High School shall inform its students and faculty that they must abide by the rules and regulations of MERS/Goodwill while performing activities pursuant to this Agreement and they may not enter a location or engage in any activity with MERS/Goodwill not authorized by MERS/Goodwill staff.
- (c) Nottingham CAJT High School will ensure all students participation on work sites will be limited to 90 hours for assessment, with the addition of up to 120 hours for training if that is added to the IEP. Nottingham CAJT High School faculty will be responsible to keep track of the students hours to stay within the 90 hour +120 hour total.
- (d) Nottingham CAJT High School shall designate a member of its faculty to coordinate the programs with designated members of MERS/Goodwill staff. This assignment shall include on-site visits when practical and a continuing exchange of information on the progress of the programs.
- (e) Nottingham CAJT High School shall have the right to withdraw a student from assignment with MERS/Goodwill.
- (f) The Nottingham CAJT High School ‘teachers-in-charge’ and support staff will provide constant direct supervision for all students performing work with MERS/Goodwill and shall be responsible for arranging immediate emergency care of students in the event of accidental injury or illness. MERS/Goodwill shall not be responsible for costs involved in follow-up care or hospitalization.
- (g) Nottingham CAJT High School shall maintain worker medical/accident insurance for each student worker assigned to MERS/Goodwill. A copy of the policy will be provided to the MERS/Goodwill program representatives.
- (h) Nottingham CAJT High School staff assigned to MERS/Goodwill must have participated in a background check provided by SLPS.

6. Obligations of Agency:

- (a) MERS/Goodwill shall designate a member of its staff from each site where students are located to be coordinator of the program and function as a supervisor with whom the Nottingham CAJT High School's program coordinator is to communicate for the conduct of the program, which may include the development of objectives, methods of instruction and other details of the experience.
- (b) MERS/Goodwill shall make available to assigned Nottingham CAJT High School students and staff appropriate facilities, equipment, and supplies in order to provide a complete experience. This includes a space for instruction and lunch for each student. Once a student has received sufficient training and gained proficiency in necessary skills and tasks, MERS/Goodwill may, with the consent of Nottingham CAJT High School's program coordinator, place the student in a volunteer/paying position with MERS/Goodwill or other appropriate placement upon the student's graduation from the Nottingham CAJT program.
- (c) MERS/Goodwill shall have the right to remove a student from assignment to MERS/Goodwill and will notify Nottingham CAJT High School's representative of the basis of that decision.

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) See 6. Obligations of Agency.

8. Term and Termination: The term of the MOU will be from July 26, 2013 to June 30, 2014. Either party shall have the right to terminate this MOU without cause with thirty (30) days written notice to the person who has signed as a representative of the parties below.

Saint Louis Public Schools
By: _____
Name: _____
Title: _____

MERS/Goodwill
By: _____
Name: _____
Title: _____



BOARD RESOLUTION

Date: June 14, 2013

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item : 07-25-13-29

Action:

Action to be Approved:
Memorandum of Understanding Renewal
Previous Board Resolution # 06-26-12-65

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

SUBJECT: To approve the renewal of the Memorandum of Understanding (MOU) with Compass USA to provide school to work transition training for special education students. This service will be provided through CAJT at Nottingham. The MOU will be for the period July 26, 2013 to June 30, 2014.

BACKGROUND: The program provides instruction in necessary job skills for the food service industry. Once a student has demonstrated proficiency in necessary skills, the student will be placed in a volunteer/paying position with Compass USA or other appropriate placement in the food service industry. This partnership has been very beneficial to our students. Compass USA has consistently met or exceeded the goals of the program. The performance review of the program is attached.

Accountability Plan Goals: Goal IV: Parent Community Involvement


Objective/Strategy: IV.A.

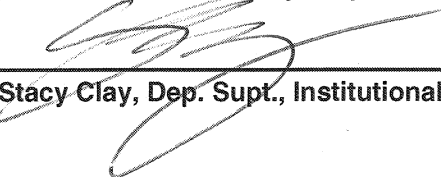
FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

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

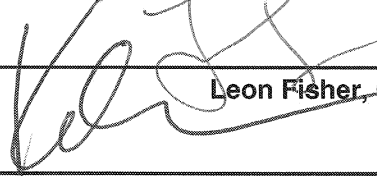
Department: Nottingham CAJT


Requestor: Brian O'Connor

 6/18/2013
Dr. Nicole Williams, Dep. Supt., Academics


Stacy Clay, 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: Compass

School: Nottingham CAJT High School

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

Performance Standard 1: Compass shall designate a member of its staff from each site where students are located to be coordinator of the program and function as a supervisor with whom the Nottingham CAJT High School's program coordinator is to communicate for the conduct of the program, which may include the development of objectives, methods of instruction and other details of the experience.

Status: Compass staff members and Nottingham CAJT staff meet regularly face-to-face or over the phone to discuss the program, learning objectives, and student and staff performance.

Performance Standard 2:

Compass shall make available to assigned Nottingham CAJT High School students and staff appropriate facilities, equipment, and supplies in order to provide a complete experience. This includes a space for instruction and lunch for each student. Once a student has received sufficient training and gained proficiency in necessary skills and tasks, Compass may, with the consent of Nottingham CAJT High School's program coordinator, place the student in a volunteer/paying position with Compass or other appropriate placement upon the student's graduation from the Nottingham CAJT program.

Status: Compass has provided instructional space when necessary, along with daily meals for students and staff. Compass has also offered paid positions upon graduation for students participating in the program.

Performance Standard 3: Compass shall have the right to remove a student from assignment to Compass and will notify Nottingham CAJT High School's representative of the basis of that decision.

Status: Compass maintains communication lines with Nottingham CAJT High School representatives and notifies the school's program coordinator if there are any concerns regarding students or staff.

Submitted by: Brian G. O'Connor

Date: 4/17/13

Reviewed by: _____

Date: _____

Recommendation:

Continue

Discontinue

MEMORANDUM OF UNDERSTANDING
(NON-FUNDRAISING)

This Memorandum of Understanding (“MOU”) is entered into by and between the Saint Louis Public Schools (“SLPS”) and COMPASS-USA, INC. on this 26th day of July, 2013.

The purpose of this Memorandum of Understanding is to establish a partnership between COMPASS-USA, INC. and the St. Louis Public Schools in order to provide school to work transition training for special education students.

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

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

3. Background Checks: All Personnel providing services under this MOU that may in any way come into contact with students without an SLPS employee present 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) Nottingham CAJT High School shall have total responsibility for planning and determining the adequacy of the educational experience of students in basic skills, attitude, and behavior and will assign to each COMPASS-USA, INC. site only those students whom it deems satisfactory in those areas.
- (b) Nottingham CAJT High School shall inform its students and faculty that they must abide by the rules and regulations of COMPASS-USA, INC. while performing activities pursuant to this Agreement and they may not enter a location or engage in any activity with COMPASS-USA, INC. not authorized by COMPASS-USA, INC. staff.
- (c) Nottingham CAJT High School shall designate a member of its faculty to coordinate the programs with designated members of COMPASS-USA, INC. staff. This assignment shall include on-site visits when practical and a continuing exchange of information on the progress of the programs.
- (d) Nottingham CAJT High School shall have the right to withdraw a student from assignment with COMPASS-USA, INC.
- (e) The Nottingham CAJT High School ‘teachers-in-charge’ and support staff will provide constant direct supervision for all students performing work with COMPASS-USA, INC. and shall be responsible for arranging immediate emergency care of students in the event of accidental injury or illness. COMPASS-USA, INC. shall not be responsible for costs involved in follow-up care or hospitalization.
- (f) Nottingham CAJT High School shall maintain worker medical/accident insurance for each student worker assigned to COMPASS-USA, INC. A copy of the policy will be provided to the COMPASS-USA, INC. program representatives.
- (g) Nottingham CAJT High School staff assigned to COMPASS-USA, INC. must have participated in a background check provided by SLPS.

6. Obligations of Agency:

- (a) COMPASS-USA, INC. shall designate a member of its staff from each site where students are located to be coordinator of the program and function as a supervisor with whom the Nottingham CAJT High School's program coordinator is to communicate for the conduct of the program, which may include the development of objectives, methods of instruction and other details of the experience.
- (b) COMPASS-USA, INC. shall make available to assigned Nottingham CAJT High School students and staff appropriate facilities, equipment, and supplies in order to provide a complete experience. This includes a space for instruction and lunch for each student. Once a student has received sufficient training and gained proficiency in necessary skills and tasks, COMPASS-USA, INC. may, with the consent of Nottingham CAJT High School's program coordinator, place the student in a volunteer/paying position with COMPASS-USA, INC. or other appropriate placement upon the student's graduation from the Nottingham CAJT program.
- (c) COMPASS-USA, INC. shall have the right to remove a student from assignment to COMPASS-USA, INC. and will notify Nottingham CAJT High School's representative of the basis of that decision.

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) See 6. Obligations of Agency.

8. Term and Termination: The term of the MOU will be from July 26, 2013 to June 30, 2014. Either party shall have the right to terminate this MOU without cause with thirty (30) days written notice to the person who has signed as a representative of the parties below.

Saint Louis Public Schools

By: _____

Name: _____

Title: _____

COMPASS-USA, INC.

By: _____

Name: _____

Title: _____



BOARD RESOLUTION

Date: June 12, 2013

Agenda Item : 07-25-13-30

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved:
Memorandum of Understanding Renewal
Previous Board Resolution # 06-26-12-63

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

SUBJECT: To approve the renewal of the Memorandum of Understanding (MOU) with Industrial Aid to provide school to work transition training for special education students. This service will be provided through CAJT at Nottingham. The MOU will cover the period July 26, 2013 to June 30, 2014.

BACKGROUND: The program will provide instruction in necessary job skills for sheltered workshop placement upon graduation. Once the student has demonstrated proficiency in necessary skills, the student will be placed in a volunteer/paying position with Industrial Aid or other appropriate placement in the sheltered workshop industry.

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

Department: Nottingham CAJT

Requestor: Brian O'Connor

Angela Banks, Budget Director

Dr. Nicole Williams, Dep. Supt., Academics

Leon Fisher, CFO/Treasurer

Stacy Clay, Dep. Supt., Institutional Advancement

Dr. Kelvin R. Adams, Superintendent

Memorandum of Understanding

Performance Standard(s)

Report

Agency: Industrial Aid

School: Nottingham CAJT High School

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

Performance Standard 1: Industrial Aid shall designate a member of its staff from each site where students are located to be coordinator of the program and function as a supervisor with whom the Nottingham CAJT High School's program coordinator is to communicate for the conduct of the program, which may include the development of objectives, methods of instruction and other details of the experience.

Status: Industrial Aid staff members and Nottingham CAJT staff meet regularly to discuss the program, learning objectives, and student performance.

Performance Standard 2:

Industrial Aid shall make available to assigned Nottingham CAJT High School students and staff appropriate facilities, equipment, and supplies in order to provide a complete experience. This includes a space for instruction and lunch for each student. Once a student has received sufficient training and gained proficiency in necessary skills and tasks, Industrial Aid may, with the consent of Nottingham CAJT High School's program coordinator, place the student in a volunteer/paying position with Industrial Aid or other appropriate placement upon the student's graduation from the Nottingham CAJT program.

Status: Industrial Aid has provided instructional space when necessary, along with daily meals for students and staff. Industrial Aid has also offered paid positions upon graduation for students participating in the program.

Performance Standard 3: Industrial Aid shall have the right to remove a student from assignment to Industrial Aid and will notify Nottingham CAJT High School's representative of the basis of that decision.

Status: Industrial Aid maintains communication lines with Nottingham CAJT High School representatives and notifies the school's program coordinator if there are any concerns regarding students or staff.

Submitted by: Brian G. O'Connor

Date: 4/17/13

Reviewed by: _____

Date: _____

Recommendation:

Continue

Discontinue

MEMORANDUM OF UNDERSTANDING
(NON-FUNDRAISING)

This Memorandum of Understanding (“MOU”) is entered into by and between the Saint Louis Public Schools (“SLPS”) and Industrial Aid on this 26th day of July, 2013.

The purpose of this Memorandum of Understanding is to establish a partnership between Industrial Aid and the St. Louis Public Schools in order to provide school to work transition training for special education students.

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

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

3. Background Checks: All Personnel providing services under this MOU that may in any way come into contact with students without an SLPS employee present 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) Nottingham CAJT High School shall have total responsibility for planning and determining the adequacy of the educational experience of students in basic skills, attitude, and behavior and will assign to each Industrial Aid site only those students whom it deems satisfactory in those areas.
- (b) Nottingham CAJT High School shall inform its students and faculty that they must abide by the rules and regulations of Industrial Aid while performing activities pursuant to this Agreement and they may not enter a location or engage in any activity with Industrial Aid not authorized by Industrial Aid staff.
- (c) Nottingham CAJT High School shall designate a member of its faculty to coordinate the programs with designated members of Industrial Aid staff. This assignment shall include on-site visits when practical and a continuing exchange of information on the progress of the programs.
- (d) Nottingham CAJT High School shall have the right to withdraw a student from assignment with Industrial Aid.
- (e) The Nottingham CAJT High School ‘teachers-in-charge’ and support staff will provide constant direct supervision for all students performing work with Industrial Aid and shall be responsible for arranging immediate emergency care of students in the event of accidental injury or illness. Industrial Aid shall not be responsible for costs involved in follow-up care or hospitalization.
- (f) Nottingham CAJT High School shall maintain worker medical/accident insurance for each student worker assigned to Industrial Aid. A copy of the policy will be provided to the Industrial Aid program representatives.
- (g) Nottingham CAJT High School staff assigned to Industrial Aid must have participated in a background check provided by SLPS.

6. Obligations of Agency:

- (a) Industrial Aid shall designate a member of its staff from each site where students are located to be coordinator of the program and function as a supervisor with whom the Nottingham CAJT High School's program coordinator is to communicate for the conduct of the program, which may include the development of objectives, methods of instruction and other details of the experience.
- (b) Industrial Aid shall make available to assigned Nottingham CAJT High School students and staff appropriate facilities, equipment, and supplies in order to provide a complete experience. This includes a space for instruction and lunch for each student. Once a student has received sufficient training and gained proficiency in necessary skills and tasks, Industrial Aid may, with the consent of Nottingham CAJT High School's program coordinator, place the student in a volunteer/paying position with Industrial Aid or other appropriate placement upon the student's graduation from the Nottingham CAJT program.
- (c) Industrial Aid shall have the right to remove a student from assignment to Industrial Aid and will notify Nottingham CAJT High School's representative of the basis of that decision.

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) See 6. Obligations of Agency.

8. Term and Termination: The term of the MOU will be from July 26, 2013 to June 30, 2014. Either party shall have the right to terminate this MOU without cause with thirty (30) days written notice to the person who has signed as a representative of the parties below.

Saint Louis Public Schools
By: _____
Name: _____
Title: _____

Industrial Aid
By: _____
Name: _____
Title: _____



BOARD RESOLUTION

Date: June 12, 2013

Agenda Item 07-25-13-31

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved:
Memorandum of Understanding Renewal
Previous Board Resolution # 06-26-12-64

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

SUBJECT: To approve the renewal of the Memorandum of Understanding (MOU) with Bon Appétit to provide school to work transition training for special education students. This service will be provided through CAJT at Nottingham. The MOU will cover the period July 26, 2013 to June 30, 2014.

BACKGROUND: The program will provide instruction in necessary job skills for the food service industry. Once the student has demonstrated proficiency in necessary skills, the student will be placed in a volunteer/paying position with Bon Appétit or other appropriate placement in the food service industry.

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

Department: Nottingham CAJT

Requestor: Brian O'Connor

Stacy Clay 6/12/2013
Dr. Nicole Williams, Dep. Supt., Academics

Stacy Clay
Stacy Clay, 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: Bon Appétit

School: Nottingham CAJT High School

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

Performance Standard 1: Bon Appétit shall designate a member of its staff from each site where students are located to be coordinator of the program and function as a supervisor with whom the Nottingham CAJT High School's program coordinator is to communicate for the conduct of the program, which may include the development of objectives, methods of instruction and other details of the experience.

Status: Bon Appétit staff members and Nottingham CAJT staff meet regularly to discuss the program, learning objectives, and student performance.

Performance Standard 2:

Bon Appétit shall make available to assigned Nottingham CAJT High School students and staff appropriate facilities, equipment, and supplies in order to provide a complete experience. This includes a space for instruction and lunch for each student. Once a student has received sufficient training and gained proficiency in necessary skills and tasks, Bon Appétit may, with the consent of Nottingham CAJT High School's program coordinator, place the student in a volunteer/paying position with Bon Appétit or other appropriate placement upon the student's graduation from the Nottingham CAJT program.

Status: Bon Appétit has provided instructional space when necessary, along with daily meals for students and staff. Bon Appétit has also offered paid positions upon graduation for students participating in the program.

Performance Standard 3: Bon Appétit shall have the right to remove a student from assignment to Bon Appétit and will notify Nottingham CAJT High School's representative of the basis of that decision.

Status: Bon Appétit maintains communication lines with Nottingham CAJT High School representatives and notifies the school's program coordinator if there are any concerns regarding students or staff.

Submitted by: Brian G. O'Connor

Date: 4/17/13

Reviewed by: _____

Date: _____

Recommendation:

Continue

Discontinue

MEMORANDUM OF UNDERSTANDING
(NON-FUNDRAISING)

This Memorandum of Understanding (“MOU”) is entered into by and between the Saint Louis Public Schools (“SLPS”) and Bon Appétit on this 26th day of July, 2013.

The purpose of this Memorandum of Understanding is to establish a partnership between Bon Appétit and the St. Louis Public Schools in order to provide school to work transition training for special education students.

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

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

3. Background Checks: All Personnel providing services under this MOU that may in any way come into contact with students without an SLPS employee present 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) Nottingham CAJT High School shall have total responsibility for planning and determining the adequacy of the educational experience of students in basic skills, attitude, and behavior and will assign to each Bon Appétit site only those students whom it deems satisfactory in those areas.
- (b) Nottingham CAJT High School shall inform its students and faculty that they must abide by the rules and regulations of Bon Appétit while performing activities pursuant to this Agreement and they may not enter a location or engage in any activity with Bon Appétit not authorized by Bon Appétit staff.
- (c) Nottingham CAJT High School shall designate a member of its faculty to coordinate the programs with designated members of Bon Appétit staff. This assignment shall include on-site visits when practical and a continuing exchange of information on the progress of the programs.
- (d) Nottingham CAJT High School shall have the right to withdraw a student from assignment with Bon Appétit.
- (e) The Nottingham CAJT High School ‘teachers-in-charge’ and support staff will provide constant direct supervision for all students performing work with Bon Appétit and shall be responsible for arranging immediate emergency care of students in the event of accidental injury or illness. Bon Appétit shall not be responsible for costs involved in follow-up care or hospitalization.
- (f) Nottingham CAJT High School shall maintain worker medical/accident insurance for each student worker assigned to Bon Appétit. A copy of the policy will be provided to the Bon Appétit program representatives.
- (g) Nottingham CAJT High School staff assigned to Bon Appétit must have participated in a background check provided by SLPS.

6. Obligations of Agency:

- (a) Bon Appétit shall designate a member of its staff from each site where students are located to be coordinator of the program and function as a supervisor with whom the Nottingham CAJT High School's program coordinator is to communicate for the conduct of the program, which may include the development of objectives, methods of instruction and other details of the experience.
- (b) Bon Appétit shall make available to assigned Nottingham CAJT High School students and staff appropriate facilities, equipment, and supplies in order to provide a complete experience. This includes a space for instruction and lunch for each student. Once a student has received sufficient training and gained proficiency in necessary skills and tasks, Bon Appétit may, with the consent of Nottingham CAJT High School's program coordinator, place the student in a volunteer/paying position with Bon Appétit or other appropriate placement upon the student's graduation from the Nottingham CAJT program.
- (c) Bon Appétit shall have the right to remove a student from assignment to Bon Appétit and will notify Nottingham CAJT High School's representative of the basis of that decision.

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) See 6. Obligations of Agency.

8. Term and Termination: The term of the MOU will be from July 26, 2013 to June 30, 2014. Either party shall have the right to terminate this MOU without cause with thirty (30) days written notice to the person who has signed as a representative of the parties below.

Saint Louis Public Schools

By: _____
Name: _____
Title: _____

Bon Appétit

By: _____
Name: _____
Title: _____

**MEMORANDUM OF AGREEMENT (MOA)
for the
Missouri College Advising Corps**

**by and between
The Curators of the University of Missouri
on behalf of the University of Missouri**

**and the St. Louis Public School District
regarding placement of a College Adviser at Gateway STEM and Soldan International
Studies High School**

1. Purpose

This Memorandum of Agreement (hereafter MOA) describes the nature of the collaborative effort and specifies the roles and responsibilities of the University of Missouri (hereafter MU) and school/district in implementing and evaluating the Missouri College Advising Corps (hereafter MCAC) program. MU and the school/district OR college understand that this collaborative effort is not a joint venture or partnership agreement between the two parties. This MOA does not authorize either party to represent the other party in any discussions with third parties or entities.

2. Program Design

MCAC is part of a national near-peer college advising model called the National College Advising Corps (hereafter NCAC). The program is not designed to direct students to any specific postsecondary institution but to help students find their “best-fit” postsecondary opportunity.

MCAC is designed to:

1. help students and their families see college completion as an attainable goal,
2. Provide information to students/families about and assistance with college planning, application, and financial aid processes, and
3. Increase college enrollment among students in partner schools, particularly among first-generation-college, low-income, and underrepresented students, and provide them with the knowledge and tools to persist and graduate from college.

One MCAC College Adviser (hereafter Adviser) will be placed in the school to assist students on navigation of the college planning, admissions, and financing processes. With exception of responsibilities required of the school/district as outlined below in item #3, the cost of the program will be assumed by the MCAC program and overseen by the MCAC program staff.

3. Responsibilities

MU:

- Recruit, hire, train, assign, and supervise the Adviser.
- Provide pre-service training and ongoing in-service training to the Adviser.
- Ensure the Adviser receives training on and understands and agrees that the Family Educational Rights and Privacy Act (FERPA) requires her/him to exercise diligence in protecting confidential information and that s/he will not disclose any confidential

information to any third party except as may be required in the course of performing services for the school/district or as required by law.

- Ensure the Adviser undergoes a background check consistent with those used by the school/district and those required by external program funders prior to providing services to students (national sex offender registry completed by MCAC and state and national check and FBI fingerprint check completed by the Missouri State Highway Patrol in its state headquarters in Jefferson City, MO).
- Oversee personnel issues related to the Adviser (e.g. appearance, professionalism, hours worked, work schedule).
- Make on-site visits to observe the Advisers' work.
- Provide evaluative feedback to the Adviser about his/her work performance, separate from and in tandem with the site supervisor (60-day, mid-year and year-end evaluations will be conducted, with the site supervisor participating in the mid-year and year-end evaluation meetings).
- Maintain ongoing communication with and provide program updates to the site supervisor and other contact persons designated by the school/district.
- Provide orientation, scope of work/service deliverables for the Adviser, and operational processes and documents to site supervisors.
- Provide the Adviser with a budget to accomplish deliverables expected.
- Oversee overall program evaluation as described in Section 4 of this MOA.
- Provide the school/district with monthly and YTD outcomes and summary reports generated as part of the overall program evaluation described in Section 4 of this MOA.

School/District:

- Sign and agree to conditions set forth in this MOA.
- Understand and honor boundaries around the role, scope of work (service deliverables), and responsibilities required of the College Adviser.
- Provide a collaborative atmosphere to facilitate student access to college.
- Provide a private or semi-private office space, a computer with internet access, a phone with long-distance service, a locked and secure storage unit for confidential information, and read only access to student data for the Adviser to use while on site. It is preferable that the adviser be provided a bank of computers in the office space so as to assist multiple students simultaneously. The Adviser agrees to use these resources for the provision of services to students and to honor FERPA regulations regarding such.
- Provide data for the purpose of evaluating the program's success and as described in Section 4 of this MOA and as required by NCAC and MCAC.
- Provide access to the college adviser to school/district data portals so that the adviser has ready access to data about students being advised. Advisers are trained in FERPA regulations and will maintain the confidentiality of records accessed.
- **NOT** share data provided to the school by MCAC with any third party or party external to the school/district/MCAC.
- Designate a site supervisor who will:
 - attend required site supervisor orientation scheduled and facilitated by MCAC;
 - attend cluster meetings scheduled and facilitated by MCAC;

- work with the Adviser to set processes for achievement of service deliverables expected of the Adviser;
- provide direction and support to the Adviser while servicing students in the school;
- assist the Adviser in navigating school/district policy and in solving issues that arise;
- introduce the Adviser at faculty meetings, general assemblies, or other venues so students, teachers, counselors, and administrators know the Adviser and understand her/his role;
- assist in identifying low-income, first-generation, underrepresented students to progress toward college admission;
- participate in performance evaluation and program assessment meetings as described in the section directly above;
- have direct and regular contact with MCAC program staff involved in the administration of this program; and
- seek MCAC program staff approval if desiring the Adviser to work on activities outside the MCAC-assigned scope of work (service deliverables).
- Assemble appropriate school/district leaders and counselors to attend a first-of-the-year overview meeting, to be held at the school, for the purpose of ensuring understanding of the program and relationship building.

Adviser (NOTE: A set of Adviser service deliverables are developed by MCAC for each program year and will be shared with the school/district at the required site supervisor orientation):

- Provide these services:
 - Advise students on college planning, admissions, and financing processes in one-to-one and group settings;
 - Help students identify “best-fit” postsecondary opportunities;
 - Plan, publicize, and conduct after-school college planning, admissions, and financing workshops for both students and their families;
 - Hold open office hours as well as scheduled appointments;
 - Assist students with college application materials;
 - Assist students and families with understanding and completing the FAFSA and other financial aid forms;
 - Work closely with guidance staff and other administrators to promote students’ college-going behavior;
 - Work closely with school staff to foster a college-going culture in the school;
 - Make college planning, admissions, and financing information readily available to students and their families;
 - Plan visits to the school by college and university admissions officers and foster student involvement in those visits;
 - Plan and coordinate visits to colleges and universities in Missouri for students to experience campus life and identify a “best fit”;
 - Help students find and secure scholarship and other external funding sources; and
 - Work with students in all grade levels in the school.
 - Conduct early awareness outreach with 7th and 8th graders.

- Participate in extracurricular activities in the high school and its surrounding community for the purpose of building relationships with students and their families.

Upon agreement of MCAC leadership and the school/district, additional services may be provided so that unique needs of the schools' students are met, as the program matures, and/or additional funding is obtained. Additional responsibilities need to be discussed between both parties and, if agreed upon by both, should be submitted as an attachment to this signed MOA.

4. Program Evaluation

Funding for the MCAC program is provided by MU and by external funders. MCAC leadership, along with designated MU staff, is responsible for raising funds for the program. Garnering continuing external funding to support the program requires program outcomes and evaluation. Thus, as a condition of partnering with the MCAC the school/district must agree to provide these data for purposes of baseline and ongoing program evaluation:

- First name, last name, middle initial and date of birth of all graduates for the three years preceding the first year of MCAC service in the school/district; and
- First name, last name, middle initial, and date of birth of all graduates for each year during which a MCAC Adviser was placed in the school/district.

Additionally, data are collected and managed by the Adviser at the school level. The Adviser tracks student interaction information in spreadsheets and reports student interaction outcomes to MCAC weekly (these numbers are then submitted monthly to NCA) for the purposes of determining program effectiveness.

Data will be used for program evaluation purposes only and treated as confidential, except as may be required by law. All results of data analysis will be reported in aggregate and no individual student will ever be identified in formal reporting or publications of program impact.

It may also be the case that researchers external to but affiliated with the National or Missouri College Advising Corps may seek approval to conduct research at the partner school(s) for the purposes of program evaluation and improvement. In such cases, appropriate:

- school/district personnel will be consulted;
- school/district research approval processes will be followed;
- school/district approval to conduct said research will be secured prior to commencing any such research;
- school/district protocol will be followed in conducting of the approved research;
- Institutional Review Board certification(s) will be secured from the appropriate institution(s) and presented to the school/district; and
- ethical research protocol will be followed.

The Executive Director of the Missouri College Advising Corps will serve as the primary contact between the partner school/district and said researcher(s).

5. Rights Reserved

MU reserves the right to dismiss an Adviser for cause.

MU reserves the right to move an Adviser from one school to another.
The school/district reserves the right to request that an Adviser be moved out of the school.

6. Cancellation of MOA

This MOA may be cancelled by either party, provided advance written notice of at least 30 days is given to the other party.

**ANNUAL AGREEMENT
Memorandum of Agreement for MU Project # C00014462**

Name of School/District:

High School Name _____
School District Name _____

Duration of Agreement:

This agreement applies exclusively to the 2013-14 school year.
The College Adviser begins service in the school/district on or around August 1, 2013 and concludes on the last day of school in spring/summer 2014 unless otherwise agreed to by MCAC leadership and the school/district.
Near the end of the program year, MU will discuss with the school/district continuation of the MCAC program for the following program year.

Name of Site Supervisor Designated by the School/District:

The party listed below will serve as the mentor and on-site supervisor for the Adviser (responsibilities outlined on pages 2 and 3).

NAME: _____
TITLE: _____
MAILING ADDRESS: _____
PHONE: _____
E-MAIL: _____

Central Point of Contact:

The parties listed below will serve as the central point of contact for this MOA. Either party may change points of contact by giving written notice.

If different than the site supervisor listed above,

NAME: _____
TITLE: _____
MAILING ADDRESS: _____
PHONE: _____
E-MAIL: _____

MU names Dr. Ann Korschgen, Vice Provost for Enrollment Management, 573-882-7651, korschgena@missouri.edu as the institutional point of contact for issues related to this agreement

and Dr. Beth Tankersley-Bankhead, Executive Director of the Missouri College Advising Corps, as the programmatic point of contact for issues related the MCAC program and its Advisers.

Signatures of Agreement:

MU and the school/district agree to proceed with their obligations to implement and evaluate the MCAC program.

For the School/District:

NAME

TITLE

DATE

For Missouri College Advising Corps:

Dr. Ann Korschgen DATE
Vice Provost for Enrollment Management
University of Missouri-Columbia

For the Curators of the University of Missouri:

Karen M. Geren DATE
Submissions Specialist, Office of Sponsored Programs Administration
University of Missouri-Columbia

MU project # _____



BOARD RESOLUTION

Date: June 14, 2013

To: Dr. Kelvin R. Adams, Superintendent

From: Leon Fisher, CFO/Treasurer

Agenda Item : 07-25-13-33

Action:

Action to be Approved: Insurance Renewal

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

Previous Board Resolution # 07-10-12-39

Prior Year Cost \$57,000.00

SUBJECT: To approve the purchase of a renewal Athletic Accident Insurance Policy through our insurance broker, R.S. Klostermeyer & Associates. The renewal period will be August 1, 2013 through July 31, 2014 at a cost not to exceed \$50,000.00.

BACKGROUND: This coverage was bid to four companies this year by our insurance broker, R.S. Klostermeyer & Associates. The original policy provided low deductible coverage for high school athletes. The middle school athletes were added to the policy during the last 12 months. In addition to the low deductible coverage, a catastrophic injury coverage was added for the middle school athletes. This coverage is similar to the coverage for the high school athletes that is provided by the Missouri State High School Athletic Association.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.D.

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

Fund Source: 970-00-110-2514-6355	GOB	Requisition #:
Amount: \$50,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$50,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600010319

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



BOARD RESOLUTION

Date: June 14, 2013

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item : 07-25-13B4

Action:

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

Previous Board Resolution # 01-17-13-22

Prior Year Cost \$6,453.43

SUBJECT: To approve a sole source subscription from Cooper Institute for web hosting services to support the FITNESSGRAM 9 Physical Education software as part of the Aim for Fitness Program for the period September 1, 2013 - July 31, 2014 at a cost not to exceed \$5,696.00. The services will be for the sixteen schools in the 2nd Aim for Fitness Cohort.

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

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.A

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

Fund Source: 847-WZ-293-1123-6441	Non-GOB	Requisition #:
Amount: \$5,696.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$5,696.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600015254

Department: Curriculum & Instruction

Requestor: M. Leanne White

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

6/18/2013
Dr. Nicole Williams, Dep. Supt., Academics

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

FITNESSGRAM Version 9
The Cooper Institute Webhosting Service
Price Quote

Customer

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

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

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

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

Indicate tax exempt status on purchase order.

Purchase Orders may be returned to the following:

FITNESSGRAM

Attn: Monika Faltiss

The Cooper Institute

12330 Preston Rd.

Dallas, TX 75230

fgwebhosting@cooperinst.org

Fax: 972-341-3227



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Margaret L. White	Date: June 10, 2013
Department / School: Curriculum & Instruction	Phone Number: 345-4403
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
<p>The purchase of The Cooper Institute's web hosting subscription for September 1, 2013 – July 31, 2014. The subscription will provide data monitoring, storage space, and security for each of the schools (16 schools in the 2nd AIM for Fitness Cohort) using FITNESSGRAM 9 Physical Education software. It does this by making all FITNESSGRAM functions available using an Internet browser, through outside web hosting.</p>	
Vendor Name: The Cooper Institute	Email: fgwebhosting@cooperinstitute.org
Vendor Contact: Monika Faltiss	Phone Number: (800) 635-7050 ext 3279
Justification Information	
1. Why the uniquely specified goods are required?	
<p>The Cooper Institute's web hosting subscription corresponds as the web host site for the FITNESSGRAM 9 Physical Education software. The web host will provide data monitoring, storage space, and security and it does this by making all FITNESSGRAM 9 functions available using an Internet browser, through outside web hosting. The 16 schools participating in the AIM for Fitness Project will use the FITNESSGRAM 9 software that has the ability to generate printed reports for each student (a parent version of the report can be generated, too). The FITNESSGRAM report defines the recommended range of fitness for each test measure—the Healthy Fitness Zone and will fulfill the DESE requirement for reporting the physical fitness assessments of all of the 5th grade students.</p>	
2. Why good or services available from other vendors /competitors are not acceptable?	
<p>The Cooper Institute is associated with Human Kinetics and is the only host website server providing the web host subscription for FITNESSGRAM.</p>	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
<p>FITNESSGRAM was developed by the highly respected Cooper Institute. The Cooper Institute is dedicated to scientific research in the field of preventive medicine and public health and communicating the results of research to the scientific and medical communities as well as to the public.</p> <p>With assistance and support from the Washington University School of Medicine, AIM for Fitness project teachers, and the Project Director, physical fitness data will be retrieved from all 4th and 5th grade students participating in the program. This data will then be securely housed, monitored and distributed to teachers in forms of parent and student friendly reports.</p>	
4. List the Names of other Vendors contacted & Price Quotes:	
<p>No other vendors provide this service for the FITNESSGRAM 9 software.</p>	

<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
Your sole source request will not be approved without the required signatures below:	
Department Head	Date
CFO	Date
Superintendent	Date

Sole Source Checklist

1. Check one of the following:

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

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

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

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

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

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

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

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

- Document a search for additional suppliers

Delivery Date Only one supplier can meet necessary delivery requirements.

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

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

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

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

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

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

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

- Sole supplier (i.e. Regional Distributor)

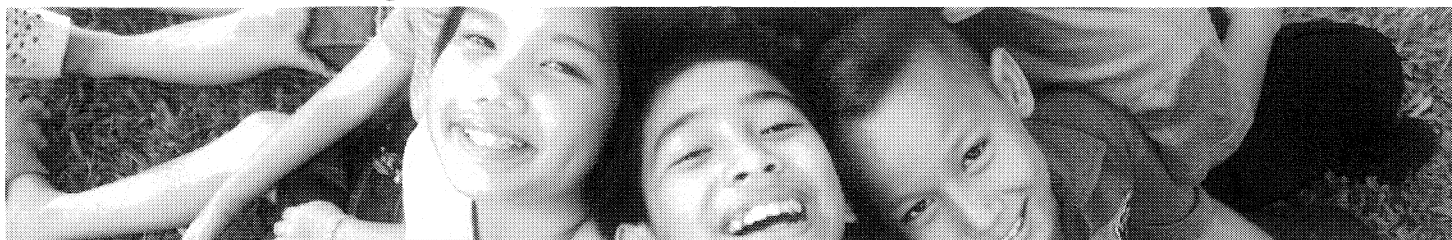
Emergency URGENT NEED for the item or service does not permit soliciting competitive bids, as in cases of emergencies, disasters, etc.

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

- Complete Emergency Purchase Form

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

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



OVERVIEW

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

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

BENEFITS

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

You can try a demo of web-based FITNESSGRAM 9.0 now at www.Fitnessgram.net/Fitnessgram9/demo

COST

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

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

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

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

TO SUBSCRIBE

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

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

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

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

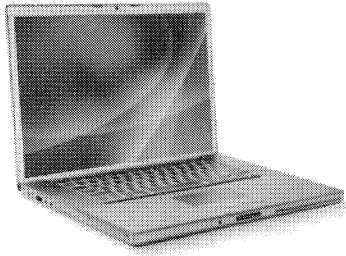
FITNESSGRAM® is the premier fitness assessment tool with an educational reporting system. It emphasizes health-related fitness for life by measuring three components 1) aerobic capacity; 2) body composition; and 3) muscular strength, endurance and flexibility. Results, based on age and gender, are available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



SYSTEM REQUIREMENTS

Browser: IE 7 & 8; Firefox 2 and 3

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



Screen resolution: 1024 x 768 pixels

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

FG 9.0 Now on the web!

SECURITY

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

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

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

DATA HOSTING

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

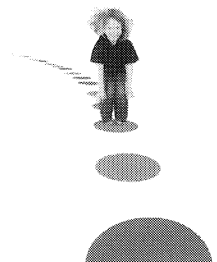
FOR MORE INFORMATION

Web Hosting Information (The Cooper Institute)

(972) 341-3200 / (800) 635-7050

FG 9.0 Pricing and System Information (Human Kinetics)

(800) 747-4457 or visit www.FITNESSGRAM.net



2013-2014
AIM for Fitness
Cohort 2*

1. Nance
2. Farragut
3. Herzog
4. Bryan Hill
5. Cote Brilliant
6. Dewey
7. Mullanphy
8. Henry
9. Sigel
10. Gateway
11. Kennard
12. Froebel(FVP)
13. Mann(FVP)
14. Monroe(FVP)
15. Meramec(FVP)
16. Woodward

***As soon as information is available the Cohort 2 list will be updated to include site address, name of principal, PE teacher and nurse**



BOARD RESOLUTION

Date: June 18, 2013

Agenda Item: 07-25-13-35

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Purchase of Good (s)

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

Previous Board Resolution # 01-17-13-21

Prior Year Cost \$16,419.20

SUBJECT: To approve the purchase of 1,800 Fitbook Junior journals, 16 teacher kits, shipping, professional development and travel expenses from Fitlosophy for the Year 2 Aim to Fitness Grant. The total combined cost for the 2013-14 school year will not exceed \$25,377.66 which includes a 5% contingency of \$1,208.46.

BACKGROUND: The Fitbook is a personalized, flexible and functional line of fitness plus nutrition journals that offer a unique 12-week system to plan for success, track progress, and reach your goals. The Fitbook Junior will aide students with meeting the "self empower" goal designated in the Aim to Fitness project and will also comply with the District's initiative of improving student literacy. During the 2013-14 school year, Cohort 2 with approximately 1,200 students (an additional 16 schools) will be added to Cohort 1 schools as part of the Year 2 grant. The journals went out for bid during the 2012-13 school year. Fitlosophy was the only company that responded with a product that met the bid specifications.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.A

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

Fund Source: 847-WZ-293-1123-6541	Non-GOB	Requisition #:
Amount: \$25,377.66		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$25,377.66	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600015198

Department: Curriculum & Instruction

Requestor: M. Leanne White

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

6/18/2013

Dr. Nicole Williams, Dep. Supt., Academics

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



fitlosophy, inc.
 260 Newport Center Drive, Suite 100
 Newport Beach, CA 92660

INVOICE

date	invoice #
5/14/2013	3457

bill to
Board of Education St. Louis Public Schools Attn: Accounts Payable 801 N 11th St. St. Louis, MO 63101

ship to
Adams Elementary 1311 Tower Grove Ave. St. Louis, MO 63110

p.o. #	project	ship date	via	vendor #	terms	due date
		9/6/2013	LTL		Due on receipt	8/1/2013
quantity	item code	description			price each	amount
1,800	FTBK-JR-001	fitbook junior: goal-setting journal			12.00	21,600.00
16	teachkit001	Teacher's Kits			19.95	319.20
1	0000	Training Fee			350.00	350.00
1	travelexpense	estimate			600.00	600.00
1	Shipping & Handling	Shipping & Handling - (estimate)			1,300.00	1,300.00
					TOTAL	\$24,169.20
					<i>(CONTINGENCY NOT INCLUDED)</i> 	
www.getfitbook.com						



Executive Summary

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

Findings

All Grades

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

5th grade

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

6th grade

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

7th grade

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

8th grade

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

Parent Survey

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

Conclusion + Recommendations

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



BOARD RESOLUTION

Date: June 14, 2013

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item : 07-25-13-36

Action:

Action to be Approved: Purchase of Good (s)

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

Previous Board Resolution # 11-15-12-30

Prior Year Cost \$62,096.00

SUBJECT: To approve the sole source purchase from HOPSports, Inc. for three full HOPSports Training Systems for the Year 2 Aim to Fitness Grant. The cost of the purchase will not exceed \$62,096.00 for the 2013-14 school year.

BACKGROUND: The HOPSports Training System was recommended and used by the St. Louis Rams (one of our partners in the Aim to Fitness Grant) and was specifically written into the grant as a portion of the equipment to be used to accomplish the goals of the grant. In the first year of the grant, three HOPSports Training Systems were purchased. The training systems were shared among the 16 elementary sites included in Cohort 1.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.A

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

Fund Source: 847-WZ-293-1123-6541	Non-GOB	Requisition #:
Amount: \$62,096.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$62,096.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600015156

Department: Curriculum & Instruction

Requestor: M. Leanne White

Sheila Smith-Anderson

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

NW 6/18/2013

Dr. Nicole Williams, Dep. Supt., Academics

Angela Banks

Angela Banks, Budget Director

Leon Fisher

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

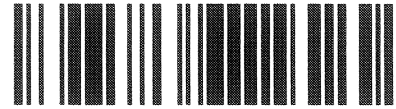
Quote

05/20/2013

HOPSports

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

11787



Bill To:

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

Ship To:

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

Contact: St. Louis Public Schools

Customer: St. Louis Public Schools

Seller	Payment Terms	FOB Point	Shipping Terms	Carrier	Requested Ship Date
admin	COD	Origin	Prepaid & Billed	Will Call	05/20/2013

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

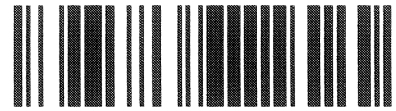
Quote

05/20/2013

HOPSports

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

11787



SubTotal:	\$ 62,096.00
Sales Tax:	\$ 0.00
TOTAL:	\$ 62,096.00

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



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Margaret L. White	Date: May 31, 2013
Department / School: Curriculum & Instruction	Phone Number: 345-4403
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
<p>HOPSports has been pilot tested with tremendous success in one cluster of middle schools in the District (Busch School of Character and Athletics). HOPSports delivers 21st century physical education to students through the merger of media with technology. This system is an innovative, cost-effective fitness programming solution for schools and youth community organizations that train, evaluate, educate and entertain all ages in a multi-screen, dynamic presentation that captures their attention and speaks their language. Housed on a simple, easily transported audiovisual cart, the HOPSports system features more than 100 lesson plans.</p>	
Vendor Name: HOPSports	Email: colleen@hopsports.com
Vendor Contact: Colleen Connors	Phone Number: 661-702-8946
Justification Information	
1. Why the uniquely specified goods are required?	
<p>All HOPSports lessons are National Association of Sports and Physical Education (NASPE) standards-compliant, with the content reviewed by NASPE to determine age appropriateness. These lesson plans are delivered by a variety of professional hosts to keep the students entertained while training through topics such as: Aerobic, Baseball, Basketball, Boot Camp, Cardio-kickboxing, Circuit Training, Dance, Jazz, Ballet, Hip-Hop, Football, Gold, Hockey, Martial Arts, Pilates, Rhythm, Soccer, Swimming, Fencing, Tennis, Volleyball, Yoga and more. HOPSports designed the HOPSports Training System as an educational model that delivers effective, comprehensive and standards-compliant physical education with a modern approach that excites students and encourages them to make healthy choices and sustain a physically active lifestyle.</p>	
2. Why good or services available from other vendors /competitors are not acceptable?	
HOPSports is the only vendor that offers this product.	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
<p>With assistance and support from the St. Louis Rams, project teachers and students will implement selected components of NFL Play 60, a national youth health and fitness campaign focused on increasing the wellness of young fans by encouraging them to be active for at least 60 minutes each day through a range of in-school and out-of-school programs. The Rams will provide branded recognition and incentive items to students and teachers participating in NFL Play 60 programs.</p>	
4. List the Names of other Vendors contacted & Price Quotes:	
No other vendors provide this product.	

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

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

Department Head	Date
CFO	Date
Superintendent	Date

Sole Source Checklist

1. Check one of the following:

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.

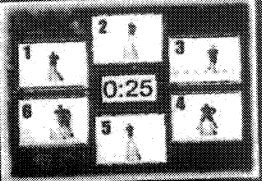
Prior to checking this box you must complete the following task:

- 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.

HOPS



CIRCUITS

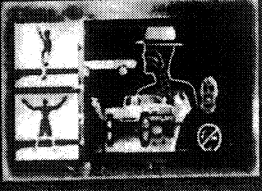


ORGANIC FOODS

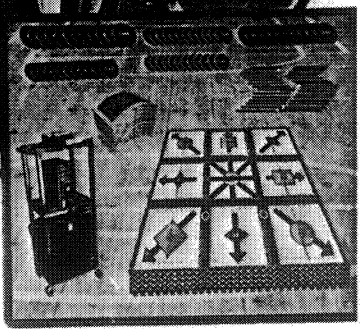


LIVE UNITED

EDUCATION



ANTI-TOBACCO



WELCOME TO HOPSports®

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

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

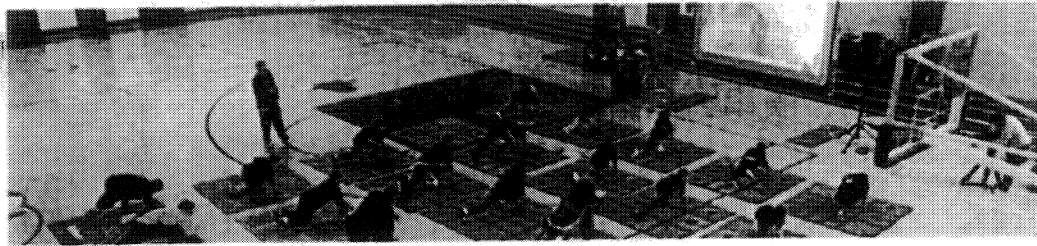
The **HOPSports** commitment is first and foremost to provide students with the foundation for a healthy and active lifestyle. Movement and energy education are the key components for the lessons. **HOPSports** provides a turn-key media cart containing Vista Media Center preloaded with lessons taught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

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

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



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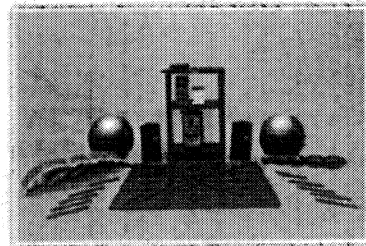
You are here: [Home](#) > [PRODUCTS](#) > [HTS: Basic](#)

HTS: Basic

HOPSports Training System - Basic

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

- Over 250 Lessons Plus Additional Content Available as Developed
- 1 0 Mats
- 3 0 HOPSecks
- 6 0 SandBells
- 1 0 T-Bows
- 5 Basketball Balls
- 1 Computer
- 1 Digital HD Projector
- 1 Fender Portable Sound System
- 1 Remote Control
- 1 A/V Portable Cart
- Phone and Online Support for School Staff



Pre-Loaded Lessons Include:

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

Browse
HOPSports Solution

HOPSports Solution

Tools

The Challenge

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

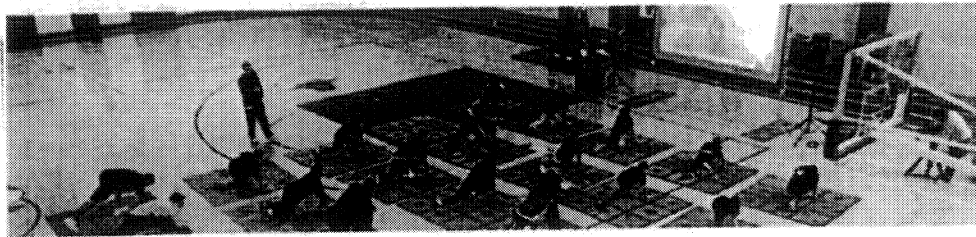
The Solution

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

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

HOPSPORTS®

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- HOPST ORE
- YOUR SYSTEM
- RESOURCES
- CONTACT



You are here: [Home](#) > [ABOUT US](#) > [HOPSports Partners](#) > [NFL Charities](#)

Browse

NFL Charities

NFL Charities

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

Tools



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

[NFL Charities](#)



BOARD RESOLUTION

Date: June 14, 2013

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item : 07-25-13-37
Action:

Action to be Approved: Purchase of Good (s)

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

Previous Board Resolution # 12-17-12-17

Prior Year Cost \$12,000.00

SUBJECT: To approve the sole source purchase from Human Kinetics for 16 site licenses and 16 Tier II Technical Support for the FITNESSGRAM software as part of the Year 2 Aim to Fitness Grant. The cost of the purchase will not exceed \$11,211.00 for the 2013-14 school year.

BACKGROUND: FITNESSGRAM is recommended by the NFL and the St. Louis Rams (one of our partners in the Aim to Fitness Grant) and was specifically written into the grant as a portion of the equipment to be used to accomplish the goals of the grant. Through the National Play 60 program, the 32 NFL markets will use FITNESSGRAM as the data collection tool for a longitudinal study tracking health-related youth fitness.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.A

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

Fund Source: 847-WZ-293-1123-6411	Non-GOB	Requisition #:
Amount: \$11,211.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$11,211.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600002281

Department: Curriculum & Instruction

Requestor: Leanne White

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

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

6/18/2013
Dr. Nicole Williams, Dep. Supt., Academics

Dr. Kelvin R. Adams, Superintendent



QUOTE

HUMAN KINETICS

1607 North Market Street • P.O. Box 5076 • Champaign, IL 61825-5076 • 800-747-4457 • Fax: 217-351-1549

TO: Leanne White
St Louis City Public Schools
801 N 11th St
St Louis, MO 63101
314-345-4403

Date: May 15, 2013

EXP DATE: November 15, 2013

Tech Email: margaret.white@slps.org

SALESPERSON	SHIPPING METHOD	SHIPPING TERMS	PAYMENT TERMS
Christine Maresh	UPS Ground	Standard to one Location	Net 30

QTY	ISBN	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL
16	9781450467742	Fitnessgram 9.3 District Version School Site License & Test Kit	\$599	N/A	\$9,584.00
16	9781450424103	Annual Fitnessgram 9.x District/School Tier Two Technical Support (optional but highly recommended)	\$100	N/A	\$1,600.00

PLEASE NOTE: Renewal of Annual Fitnessgram 9.x District/School Tier Two Technical Support \$50 annually.

Human Kinetics cannot accept returns of opened or already downloaded software. By placing a purchase order for Fitnessgram software the purchasing entity is confirming that their Instructional Technology personnel has completed a review of the appropriate Fitnessgram software system requirements, and has approved the purchase.

When submitting your purchase order, please include your district's Missouri State Sales Tax Exempt Documentation

Please submit purchase orders to:
Fax: 217-351-1549 OR Email: Christinem@hkusa.com

SUBTOTAL	\$11,184.00
**SALES TAX	Tax exempt on file
SHIPPING	\$27.00
TOTAL	\$11,211.00

Quotation prepared by:

This is a six-month price quote for the above items. This price quote is subject to conditions as noted: A.) Prices subject to change. B.) After the six-month expiration date, please contact your sales representative for current prices or a new price quote. C.) Sales tax is charged for all orders unless you submit your school's tax exempt form with your first purchase order.

To accept this price quote, please sign here and return with purchase order: _____

WE TRULY APPRECIATE YOUR BUSINESS!



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Margaret L. White	Date: June 10, 2013
Department / School: Curriculum & Instruction	Phone Number: 345-4403
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
<p>FITNESSGRAM is a fitness assessment and reporting program for youth, first developed in 1982 by the Cooper Institute in response to the need for a comprehensive set of assessment procedures in physical education programs. The assessment includes a variety of health-related physical fitness tests that assess these areas of physical fitness:</p> <ul style="list-style-type: none"> • Aerobic capacity • Muscular strength, muscular endurance, and flexibility • Body composition 	
Vendor Name: Human Kinetics	Email: christinem@hkusa.com
Vendor Contact: Christine Maresh	Phone Number: 217-403-7750
Justification Information	
1. Why the uniquely specified goods are required?	
<p>FITNESSGRAM is software published by Human Kinetics, who is also the sole-source vendor. The software provides an efficient way for schools and other organizations to perform effective fitness and physical activity assessments on children, provide appropriate feedback to children and parents, and maintain accurate and comprehensive records over time.</p> <p>FITNESSGRAM is best known for its ability to generate printed reports for each student (a parent version of the report can be generated, too). The FITNESSGRAM report defines the recommended range of fitness for each test measure—the Healthy Fitness Zone.</p> <p>This software will be used as a data collection tool, capable of generating reports that will fulfill the physical fitness assessment reporting requirements for fitness by Department of Elementary and Secondary Education (DESE).</p>	
2. Why good or services available from other vendors /competitors are not acceptable?	
Human Kinetics is the only vendor that offers this specific software.	
3. Other relevant information if any (i.e., attach manufacturer’s statement verifying exclusive availability of product etc...)	
<p>FITNESSGRAM was developed by the highly respected Cooper Institute. The Cooper Institute is dedicated to scientific research in the field of preventive medicine and public health and communicating the results of research to the scientific and medical communities as well as to the general public.</p> <p>With assistance and support from the Washington University School of Medicine, project teachers, and the Project Director Fitnessgram software and Activitygram programs will be implemented at each of the 16 participating schools in the 2nd Cohort of the AIM for Fitness Project.</p>	
4. List the Names of other Vendors contacted & Price Quotes:	
No other vendors provide this product.	
<i>I certify the above information is true and correct and that I have no financial, personal or other</i>	

beneficial interest in the specified vendor.

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

Department Head	Date
CFO	Date
Superintendent	Date

Sole Source Checklist

1. Check one of the following:

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

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

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

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

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

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

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

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

- Document a search for additional suppliers

Delivery Date Only one supplier can meet necessary delivery requirements.

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

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

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

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

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

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

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

- Sole supplier (i.e. Regional Distributor)

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

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

- Complete Emergency Purchase Form

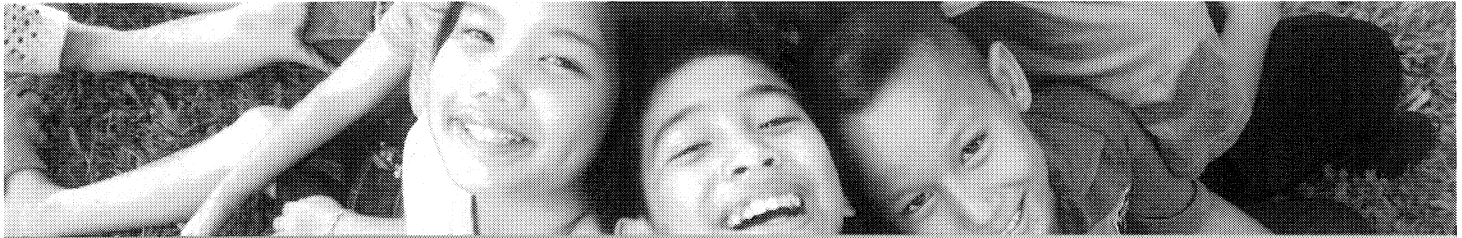
2. If the Sole Source Criteria is met, then complete the Sole Source Form;

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

**2013-2014
AIM for Fitness
Cohort 2***

1. Nance
2. Farragut
3. Herzog
4. Bryan Hill
5. Cote Brilliant
6. Dewey
7. Mullanphy
8. Henry
9. Sigel
10. Gateway
11. Kennard
12. Froebel(FVP)
13. Mann(FVP)
14. Monroe(FVP)
15. Meramec(FVP)
16. Woodward

***As soon as information is available the Cohort 2 list will be updated to include site address, name of principal, PE teacher and nurse**



OVERVIEW

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

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

BENEFITS

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

You can try a demo of web-based FITNESSGRAM 9.0 now at www.Fitnessgram.net/Fitnessgram9/demo

COST

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

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

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

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

TO SUBSCRIBE

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

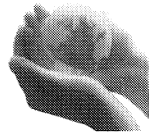
- To purchase FG 9.0 call (800) 747-4457, e-mail K12sales@hkusa.com or visit www.FITNESSGRAM.net/contactus and select your state for your sales representative.

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

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

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

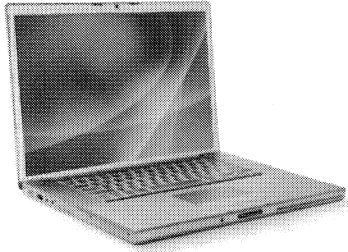
For more information about FITNESSGRAM
visit www.FitnessGram.net



SYSTEM REQUIREMENTS

Browser: IE 7 & 8; Firefox 2 and 3

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



FG 9.0 Now on the web!

Screen resolution: 1024 x 768 pixels

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

SECURITY

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

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

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

DATA HOSTING

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

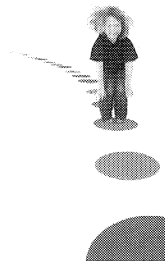
FOR MORE INFORMATION

Web Hosting Information (The Cooper Institute)

(972) 341-3200 / (800) 635-7050

FG 9.0 Pricing and System Information (Human Kinetics)

(800) 747-4457 or visit www.FITNESSGRAM.net





BOARD RESOLUTION

Date: June 19, 2013

Agenda Item : 07-25-13-58

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

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

SUBJECT: To approve the purchase of two Neo 2 Labs from Renaissance Learning in the amount of \$8,524.79.

BACKGROUND: The Neo 2 Labs allow students and teachers the opportunity to get online practice math facts, provide immediate feedback for their assessments and make the classrooms paperless. Renaissance Math is the math intervention program we use throughout the District and this tool is a vital accessory and is cost efficient.

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: 314-AM-233-1127-6541	Non-GOB	Requisition #: 10134091
Amount: \$8,524.79		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$8,524.79	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600005247

Department: Fanning Middle School

Requestor: June Berry

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

Nicole Williams 6/19/2013
Dr. Nicole Williams, Dep. Supt., Academics

Angela Banks
Angela Banks, Budget Director

Leon Fisher
Leon Fisher, CFO/Treasurer

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

RENAISSANCE LEARNING INC.™

PO Box 8036, Wis. Rapids, WI 54495-8036 - Phone:(800) 338-4204 Fax:(877) 280-7642 Federal I.D. 39-1559474

Quote #: 1013780 Created: 03/26/2013 Incident #: 10861013

Fanning Middle School - 189803

3417 Grace Ave

Saint Louis, MO 63116-4710

Contact: Cornelius Green - (314) 772-1038

Email: cornelius.green@slps.org

Quote Totals by Product

	Hardware	Other	Totals
	NEO2	Shipping and Processing	
Fanning Middle School - 189803	\$8,100.00	\$424.79	\$8,524.79
Quote Totals	\$8,100.00	\$424.79	\$8,524.79

Quote #:	1013780	Quote Total:	\$8,524.79
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This quote is not considered an order. To change it into an order, please sign below with an authorized signature. Send a copy of this quote with the purchase order and any required paperwork to be processed. If changes are necessary, or additional information is required, please contact Bob Panter at (866)558-4052 or Jennifer Burns at (866)379-3182. Thank You.

Authorized signature: _____ Date: _____
 Printed signature: _____

Title: _____ PO# _____

United States government and agency transactions into Arizona: The Tax or AZ-TPT item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Arizona Transaction Privilege Tax ("TPT"). The incidence of the TPT is on Renaissance Learning for the privilege of conducting business in the State of Arizona. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

This quote is valid for 30 days. Alterations to this quote will not be honored without Renaissance Learning approval. Please note: Any pricing or discount indicated is subject to change with alterations to the quote. Tax has been estimated and is subject to change without notice. Unless you provide Renaissance Learning with a valid and correct tax exemption certificate applicable to your purchase of product and the product ship-to location, you are responsible for sales and other taxes associated with this order. (Hawaii residents only: Orders shipped to Hawaii residents will be subject to the 4.16% Hawaii General Excise tax.) Standard payment terms are net 30 days from invoice date.

Q1013780

Page 2 of 4

Renaissance Learning, Inc. - PO Box 8036, Wis. Rapids, WI 54495-8036 - Phone:(800) 338-4204 Fax:(877) 280-7642 Federal I.D. 39-1559474

Quote 1013780

Fanning Middle School
3417 Grace Ave
Saint Louis, MO
63116-4710

Fanning Middle School - 189803

Description

NEO 2 SmartOption Mobile Lab

Includes:

Renaissance Receiver with Cable

AccelTest 3.x Serial Number

2Know! Toolbar CD

AccelTest 3.5 Installation CD

AccelTest Software Installation Guide

USB Cable

AR on NEO 2 Wall Poster

Keyboarding Charts

Keyboarding Seat Charts

#1 Phillips Screw Driver

NEO 2 Flip Chart

NEO 2 Resource Guide

NEO 2 Keyboard only

NEO 2 Keypad Maintenance Kit

NEO 2 Quick Guide

Documentation CD Version 3.9

NEO 1 and NEO 2 User's Manual

NEO Manager 3.9

NEO Share CD 2.0.2

Neo Share User Manual

SmartOption Cart with Hub

Shipping/Handling for Freight

<u>Qty</u>	<u>Extended Price</u>
2	\$8,100.00
2	
2	
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60	
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2	
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2	
2	
2	
1	\$424.79

Fanning Middle School Subtotal: \$8,524.79

Quote Subtotal: \$8,100.00

Shipping & Processing: \$424.79
Grand Total: \$8,524.79

SmartOption™ Mobile Lab Setup for NEO

Your SmartOption Mobile Lab comes with AlphaHub™ and all cables already installed. Follow these steps to set up the mobile lab. Do not connect the lab to your computer until you have installed NEO Manager™ software on the computer.

For the computer's system requirements, go to www.renalearn.com/requirements.

Before You Begin...

Find these items, which came with your SmartOption Mobile Lab.

- 3 boxes, each with 100 NEO 2s with batteries installed
- 1 smaller box with
 - an extended warranty form
 - the NEO 2™ Quick Guide
 - 5 USB cables
 - the Renaissance Receiver™
 - the NEO Manager and NEO Share™ CDs
 - an AccelTest™ Installation Guide and AccelTest CD
 - a #1 Phillips screwdriver for removing the NEO™ battery compartment cover as needed
- a NEO 2 Teacher Materials box, including:
 - a letter to the teacher
 - the NEO 2 Teacher's Desktop Quick Reference
 - the NEO 2 User Manual
 - the NEO Share User Manual
 - the NEO 2 Resource Guide with the 2Know!™ Toolbar CD
 - posters for KeyWords™ and Accelerated Reader™ quizzing
 - the NEO Documentation CD

ALPHAHUB WARRANTY

Renaissance Learning, Inc. warrants the AlphaHub to be free from defects in materials and workmanship for a period of one year from the date of original purchase. The AlphaHub is not covered by a limited warranty. During this period, in a defect occurs, Renaissance Learning, Inc., will, at its option, repair or replace the AlphaHub at no charge to you, provided that it is returned during the warranty period to Renaissance Learning, Inc. or one of its authorized resellers. This warranty does not apply if the AlphaHub has been damaged by accident or abuse, modified without the written permission of Renaissance Learning, or if identifying marks (including serial numbers) or seals have been removed or defaced. There are no other warranties, expressed or implied. Renaissance Learning, Inc., accepts no responsibility for consequential damages, including, but not limited to, loss of profit or benefits.



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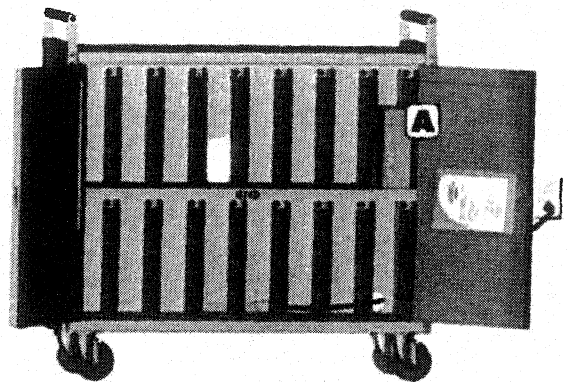
NEOSDAR.SU 0612

NEO 2 is a cost-effective solution for meeting CCSS expectations in keyboarding, writing, and math. An interactive classroom tool, NEO 2 helps engage students in learning, leading to better outcomes in:

- **Keyboarding:** Common Core requires keyboarding skills as early as Grade 3 and proficiency by Grade 7. NEO 2's built-in keyboarding curriculum assures that students build proper technique and proficiency.
- **Writing:** NEO 2 enables you to produce an array of writing assignments for a range of discipline-specific tasks, purposes, and audiences.
- **Math:** NEO 2's built-in MathFacts in a Flash helps students build fluency in foundational math facts essential for CCSS success.
- **Allows a paperless classroom for REN math.**
- **Instant feedback for students**

1 Set Up the SmartOption Mobile Lab

1. Remove the tab on the back of each NEO 2. Pull the tab with the red arrow out of the battery compartment on each NEO 2 so the batteries will connect and the NEO 2s will be ready to use. For more information, see the *NEO 2 Quick Guide*.
2. Connect each NEO 2 to the mobile lab. Make sure the keyboard is facing to the left and the light on the right side of the NEO is facing out. Two NEOs fit in each bay.
3. Plug in the lab.
 - Always plug the cart directly into a 120-volt outlet rated for at least 15 amps.
 - Do not use an extension cord or power strip.
4. Turn on the AlphaHub. Find the AlphaHub A and turn the switch to on (I). The green light on the front of the AlphaHub B will turn on. Make sure the NEO lights are on as well.
5. Leave the lab plugged in if the NEOs have rechargeable batteries. Rechargeable batteries are charged whenever the NEOs are connected to the lab and it is plugged in. Let them charge 16 hours the first time. (Wait until the NEO lights turn green. This shows you the NEOs are charged.)



If your NEOs have AA batteries, you can unplug the lab to save energy. Plug it in when teachers use NEO Manager software to send files and settings to your NEOs.

Benefits of having the NEO lights facing out:

- You can see whether the light comes on when each NEO is connected. If it doesn't, the AlphaHub isn't on, or the cart is not plugged in.
- You can see the color of the light for each NEO. Green means it is plugged in properly and has batteries installed or charged. Amber or orange means the NEO is recharging (if it is rechargeable), or it doesn't have batteries installed.



2

Install Software on Your Computer

- NEO Manager:** This software lets you quickly send files to NEOs and retrieve them from NEOs, change settings, view and synchronize KeyWords data, and update or reset NEOs as needed through the AlphaHub in the SmartOption Mobile Lab. Use the NEO Manager CD to install the software. (For instructions, see the *NEO 2 Quick Guide*.) When you start NEO Manager, be sure to register the software to get access to useful information, including notices about software updates.
- NEO Share:** You can copy or drag text into NEO Share and quickly send it to your NEOs through the Renaissance™ Receiver. You can also make text files available for your NEO 2 users to pick up, and you can open or save files that are sent back to you from NEOs. Install NEO Share from the NEO Share CD, or download it at www.relearn.com/neo/downloads/. To find out more, see the *NEO Share User Manual*.
- 2Know! Toolbar:** This simple program lets you get real-time responses from students. You can ask multiple-choice, true/false, numeric-response, pulse, or short-answer questions. This can help you immediately assess whether your students understand the concepts you've been discussing. To install the 2Know! Toolbar, see the CD and installation instructions in the *NEO 2 Resource Guide*.
- AccesTest software:** This software allows you to create your own quizzes, tests, and assignments for any subject and score student responses quickly. Students can complete some types of assignments using either a Renaissance Responder™ or a NEO 2. The scores are entered automatically in the AccesTest gradebook. To find out how to install AccesTest using the CD you received, see the *AccesTest Installation Guide*, which you received with your NEO 2 lab. When you start AccesTest, be sure to register the software to get access to useful information, including notices about software updates.

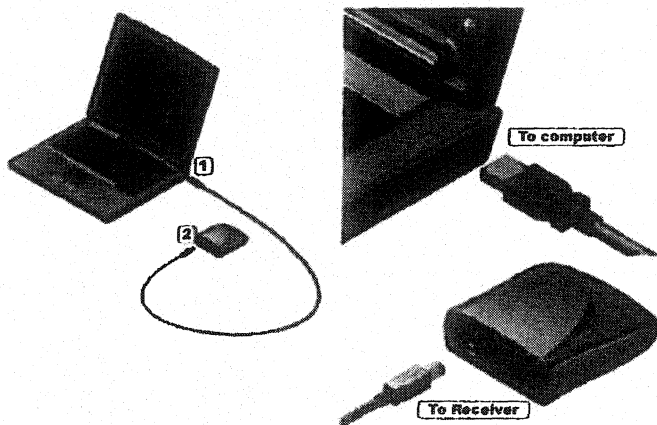
3

Connect the Lab to Your Computer and Load the Drivers

- At the computer, make sure you have full administrator access, and close NEO Manager if it is running.
- Find the USB cable labeled "Computer" coming out of the SmartOption Mobile Lab. Connect it to a USB port on your computer.
- The first time you connect the lab, your computer will load the required drivers. Follow the instructions in the wizard or assistant that appears. On Windows computers, if the computer notifies you that the driver isn't certified, click **Continue Anyway**.
- When you have finished, disconnect the lab from your computer.
- Start NEO Manager on the computer.
- Connect a single NEO to your computer using one of the USB cables you received to load the rest of the required drivers.
- Once again, you will see a hardware wizard or assistant. Follow the instructions.
- When you have finished, disconnect the NEO 2 from your computer.

4

Set Up Your Renaissance Wireless Network



With your computer and the Renaissance Receiver, you can set up a radio frequency wireless network in your classroom. This is necessary if you are going to use NEO Share, the 2Know! Toolbar, or AccesTest, or if your students are going to use NEO 2s to take Accelerated Reader quizzes, use KeyWords Wireless, do MathFacts in a Flash™ practice, or complete Accelerated Math™ assignments.

- Connect the square end of the cable to your Receiver, and connect the flat end to your computer as shown.
- Start the Renaissance Wireless Server Utility, which is installed with NEO Manager.
 - Windows:** Click Start > Programs > Renaissance Wireless Server > Renaissance Wireless Server Utility.
 - Macintosh:** Open the Applications folder, then the Renaissance Wireless Server folder. Double-click Renaissance Wireless Server Utility.
- Type 1234 and click OK to log in. If necessary, click Start.
- Click the Server Settings tab.
- Change the Network Name from "Renaissance Receiver" to your name or classroom number or another unique name.
- Click Update Network Settings.
- Click OK. Make sure that your students know the Receiver name you've assigned.
- If you are a Renaissance Place™ subscriber, click Renaissance Place Settings.
- Enter the web address or RPID for the Renaissance Place server for Accelerated Reader RP, KeyWords RP, and/or MathFacts in a Flash RP. (The RPID is found on the Renaissance Place Welcome page.) After entering the address or RPID, click Verify to make sure the utility recognizes it as a valid address.
- Click OK. (The OK button is available after you verify the URL.)

Teacher Tips for Using the SmartOption Mobile Lab

Getting Started

- To learn more about how to write on NEO:
 - Refer to your *NEO 2 Quick Guide* and your *NEO 2 User Manual*.
 - Go to the Renaissance Training Center™ at www.relearn.com/training/. Hover over **Learn by Product** and choose NEO 2; then, download *Getting the Most Out of NEO 2*.
- Tell students to turn on NEO 2 and press file 1.
- Ask students to enter their names, then turn off NEO 2. Ask them to turn NEO 2 on again and ask them what they notice.
- Engage students in a simple writing exercise.
- Collect student responses using the NEO Share software and save them on your computer.
- To learn about the other SmartApplets on NEO:
 - Refer to your *NEO 2 Quick Guide* and your *NEO 2 User Manual*.
 - Refer to *Getting the Most Out of NEO 2* in the Renaissance Training Center.
- Explore the KeyWords Wireless SmartApplet using the resources mentioned in number 6.
- Schedule time for keyboarding instruction. Keyboarding proficiency has been proven to lead to gains in writing achievement.
- If you are a Renaissance Place subscriber, your RP administrator can activate schools for KeyWords by following these steps:
 - Log In to Renaissance Place.
 - Under KeyWords on your Home page, click **Select schools to use KeyWords or Activate Schools**.
 - Click **Activate** next to each school that will use KeyWords.
 - Click **Done**.

Classroom Management Tips

- Number each NEO 2 with a permanent marker or paint pen. Write the number on the right side under the light. Assign the same NEO 2 to each student for all work in every class.
- Teach students to enter a heading on each one of their files as they begin to write.
- Teach students to press ctrl-S to save files.
- Teach students to press clear file to close named files.
- If the mobile lab is shared, use a central calendar program or paper calendar to schedule time to use the lab.

Routine Management Tips

- Use NEO Share to collect students' work on your computer.
- Delete unneeded files regularly to keep NEO 2's file system easy to navigate.
- If you have registered NEO Manager, you will be notified when there are software updates for your products. If you haven't registered, check www.relearn.com/neo/downloads regularly for software updates. Any updates to the NEO system or SmartApplets are included in newer versions of NEO Manager. To find out how to update NEOs, see the *NEO 2 User Manual*.
- Use NEO Manager to delete all KeyWords students at the end of the school year or end of keyboarding instruction.
- Use NEO Manager to reset all NEO 2s at the end of the school year. (For details, see the *NEO 2 User Manual*.)



BOARD RESOLUTION

Date: June 10, 2013

To: Dr. Kelvin R. Adams, Superintendent

From: Leon Fisher, CFO/Treasurer

Agenda Item

07-25-13-39

Action:



Action to be Approved: Financial Report

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

SUBJECT: To approve the Monthly Transaction Report for May 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:

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: June 14, 2013

To: Dr. Kelvin R. Adams, Superintendent

From: Leon Fisher, CFO/Treasurer

Agenda Item : 07-25-13-40

Action:

Action to be Approved: Safety Handbook

Previous Board Resolution # 04-25-13-05

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

SUBJECT: To approve the Safety and Risk Management Handbook for the 2013-14 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. The Handbook has been updated to include the new Workers' Compensation Injury Report Form.

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

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

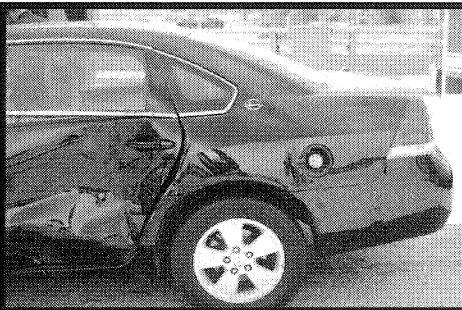
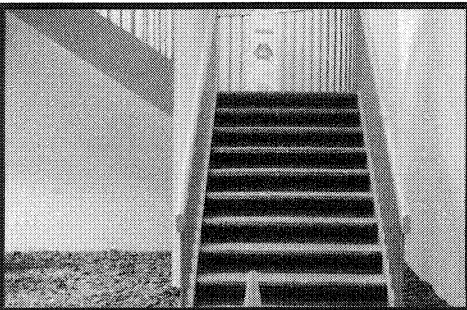
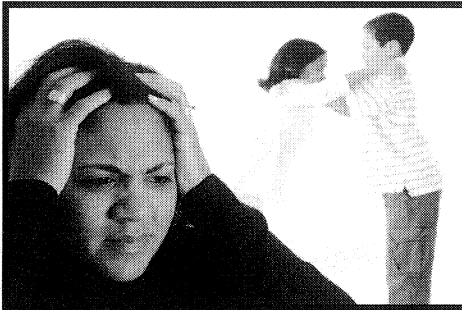
Leon Fisher, CFO/Treasurer

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 20122013

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

Special Administrative Board Members

Rick Sullivan - CEO
Melanie Adams
Richard K. Gaines

Superintendent of Schools

Dr. Kelvin R. Adams

Chief of Staff

Dr. Alice Roach

The Special Administrative Board of the Transitional School District of the City of St. Louis ("Board") does not discriminate on the basis of race, color, national origin, sex, sexual orientation, age or disability in admission or access to, or treatment or employment in its programs and activities. For more information, please contact the Chief Human Resources Officer, 801 North 11th Street, Saint Louis, MO 63101, or by telephone at 314-345-2295/4560.

Published by:

St. Louis Public Schools' Safety and Risk Management Committee
July ~~2012~~2013



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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 received, read, understand, and will adhere to the safety program and guidelines contained in the St. Louis Public Schools Safety & Risk Management Handbook.

JULY 2012/2013

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.
3. Do not throw matches, cigarettes or other smoking materials into trash baskets.
4. Do not tilt the chair you are sitting in. Keep all chair legs on the floor.
5. Do not burn candles in classrooms. Open flames are only allowed in controlled environments such as science experiments.

Files

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

Sharp Objects

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

Paper Cutter/Shredder

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

Staplers

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

RESEARCH SCIENCE / LAB SAFETY

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

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

Hazardous Materials

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

MAINTENANCE / CUSTODIAL

General Guidelines

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

Use of Ladders and Step Ladders

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

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

Electric Power Tools

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

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

Machine Guarding / Machine Safety

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

Hand Tool Safety

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

Tool Boxes/Chests/Cabinets

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

Pallet Jack Use

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

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

Carts

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

Hand Truck Operations

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

Compressed Gas Cylinders Storage and Handling

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

Use of Compressed Gas Cylinders

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

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

Hazardous Materials

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

References: Harrison School District
Colorado Springs, CO

Section IV

EMERGENCY PROCEDURES

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

In all emergency response situations remain **Calm, Alert, Informed and Responsive**.

When the school staff remains calm, it can help to prevent an emergency from developing into a disaster. The following deals with responses (Response phase of Emergency Management) to various emergency situations:

Bomb Threat (See Sample Form in Appendix A)

1. When a threat is made, report it and record it:
 - a) If you find a written threat (note, computer screen, etc.), do not touch it. Protect the evidence. Notify the building leader immediately. Complete the Bomb Threat Record Form.
 - b) If you are the recipient of a threatening call:
 - i. Keep the caller on line as long as possible and do not hang up. If a student answers the telephone, have an adult take the call if possible.
 - ii. Using the Bomb Threat Record Form, record the time the conversation began and the caller ID number.
 - iii. Have someone alert the principal's office.
 - iv. Write down everything the caller says.
 - v. Make an educated guess as to caller's sex, age, race, and accent.
 - vi. Listen for and make a record of background noises.
 - vii. Record the time the call ends.
2. Staff may be directed by messenger to conduct a room search for items that seem out of place. Divide the room into various search levels. The first sweep covers all objects resting on the floor or built into the walls, up to your waist. The second step is a scan of the room from the waist to chin height. The final scan is from the top of the head to ceiling height, including air ducts, window tops and light fixtures. Do not touch suspicious items. Report them immediately to the administration.
3. Discontinue use of cellular telephones and FM radio transmitters.
4. Teachers may be told to evacuate the building in designated buddy room teams. Fire evacuation procedures will be followed, except that bells will be turned off and evacuation will be initiated by word-of-mouth.
5. If there is an evacuation, students and staff may be told to "leave as you are" and take no bags, backpacks, etc. to the Safe Zone. Another option is to have the students and staff take their bags, backpacks, etc. with them, which makes a search of the building following evacuation easier and reduces the liability for property left behind. Under the second option, the bags and backpacks should be screened before being admitted into the Safe Zone.

Earthquake

1. Drop! Cover! Hold! Earthquakes strike without warning and the immediate need is to protect students and staff by taking the best available cover.
 - a) Talk calmly to students to avoid panic.
 - b) Get beneath a desk, table or bench.
 - c) Cover head with a coat, clothing or hands.
 - d) If no cover is available, crouch against an inside wall and cover head.
 - e) Stay away from outside walls, windows or expanses of glass.
 - f) Students and staff outside the building should move away from the building and any overhead electrical wires.
 - g) All doors should be left open to minimize jamming if the building shifts.
2. Stay in the protective position until tremors stop and debris stops falling.
3. Be prepared to drop, cover, and hold for aftershocks.
4. Wait for a directive from the building leader to evacuate. However, if the fire alarm sounds, immediately evacuate to a safe distance from the building. If the primary route is blocked, the leader will select an alternate route. If electricity is out, the alternate fire alarm will be sounded. [Some fire evacuation routes will not be suitable for earthquake evacuation, due to overhead power lines, exposed gas lines, etc.]
5. If outside, when the earthquake or aftershock occurs:
 - a) Get clear of all buildings, trees, exposed wires, or other hazards that may fall. The safest place is in the open.
 - b) Assume the “drop and cover” position until the quake is over.
6. Check for injuries among the students and staff.
7. Await further instructions. Do not return to the building until instructed to do so by the administrator.

Fire

1. When a fire is detected (visible flames, visible smoke, or the smell of smoke), sound the fire alarm using one of the pull stations located in each hallway.
2. Evacuate building out of your primary evacuation route. If the primary route is blocked, select an alternate route. Making sure doors and windows are closed and lights are turned off. Account for students and staff. Teachers, take the class roll and the class copy of emergency procedures with you.
 - a) When exiting out the external fire doors, insert a door jam or other device between the door frame and the door in order that the door does not completely close and lock. This will allow the students and staff to reenter the building quickly (reverse evacuation) if the hazard outside the building is greater than the hazard inside the building.
 - b) Members of the building emergency response team will remove the door jams and secure the door if it is confirmed that there is a fire (in order to close off oxygen to the fire) and when the key for reentry is immediately available.
3. Stay low and avoid breathing smoke. Smoke can sear the lungs and can impair physical (vision, etc.) and mental functions.
4. The building has a designated search and rescue team that is trained in light fire suppression. If the fire is small and contained, they are the staff members who may decide to use the appropriate fire extinguisher to engage the fire. All other staff members should only use a fire extinguisher when it is necessary to assist in the evacuation of the school. Considerations when making the decision to use a fire extinguisher are:

- a) *The evacuation of the building has been initiated and no one is dependent on you to assist in their evacuation.*
 - b) *The fire department has been called.*
 - c) *The fire is small and confined to the immediate area where it started.*
 - d) *The portable fire extinguisher you have available is in good working order and is the proper type for the fire you are fighting.*
 - e) *You are trained to use the extinguisher and can operate it safely.*
 - f) *You are supported by another adult who monitors the exit route and carries a back up fire extinguisher.*
5. When in the assembly area outside the building, and a safe distance from the building, teachers should take roll. If there are any students missing, determine when the student was last seen and the probable location of the missing student.
 6. Await further instructions. Do not return to the building until instructed to do so by the administrator.

Intruder

1. There should be no unsecured access to the building/school from outside. Signs are posted directing all visitors to report to the office to be signed in and cleared for visits to other parts of the building. Visitors who are cleared will be given a badge that has been marked with today's date. Strangers in the building not displaying a valid "visitor" badge should be stopped by any member of the staff and directed to the office for screening and authorization.
2. If the intruder is inside the building and becomes violent or displays a weapon, staff may be notified to "lockdown" or evacuate the building.
 - a) The "lockdown" announcement will be made over the intercom system. For a "lockdown," close and secure doors. Everyone in the room should sit on the floor against the wall on the side of the room where the entrance is. If the door has a window, cover it. No talking. If someone knocks on the door, do not respond. There should be no readmission, if caught outside during a "lockdown." They are to report to one of the designated offices. Schools should have turned off the bell system. Students and staff shall disregard any bells, if they do ring.
 - b) If the "lockdown" is initiated during a passing period for schools, get all students in your vicinity inside your room and secure the door. Prepare a roster of the students in your room. If possible, transmit the roster to the office over the intranet.
3. Be prepared, when directed by law enforcement or the building leader, to evacuate the building. Teachers, take the class roll and the class copy of emergency procedures with you. Law enforcement officials may not have the intruder isolated at the time of the evacuation. Under those circumstances, law enforcement officials will be concerned that the intruder(s) might mix in with the evacuating students/staff in order to escape or cause further damage. Evacuating students/staff should be prepared to put their hands on their heads when directed by the police and until they have been checked by law enforcement officials.
4. When in the assembly area outside the building, and a safe distance from the building, teachers take roll.
5. Await further instructions. Do not return to the building until instructed to do so by the administrator or law enforcement officials.
6. If teachers are with students outside the building or if staff is outside when a violent intruder comes on campus, notify the administration to initiate the lockdown while you and your students drop to the ground in their present location. If the threat is directed toward you or your students, stay low and move quickly to the best shelter (the school building or other nearby structure).

Tornado/Storm

When a *Tornado Watch* (conditions are right for a tornado) is issued for our area, teachers will be notified about the watch and they will not take their classes outside the building until the watch is ended. During a Watch, monitor the NOAA radio as well as the primary radio outlet (KMOX-1120 AM/KTRS-550 AM) and/or television outlet (KSDK-TV Channel 5/KTVI-TV Channel 2/ KMOV-TV Channel 4).

If a *Tornado Warning* (a tornado has been spotted in our vicinity) is issued, the alarm (siren) will be sounded and these steps are to be followed:

1. When the alarm (siren) is sounded, move to the designated shelter. Each student and staff member should carry with them a hard covered book/notebook for use in covering the head in the shelter area. If the primary route is blocked, select an alternate route. Teachers should take the class roll and the emergency procedures with them.
2. When in the shelter, assume the protective squatting position, against the wall, holding a hard covered book/notebook over the head or with hands locked at the back of the neck.
3. After the storm passes, check the roll and check shelter occupants for injuries. Report on student accountability.
4. Await further instructions. Be prepared to evacuate the building. If evacuated, do not return to the building until instructed to do so by the administrator.

Section V

SCHOOL VIOLENCE AND RESTRICTIVE BEHAVIOR INTERVENTION POLICY

PURPOSE

Through the adoption of this policy, the Special Administrative Board expects to:

1. Promote safety and prevent harm to students, school personnel and visitors in the School District.
2. Foster a climate of dignity and respect in the use of discipline and behavior-management techniques
3. Provide school personnel with clear guidelines about the use of seclusion, isolation, and restraint in response to emergency situations.
4. Promote the use of non-aversive, behavioral interventions.

The SLPS District has the authority ¹ to manage student conduct by promoting good order and implementing disciplinary practices in a manner which is consistent with state law. School officials are authorized to hold students accountable for misconduct in school, on school property, during school-sponsored activities and for conduct away from school or in nonschool activities which affect school discipline.

Students may forfeit their right to a public school education by engaging in conduct prohibited in the SLPS Student Code of Conduct Handbook and related provisions. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events); the assignment of the student to another school; removal for up to ten (10) school days by school principals; extension of suspensions for a total of 180 days by the Superintendent/Designee; and longer term suspension and /or expulsion from school by the Board of Education.

DEFINITIONS

Aversive Behavioral Interventions: An intervention that is intended to inflict pain or discomfort upon a student for the purpose of eliminating or reducing dangerous behaviors.

Chemical Restraint: The administration of a drug or medication to manage a student's behavior that is **NOT** a standard treatment and dosage for the student's medical condition.

¹ School officials possess comprehensive authority to prescribe and control conduct of students in the public schools. *Tinker v. Des Moines Indep. Cmty. Sch. Dist.* 393 U.S. 503, 507 (1969). In Missouri, the school board is statutorily authorized to make all rules necessary for the organization, grading, and government of the school district. §171.011, RSMo 2000. Disruptive conduct on school premises can be prohibited by school officials to provide an environment conducive for learning. *Streeter v. Hundley*, 580 S.W.2d 282, 286 (Mo. Banc 1979).

Corporal Punishment: As relates to this policy, Corporal Punishment is the use of or threat of physical force for the purposes of discipline or punishment. Furthermore, the use of physical restraint by trained staff shall not be considered as Corporal Punishment.

Isolation: The confinement of a student alone in an enclosed space without locking hardware. Isolation does not include supervised in-school suspension, detention or time-out used as a disciplinary consequence in accordance to the District’s student discipline code.

Mechanical Restraint: The use of any device or material attached to or adjacent to a student’s body that restricts normal freedom and movement and which cannot be easily removed by a student. Mechanical restraint does **NOT** include: (1) an adaptive or protective device recommended by a physician or therapist (when it is used as recommended); (2) safety equipment used by the general student population as intended (e.g. seat belts, safety harnesses on student transportation).

Physical Escort: The temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out or eloping to walk to a safe location.

Physical Restraint: The use of person to person physical contact to restrict the free movement of all or a portion of a student’s body. It does not include briefly holding a student without undue force for instructional or other purposes, briefly holding a student to calm the student, taking a student’s hand to transport him or her for safety purposes, physical escort, or intervening in a fight.

Seclusion: The confinement of a student alone in an enclosed space from which the student is physically prevented from leaving by locking hardware.

Time-Out: Brief removal from sources of positive reinforcement that does not meet the definition of seclusion or isolation. The purpose of time-out is to separate the student from the attention of staff or other students.

A. SLPS BOARD OF EDUCATION POLICY – CORPORAL PUNISHMENT

SLPS District employees and volunteers are prohibited from administering corporal punishment to students attending the SLPS schools, and from causing such punishment to be administered.

B. SLPS BOARD OF EDUCATION POLICY – PHYSICAL RESTRAINT

Physical restraint will be used only when other means of preventing or stopping a breach of discipline have proved ineffective. Trained staff may use justifiable physical restraint on a student only when it is deemed reasonably necessary to²:

² Restraint is defined as an act, which may be forceful in nature, of holding back, limiting or controlling someone or something.

1. Prevent the student from hurting himself/herself.
2. Protect others.
3. Protect the staff's well-being.

Physical Restraint will:

1. Only be used for as long as necessary to resolve the actual risk of danger or harm that warranted the use of physical restraint.
2. Be no greater than the degree of force necessary.
3. Not place pressure or weight on the chest, lungs, sternum, diaphragm, back neck or throat that restricts breathing or circulation.
4. Not hyperextend any body part, put or keep the student off balance.
5. Be conducted with at least one other additional adult present and in line of sight, unless other school personnel are not immediately available due to the unforeseeable nature of the emergency situation.

Physical restraint which is administered in accordance with this section shall not be deemed corporal punishment as defined in Section A. above.

In the above cases physical restraint is justified when it is an alternative to a greater harm. When necessary, it should be applied without anger and as a restraint rather than as retaliation.

Trained staff members are permitted to use only the minimum amount of restraint reasonably necessary to accomplish the preventive measures required.

C. USE OF SECLUSION AND ISOLATION

Seclusion: The St. Louis Public Schools does not practice seclusion as defined in this policy to modify student behavior.

Isolation: Isolation shall only be used:

1. In an emergency situation in which a student's behavior poses a serious, probable threat of imminent physical harm to self or others, or
2. When less restrictive measures have not de-escalated the situation.

Isolation shall never be used as a form of punishment or for the convenience of District personnel.

A student in isolation must be monitored by District personnel who are in close proximity and able to see and hear the student at all times. The total time in isolation is to be reasonable, calculated based on the age of the student and the circumstances and is not to exceed 10 minutes without a reassessment of the situation and consultation with administrative staff, unless otherwise specified in the IEP, Section 504 plan or other plan to address a student's behavior.

The space in which the student is isolated should be a reasonably sized meeting room commonly found in the school setting with lighting, ventilation, heating, cooling and ceiling height and that is free of objects that could cause harm to the student.

D. MECHANICAL RESTRAINT

The St. Louis Public School District does not practice the use of mechanical restraints as defined in this policy to modify student behavior.

The use of vehicle safety restraints shall be used according to state and federal regulations.

Mechanical restraints employed by law enforcement officers in school settings should be used in accordance with appropriate professional standards and applicable policies.

E. CHEMICAL RESTRAINT

The St. Louis Public School District does not practice the use of chemical restraints as defined in this policy to modify student behavior.

F. USE OF TIME-OUT

Nothing in this policy is intended to prohibit the use of time-out as defined in this policy.

G. REPORTING/DEBRIEFING

If a staff member uses isolation or physical restraint on a student, the following must be done:

1. Report the incident to the Building Administrator immediately.
2. Prepare a written comprehensive report detailing the reason for using physical restraint, the type and manner of physical restraint, the amount of force used in the physical restraint.
3. The comprehensive report must be prepared within 24 hours.
4. The comprehensive report shall be forwarded to Building Administrator, Office of the Superintendent, Director of School Safety and Security.
5. The Building Administrator shall follow all regular District reporting procedures for external agencies as required by District Policies.
6. The Building Administrator shall conduct a debriefing for any incident that results in an injury.

H. TRAINING

The District will provide annual training to all staff concerning the District's use of seclusion, isolation and restraint. Annual training will also include, but will not be limited to, approved

methods of dealing with school violence, discipline of students with disabilities, and the requirements of student confidentiality.

In addition to the training to District staff, those who utilize isolation or restraint will also receive annual training in:

1. The appropriate use of physical restraint.
2. Professionally accepted practices in the use of restraint and isolation.
3. The appropriate use of isolation.

Adopted: January 22, 1991

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AWARENESS AND AVOIDANCE

Before we have to manage a conflict or intervene in a physical altercation, we should develop an awareness and avoid sudden situations. According to the Masters Institute of Self-Defense Studies³, 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

³ 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 TIPS⁴

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

⁴ 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 Conflicts⁵

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?

⁵ *Standard Tips on Managing Conflicts and Violence Based on New York State Police "Safe Schools Program" (St. Louis Public Schools Violence and Emergency/Safety Procedures)*

- d) Don't make demands- what do you do if they say no.
 - e) Allow them to leave.
 - f) Suggest. Don't issue orders.
9. **Listening is the Key!**
- a) Use good active reflective listening skills.
 - b) Keep listening. Make him/her believe you are listening.
 - c) Be a passive listener.
10. **Control your Voice and Body Language:**
- a) Even if you are scared, speak slowly and calmly.
11. **Allow Subject to Vent:**
- a) Don't physically intervene.
 - b) Allow the person to punch walls, throw chairs, etc.
12. **Maintain your Distance**
13. **Use Open Ended Questions: What, Where or How?**
- a) E.g.: "Where have you been that got you so upset?"
14. **Don't ask, "Why?"** This will antagonize.
15. **Say: "I hear."**
16. **"You sound angry/concerned/worried/upset."**
17. **Do Not Empathize.** Don't say "I understand."
18. **Don't Tell the Person to Relax or Calm Down.**
- a) He/she can't. You have to help.
19. **Don't Lie or Conspire.**
20. **Emphasize That You, and Others, are Human.**
21. This makes it more difficult for the person to subject you to violence.
22. **If Possible, Get the Subject to Say He Won't Hurt You.**
- a) This forces the subject to make a more difficult decision before he/she takes any type of action.
23. **Avoid Closure.**

Supportive Stance

1. You should avoid approaching a volatile subject from behind; in general, an arcing 45-degree angle of approach is the least threatening. (*Therapeutics For Aggressions: Psychological/Physical Intervention* By Michael Thackrey, Ph.D., 1987, p. 50)
2. The "Non-threatening Protected Posture" is adopted when you want to avoid making the subject feel threatened and anticipates that he/she might attempt to punch, kick, or strike you with a held or a thrown object. (Thackrey, p. 90)
3. Strength, balance and mobility require that you keep the knees slightly bent rather than locked straight, that the weight be distributed mainly over the balls of the feet rather than over the heels and that the feet remain about one shoulder's width apart. Standing sideways toward the subject utilizes the strongest dimension of the stance; standing sideways also permits you to lean sideways (away from the subject) faster and farther. (Thackrey, p. 79). . .
4. The supportive stance communicates respect and is less challenging and safer. (National Crisis Prevention Institute)

FIGHT INTERVENTION

Fights are the most common violence-related civil disturbance in schools, and must be dealt with quickly and effectively.

1. **Verbally intervene using a calm but firm voice. Use the students' names.** (“John and Joseph stop fighting and back up.”)
2. **Disperse the on-lookers. Send for help.**
3. **Send for Help.** If the combatants do not follow your directions and continue to fight, send a responsible on-looker for other members of the security team. Direct the other students to move out of the area.
 - a) Assess the situation while continuing to calmly talk to the fighting students and while moving any dangerous objects out of their way (items that they could bump their heads on or which could be used as a weapon).
 - b) If this is a situation in which one student is on the attack and the other student seems to be acting in self-defense, focus your remarks on the attacking student. If the attacking student lets up, direct the defending student to go to the office by himself and keep the attacking student with you.
 - c) Physical intervention, as required, by a trained team while following the District Intervention Guidelines.
4. **Physical Intervention as Necessary** (Follow the District’s School Violence Intervention Policy) When other members of the team arrive, report to them with the names of the students and how they have responded to your directions. The team leader will take over. The team continues to give verbal direction to the combatants.
 - a) Additional team members may arrive. It takes a minimum of four adults, and desirably six adults (three per combatant), to safely separate two fighting students and physically restrain them until they regain self-control or until law enforcement arrives.
 - b) The restraint team must be well trained in approved procedures for safeguarding the students and the staff members. They should not wear glasses, wrist watches, rings or other jewelry while engaging a restraint.
 - c) Members of the team with long hair should have their hair tied back. The team must know where they will take the restrained combatants while awaiting law enforcement.
 - d) These separate holding areas should be private rooms free of any objects which could be used as weapons. Members of the mental health team are capable of conducting a post-trauma debriefing with the combatants. Members of the first aid team know how to provide any necessary medical assistance for combatants or team members
5. **Safeguard against blood-borne pathogens.**
6. **Move traumatized participants to privacy in order to regain self-control and dignity.**
7. **Initiate due process.**

OTHER INTERVENTIONS

CLASSROOM

Classroom dangers include persons with weapons, fights, disruptive students, and assaults against staff. The school staff should consider the safety of all persons in the classroom when responding to an incident. Rushing into a situation may cause it to exacerbate and cause further disruption.

Response

1. Isolate the person and/or situation-remove bystander and seal off the area.
2. Make deliberate movements, especially if someone has a weapon.
3. Call for assistance and let the site administrator know what is happening.
4. Summon medical assistance if necessary.

5. Keep an escape route open.
6. Try to return the situation to "normal" so learning can resume.

CAFETERIA

Response

1. Assess the situation before rushing in.
2. Use your best verbal intervention skills.
3. Walk; don't run into the area to lessen the effect on the crowd. The actions of the school staff can create a sense of "mass hysteria" if the incident is not approached properly.

Section VI

INJURY PREVENTION/TREATMENT

The District's Workers' Compensation Procedures are to be followed any time an employee has an injury or accident on the job.

INJURY TREATMENT

The Health Services Office at each school site has a first aid kit; if you sustain an injury or become involved in an accident while on the job site requiring minor first aid treatment seek assistance from the school nurse. If the school nurse is not available follow these steps:

1. Inform your supervisor of the injury
2. Administer first aid treatment to the injury or wound
3. Complete a SLPS Employee/Supervisor Injury Report Form and take it with you to one of the authorized medical provider
4. Seek medical attention per the SLPS Workers' Compensation Procedures

EMERGENCY MEDICAL TREATMENT

If you sustain a severe injury or become involved in an accident while on the job requiring emergency treatment call for help and seek assistance from a co-worker. If the school nurse is in the building she is to be summoned for provision of emergency health care. If an assessment is made for you to be transported to receive immediate medical assistance 911 will be called. Your supervisor will complete the SLPS Employee/Supervisor Injury Report Form and submit to Human Resources.

HYPERTHERMIA (HEAT EXHAUSTION)

Heat exhaustion is the body's response to an excessive loss of the water and salt contained in sweat. Warning signs of heat exhaustion include:

1. Heavy sweating
2. Paleness
3. Muscle cramps
4. Tiredness and weakness
5. Dizziness or fainting
6. Headache
7. Nausea or vomiting

When these signs are present do the following:

1. Rest in a cool, preferably air-conditioned, area
2. Loosen clothing
3. Drink plenty of cool water or non-alcoholic and caffeine free beverages
4. Seek medical attention if symptoms worsen or last longer than an hour

HYPOTHERMIA (SEVERE FROSTBITE)

Hypothermia is an abnormally low body temperature caused by the general cooling of the body and can quickly become life threatening. Warning signs of severe frostbite include:

1. Uncontrollable shivering
2. Numbness

3. Glassy stare
4. Apathy
5. Weakness
6. Impaired judgment
7. Drowsiness
8. Slow or slurred speech
9. Exhaustion
10. Loss of consciousness

When these signs are present do the following:

1. Call 911 for immediate medical assistance
2. Move to a warm place
3. Remove wet clothing
4. Dry off, if necessary
5. Warm the body core first, then the extremities

Section VII

WORK RELATED INJURY/ACCIDENT INVESTIGATION

INTRODUCTION

St. Louis Public Schools self-insures its workers' compensation exposure for employees injured on the job. In order to handle this exposure, the District requires the following:

1. Prompt and proper notification of the accident/injury
2. Investigation of the accident/injury
3. Provision of approved medical care
4. Determination of the availability of modified or light duty job opportunity
5. Elimination and reduction of losses by enforcement of the district safety programs

The St. Louis Public Schools District has contracted with a third party administrator (TPA) to provide claims and loss control services to the District. The District requires the full and complete cooperation of every employee and administrator in reporting, handling and investigating claims. Uniform claims handling procedures have been established and are to be followed by all employees.

CLAIMS REPORTING

1. Time Requirements

All claim forms should be completed and forwarded immediately, or within 24 hours of the first knowledge of an occurrence of a work-related accident/injury. Failure of the District to file within the state statutory limit of ten (10) days could result in a penalty being assessed, **including termination of the District's self-insured status**. All employees should be made aware of the procedures for reporting a work-related accident/injury.

In the event of a serious injury such as death, amputation, head injury, etc., call the Human Resource office immediately and follow up with the necessary forms later.

Send medical bills, suits, petitions, notices, etc. to:

Workers' Compensation Unit Director
St. Louis Public Schools
Human Resource Division
801 N. 11th Street
St. Louis, MO 63101
Phone: (314) 345-2251 ~ Fax: (314) 244-1808
E-mail: work.comp@slps.org

2. Where to Report

All claims, suits, injuries or losses are to be reported to the Human Resources Division to the attention of:

Workers' Compensation Unit Director
St. Louis Public Schools
Human Resource Division
801 N. 11th Street
St. Louis, MO 63101
Phone: (314) 345-2251 ~ Fax: (314) 244-1808
E-mail: work.comp@slps.org

3. Form to Use (See Sample Form in Appendix B)

WC1-2 Form - Employee/Supervisor Injury Report and Medical Treatment Authorization Form

This is a District form that has been revised to include both the reporting of the accident/injury and the authorization for initial medical treatment. This form can be found on the SLPS website under "Employees", "St. Louis Public Schools Safety", "Workers' Compensation", "WC1-2, St. Louis Public Schools Employee/Supervisor Injury Report." It should be completed by the

employee and signed by the supervisor on the day the accident/injury occurs and **within 24 hours** of notification of the occurrence. The supervisor must sign the form even if he/she did not witness the injury. The supervisor executed form must be faxed immediately to:

Workers' Compensation Unit Director
Human Resource Division
Fax: (314) 244-1808

The employee shall take the original copy of the completed form to the authorized medical provider, either Concentra Medical Center or SSM Work Health.

Concentra Midtown and Concentra Westport are open until 8:00 p.m. daily to provide medical attention to injured employees after hours. Concentra Westport is also open on Saturdays from 8:00 a.m. – 1:00 p.m. to provide medical services. A list of the approved provider, their locations and office hours is attached.

- a) All requested information must be provided and the form must be signed by the site or location administrator.
- b) Make copies of the form and retain one copy for your Workers' Compensation file, in a secured file drawer or secured file on your computer.

CLAIMS MANAGEMENT

1. Introduction

Reporting of claims is only the first part of the procedures required to properly handle claims. The District's procedures are not complete without a section on claims management. Although the TPA will ultimately administer and pay the claim, there are other requirements to assure proper management of claims.

It is the policy of the District to pay only those claims for which we are legally obligated, as promptly as possible, after adequate investigation. In order to accomplish this, the following procedures have been established to address the three areas of claims management.

- a) **PRE-OCCURRENCE:**
Pre-occurrence handling procedures refer to those actions that can be taken before an injury occurs in order to be prepared to handle the claim. Such actions include informing all employees to report all injuries, no matter how minor as well as establishing procedures to investigate and process all reports of accidents/injuries.
- b) **OCCURRENCE:**
Occurrence handling procedures deal with those actions that must be taken once an accident/injury occurs in order to obtain necessary facts and data, avoid additional liability or damage, and ensure that the claimant receives proper treatment.
- c) **POST-OCCURRENCE:**
Post-occurrence handling procedures address such matters that must be done after the claim has been reported in order to maintain contact with the TPA, continue the flow of the new or additional information, control costs, as well as obtain updated information concerning the status of the claims.

2. Management of Claims

a) PRE-OCCURRENCE

Files should be maintained on every employee to include:

- i. Prior workers' compensation claims
- ii. Violations of safety rules
- iii. Attendance information

b) Selection of a local medical facility for proper treatment and diagnosis has already been determined by the district. If an employee refuses to go to a pre-selected facility, then the employee may go to the physician of his/her choice but at his/her own expense.

c) During staff meetings, all employees should be informed about all safety issues, however minor, and report all incidents immediately.

d) OCCURRENCE

- I. Medical Treatment
 - i. First aid on site
 - ii. Refer to the medical facilities selected by the district.
- II. Reporting of the Claim
 - i. Form WC1-2 needs to be completed by the employee and supervisor and forwarded to the Human Resources Division within 24 hours.
 - ii. Collect statements for all witnesses.
 - iii. Inspect the injury site and document any unsafe conditions.
 - iv. Check any onsite cameras which may have recorded the injury.
 - v. Call Human Resources immediately for claims involving serious injuries.
 - vi. Call Human Resources if there are any questions regarding compensability or other related questions.
- III. Never accuse an employee of malingering or faking.
- IV. Notify the family and Human Resources of injuries of an emergency nature.
- V. Preserve evidence.

e) POST-OCCURRENCE

- I. Discuss and document with the employee:
 - i. Present condition or progress
 - ii. Return to work date
 - iii. Work restrictions
 - iv. Complaints on treatment
- II. Communication with Human Resources Division
 - i. All of the above information
 - ii. Return-to-work notification
 - iii. Any additional claim investigation facts
 - iv. Any suspicions or concerns
- III. Cooperation with the TPA
 - i. Verification or clarification of any submitted information
 - ii. Any additional claim investigation facts
 - iii. Any suspicions or concerns
 - iv. Implementation of recommended safety procedures

Current TPA – St. Louis Office

Location: CCMCI, Inc.
133 S. 11th Street
Suite 430
St. Louis, MO 63102
Phone: (314) 231-4094
Fax: (314) 231-7041

Account Manager: Mr. Tom Dressler
Phone: (314) 418-5515
E-mail: tdressler@ccmsi.com

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

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

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

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

<u>SSM WORK HEALTH</u>	<u>CONCENTRA</u>
SSM Work Health 2321 B McCausland Ave. St. Louis, MO.63143 (314)645-WORK (9675) Fax :(314)645-1559 Hours: M-F, 8 a.m. – 5:00 p.m.	Concentra Midtown 6726 Manchester St. Louis, MO. 63139 (314) 647-0081 Fax : (314) 647-5485 Hours: M-F, 8 a.m.-8 p.m.
SSM Work Health #1 Village Center, Suite A Hazelwood, MO 63042 (314) 731-WORK (9675) Fax: (314) 731-2522 Hours: M-F, 8 a.m. – 5 p.m.	Concentra Westport 83 Progress Parkway Maryland Heights, MO. 63043 (314) 434-8174 Fax: (314) 434-8706 Hours: M-F, 8 a.m.-8 p.m.
SSM Work Health 300 St. Peters Centre Blvd., Suite 150 St. Peters, MO 63376 (636) 928-WORK (9675) Fax: (636) 928-9011 Hours: M-F, 8 a.m. – 5 p.m.	Concentra North Broadway 8340 North Broadway St. St. Louis, MO 63147 (314) 385-9563 Fax: (314) 385-9350 Hours: M-F, 8 a.m. – 5 p.m.
	Concentra Soulard 1617 South Third Street St. Louis, MO 63147 (314) 421-2557 Fax: (314) 421-2046 Hours: M-F, 8 a.m. – 5 p.m.
	Concentra Fenton 1709 Gilsinn Lane Fenton, MO 63026 (636) 349-6850 Fax: (636) 349-6641 Hours: M-F, 8 a.m. – 5 p.m.
Diane Lewis CCMSI Work Comp Rep 314-418-5537	Concentra Airport 463 Lynn Haven Lane Hazelwood, MO. 63042 (314) 731-0448 Fax: (314) 731-0495 Hours: M-F, 7:30 a.m. – 5 p.m.
<u>24 HOURS EMERGENCY SERVICE</u>	<u>(ONLY if an Emergency)</u>
St. Mary's Hospital 6420 Clayton Road St. Louis, MO 63117 (314) 768-8360	St. Louis University Hospital 3635 Vista at Grand St. Louis, MO 63110 (314) 577-8777

Section VIII

OTHER INJURY/ACCIDENT INVESTIGATION

ACCIDENTAL BODILY INJURY REPORTS

All accidental bodily injuries to a party other than an employee must be reported to the Safety and Security Department and the Risk Management Department for handling. The Building Administrator is responsible for ensuring that the report is completed. The *notice must be in writing* and must provide sufficient information to identify the location of the injury, the time, the place and circumstances of the accident, and the names and addresses of the injured persons and witnesses, if any.

The Safety and Security Incident Report Form (See Sample Form in Appendix C) is the form to be used to report all injuries other than injuries to employees. The report should be completed as soon as possible after the injury and must be the Safety and Security Office within 24 hours.

The Safety and Security Incident Report Form can be found on the SLPS website under “Employees”, “St. Louis Public Schools Safety”, “Reporting Forms”, “Safety and Security Incident Report Form”.

INTENTIONAL INJURY AND PROPERTY DAMAGE REPORTS

All incidents should be reported to the Safety and Security Department for handling.

The Safety and Security Incident Report Form (See Sample Form in Appendix C) is the form to be used to report all incidents that do not involve accidental injury to a person.

The Safety and Security Incident Report Form can be found on the SLPS website under “Employees”, “St. Louis Public Schools Safety”, “Reporting Forms”, “Safety and Security Incident Report Form”.

Section IX

VEHICLE SAFETY

According to estimates provided by the National Highway Traffic Safety Association (NHTSA), an estimated 40,000 men, women and children die each year in vehicle crashes. Additionally, another three million are injured. Vehicle crashes represent the number one cause of death on the job. This section of the Safety & Risk Management Handbook has been prepared for the guidance of all employees of St. Louis Public Schools. Our primary concern is for your safety and the safety of other road users.

POLICY STATEMENT

The Vehicle Safety Policy set forth herein, establishes guidelines and procedures to be followed to protect the safety of individuals operating any motor vehicle on School District business. Protecting our employee drivers, their passengers, and the general public is of the highest priority to St. Louis Public Schools.

The commitment of management and employees is critical to the success of this program. Clear communication of and strict adherence to the program's guidelines and procedures are essential.

PROGRAM GOALS

The primary goal of the Vehicle Safety Program is to maintain a high level of safety awareness and foster responsible driving behavior.

"Driver" safety awareness and responsible driving behavior will significantly decrease the frequency of "Motor Vehicle" accidents and reduce the severity of personal injuries and property damage.

"Drivers" as defined in this program must follow the requirements outlined in this program. Violations of this program may result in disciplinary action up to and including suspension of driving privileges or dismissal.

PROGRAM RESPONSIBILITIES

Everyone shares in the responsibility to make the Vehicle Safety Program a success. To avoid confusion or misunderstanding, specific program responsibilities are outlined as follows:

Drivers should keep the following documents in all District owned/leased vehicles:

1. Insurance Card
2. Vehicle Accident Packet

Drivers are required to:

1. Read, understand and follow the requirements contained in this program;
2. Maintain a valid driver's license and adhere to license restrictions;
(An employee shall not drive a vehicle on District business if his/her license is suspended or revoked for any reason)

Use of Non-District Owned/Leased Vehicles for District Business

Employees who drive “Non-District Owned/Leased Vehicles” while conducting business for the District are subject to all of the provisions and standards of this program.

Additional Responsibilities include:

1. Maintaining automobile liability insurance limits of at least the state mandated minimum of \$25,000 per person, \$50,000 per accident, and \$10,000 property damage;
2. Maintaining current state vehicle inspection; and
3. Maintaining their “Non-District Owned/Leased Vehicle” in safe operating condition.

SAFETY REGULATIONS

1. Vehicle Safety Belts

The Driver and ALL OCCUPANTS are required to wear safety belts when operating or riding in a “Motor Vehicle”. The “Driver is responsible to ensure all passengers are wearing their safety belts.

2. Impaired Driving

A Driver may not operate a “Motor Vehicle” at any time, when his/her ability is impaired, affected, or influenced by alcohol, illegal drugs, medication, illness, fatigue or injury.

3. Traffic Laws

All Drivers are required to abide by all federal, state and local motor vehicle regulations, laws and ordinances.

4. Use of Cell Phones and Other Electronic Equipment

The use of technology (cellular phones, pagers, laptop computers, etc.) has proven to be very effective in improving productivity and customer services. However, there are serious risks associated with usage of this equipment while driving a District or personal vehicle. The availability of this technology is not intended to encourage dangerous behavior during the course of your work or personal life. Responding to pagers, using a laptop computer while driving, dialing or receiving calls, and texting are potentially dangerous. We, therefore, discourage this activity. The intended benefit of this technology is to help you eliminate the search for pay phones or other means of communication and allow you to place calls at a time and place that is convenient and safe for you. Your safety and the safety of others are of the utmost importance to the District. You must follow these guidelines to make safety your first priority when behind the wheel of a vehicle:

- a) Do not use your cell phone, pager or laptop computer while driving. If you receive a call, for example, pull off the road and park in a safe place before taking the call. The side of the road is not a safe location. Examples of safe locations are rest stops, parking lots and other areas away from traffic.
- b) If you have taken a call when it is not safe to do so, let the caller know you will return the call as soon as it is appropriate.
- c) Place your calls or use your laptop before you begin your trip or while you are stationary between appointments.
- d) **DO NOT TEXT** while driving.
- e) Do not dial, take notes, or look up numbers while driving. Know your cell phone and its features.
- f) If you must talk while driving, a hands free unit must be used.

ACCIDENT REPORTING

- 1. Accident Reporting (See Sample Form in Appendix D)**
 - a) Supervisor Notification - The driver is required to notify his/her immediate supervisor of any "Accident" as soon as is practical after the accident.
 - b) The Driver should complete the "Vehicle Accident Report" form. It is available on the District website under Employees, St. Louis Public Schools Safety, Reporting Forms and Vehicle Accident Report.
 - c) District Owned/Leased Vehicles - The driver should call the District Risk Manager as soon as is practical after the accident.
 - d) Non-District Vehicles - The driver should call his/her personal automobile insurance carrier.

- 2. Accident Reporting Kits – District Owned/Leased Vehicles**
 - a) Every District Owned/Leased Vehicle is required to have a "Vehicle Accident Report Kit" in the glove box. This kit should be used by the driver to record accident facts as soon after the accident as is reasonably feasible.
 - b) The Driver should give the completed "Vehicle Accident Report" to their immediate supervisor.
 - c) The supervisor should fax or email the form to the Risk Management Department and the Safety and Security Department, make a copy of the completed "Vehicle Accident Report" and then mail the original to the District Risk Manager.
 - d) The "Vehicle Accident Report" Form (form included as Appendix D) is the form to be used to report all vehicle accidents involving District Owned/Leased Vehicles.

- 3. Accident Reporting Kits – Non-District Vehicles**
 - a) The "Vehicle Accident Report" is available on the District website under Employees, St. Louis Public Schools Safety and Reporting Forms.
 - b) Keeping the "Vehicle Accident Report" form in the glove box will help record the important information about an accident and be a means for reporting the accident to the driver's personal automobile insurance carrier and well as providing the report to the driver's supervisor.

Section X

SAFETY & RISK MANAGEMENT PROGRAM TRAINING

SAFETY & RISK MANAGEMENT PROGRAM ORIENTATION

Workplace safety begins on the first day of initial employment. Each SLPS employee has access to a copy of this safety handbook, through his or her supervisor, for review and future reference. Employees will attend a workplace safety in-service, sign and remove the Safety & Risk Management Handbook signature page and give to Supervisor for submission to Human Resources.

JOB SPECIFIC TRAINING

Various job classifications will conduct additional training sessions. Supervisors will initially train employees on how to perform assigned job tasks safely. Supervisors will also:

1. Review with each employee the specific safety rules, policies, and procedures that are applicable
2. Maintenance/Custodial employees and all other employees who have the responsibility for the clean-up or handling of blood/bodily fluids should receive blood-borne pathogens training
3. Give employees verbal instructions and specific directions on how to do the work safely
4. Observe employees performing the work and if necessary, provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision
5. Provide all employees with safe operating instructions on seldom-used or new equipment before using the equipment
6. Review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures

PERIODIC RETRAINING OF EMPLOYEES

All SLPS employees will be retrained periodically on safety rules, policies and procedures, and when changes are made to the Safety and Risk Management Handbook.

Individual employees will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, and when a supervisor observes employees displaying unsafe acts, practices, or behaviors.

UNIVERSAL PRECAUTIONS

Universal precautions are infection control guidelines designed to protect workers from exposure to diseases spread by blood and certain body fluids.

Protocol for Universal Precautions

In response to the increase in hepatitis B and human immunodeficiency virus (HIV) infections, the Centers for Disease Control and Prevention (CDC) have recommended “universal blood and body-fluid precautions”. These measures are intended to prevent transmission of these and other infections, as well as to decrease the risk of exposure for care-providers and students. As it is currently not possible to identify all infected individuals, these precautions must be used with every individual, regardless of his/her medical diagnosis.

Universal precautions pertain to blood and body fluids containing blood, cerebrospinal fluid, synovial fluid, vaginal secretions, semen, and pericardial fluid. These precautions do not apply to other body products such as saliva, sputum, feces, tears, nasal secretions, vomitus and urine unless blood is visible in the materials. However, these other fluids and body wastes can be sources of other infections and should be handled as if they are infectious.

The single most important step in preventing exposure to and transmission of any infection is anticipating contact with infectious materials in routine as well as emergency situations. Based on the type of possible contact, the care-giver should be prepared to use the appropriate precautions and techniques prior to providing care. Diligent and proper hand washing, the use of barriers, appropriate disposal of waste products and needles, and proper decontamination of these measures will enhance protection of both the care-giver and the student.

Hand Washing

Proper hand washing is crucial to preventing the spread of infection. Texture jewelry on the hands or wrist (such as rings and stones) should be removed prior to washing and kept off until completion of the care procedure and hands are rewashed. Use of running water, lathering with soap and using friction to clean all surfaces of remaining jewelry and hands is key. Rinse well with running water and dry hands with paper towels. If soap and water are unavailable, wet towelettes or “hand-wipes” may be used.

Hands should be washed before physical contact with student and after the contact is completed. Hands should be washed after contact with any used equipment. If hands (or other skin) become soiled with blood or body fluids, they should be washed immediately before touching anything else. Hands should be washed whether gloves are worn or not and after gloves are removed.

Barriers include disposable gloves, protective eye wear and gown. The use of a barrier is intended to reduce the risk of contact with blood and body fluids for the care-giver as well as to control the spread of infectious agents from student to student. It is essential that appropriate barriers be used when contact with potentially infectious material is possible.

Gloves should be worn when direct care of the student may involve contact with blood and body fluids. For infection control, it is recommended that gloves be worn as well for contact with urine, feces, and respiratory secretions. Gloves should be disposed of after each use and not reused.

1. Gloves should be worn when changing a diaper or catheterizing a student.
2. Gloves should be worn when changing dressings or sanitary napkins.
3. Gloves should be worn when providing mouth, nose or tracheal care.
4. Gloves should be worn if the care-giver has broken skin on the hands (even around the nails).
5. Gloves should be worn when cleaning up spills of blood (e.g. nosebleeds) or body fluids and wastes, and soiled supplies.

Gowns or aprons may be worn to protect the care-giver’s clothing if spattering of body fluids is possible. The apron or gown should be laundered or disposed of after each care session and

should not be reused. In addition, protective eye wear and masks should be worn if splashing of body fluids is likely to occur (such as mouth suctioning or a coughing student).

Chux or other waterproof barriers should be used to cover any work surface if drainage or splashing with blood or body fluids is possible. The barrier should be disposed of after each care session and should not be reused.

Disposal of Waste

All used or contaminated supplies (including gloves and other barriers) except for syringes, needles and other sharp implements should be placed in a plastic bag which is then sealed. This bag should be placed in a second plastic bag, which is also sealed. The double-bagged waste can then be thrown in the garbage, out of the reach of children or animals.

Needles, syringes and other sharp objects should be placed in a metal or other puncture-proof container immediately after use. To reduce the risk of an accidental needle stick or cut, needles should not be recapped, bent or removed from the syringe before disposal. Once it is full, the container should be sealed, double bagged and then disposed of (in the garbage away from the reach of children). Bodily wastes such as urine, vomitus or feces should be disposed of in the toilet.

Clean Up

Spills of blood and body fluids that are covered under universal precautions should be cleaned up immediately. The CDC method is as follows:

1. Wear gloves.
2. Mop up the spill with paper towels or other absorbent material.
3. Using a solution of one part household bleach (sodium hypochlorite) in ten parts of water, wash the area well.
4. Dispose of gloves, soiled towels and other waste in sealed double plastic bag in the garbage as outlined above.

Routine environmental clean-up facilities (such as the health room and bathrooms), does not require any modification unless contamination with blood or body fluids covered under universal precautions should occur. If so, the area should be decontaminated using the procedure outlined above. Regular cleaning on non-contaminated surfaces such as toilet seats and table tops can be done with the standard cleaning and removal of obvious soil. It is more effective than extraordinary attempts to disinfect or sterilize surfaces.

Laundry

Whenever possible, disposable barriers should be used, if contamination with body fluids or blood is possible. If sheets, towels or clothing do become soiled, they should be handled as little as possible. If sheets, towels or clothing do become soiled, they should be handled as little as possible. Wash with hot water and detergent for at least 25 minutes. Cool water washing is also acceptable if an appropriate detergent is used for the water temperature.

Accidental Exposure

Accidental exposure to blood, body products or body fluids places the exposed individual at risk of infection. This risk varies depending on the type of body fluid (blood vs. respiratory vs. feces), the type of infection (salmonella vs. HIV) and the integrity of the skin that is contaminated.

Pregnant Women

Pregnant women are at no higher risk of infection than other care providers as long as appropriate precautions are observed. However, due to the possibility of in-utero transmission of viral infections such as cyto-megalovirus (CMF) or HIV, as well as the potential for adverse outcomes with these congenitally acquired infections, pregnant women should be especially careful to observe universal precautions.

References: www.cdc.gov
Boston Public Schools

APPENDIX A

Bomb Threat Record Form

BOMB THREAT RECORD FORM

Date: _____

Time Threat Detected/Received: _____

How the Threat was Transmitted/Found: _____

Person Receiving/Finding the Threat: _____

1. Exact wording of threat: _____

2. Questions to ask if talking with the person making the threat:

- a. When is the bomb going to explode?
- b. Where is the bomb right now?
- c. What does the bomb look like?
- d. What kind of bomb is it?
- e. Did you place the bomb?
- f. Why did you do this?
- g. What is your name?
- h. What is your address and telephone number?

3. If the threat is received on a telephone, listen for background sounds (circle or note):

- | | |
|---------------|-----------------------|
| Street noises | Factory machines |
| Vehicles | Office machines |
| Dishes | Animal noises |
| Voices | Public address system |
| Music | TV/radio |

4. Sex of caller (circle): Male Female

5. Race of caller: _____

6. Age of caller based on voice: _____

7. Caller's voice (circle)

- | | | |
|-----------------|-----------|----------------|
| Calm | Nasal | Rasp |
| Angry | Stutter | Deep |
| Excited | Lisp | Soft |
| Slow | Rapid | Loud |
| Clearing Throat | Disguised | Cracking Voice |
| Accent | Slurred | Familiar |

APPENDIX B

Workers Compensation Form

ST. LOUIS PUBLIC SCHOOLS EMPLOYEE/SUPERVISOR INJURY REPORT

EMPLOYEE REPORT OF INJURY (Printed and executed by Employee)

Fax Immediately to Human Resources @ 314-244-1808

**WORKER'S COMPENSATION FRAUD
ACKNOWLEDGMENT**

It is unlawful for any person to knowingly present or cause to be presented any false or fraudulent claim for the payment of benefits pursuant to a workers' compensation claim.

Any person violating any of the provisions of RSMo. 287.128 – Worker's Compensation Statute shall be guilty of a class D felony. In addition, the person shall be liable to the state of Missouri for a fine up to ten thousand dollars or double the value of the fraud whichever is greater.

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: _____	
NAME (LAST, FIRST, MIDDLE):		DATE OF BIRTH:	SS#:
HOME ADDRESS:		HOME PHONE #:	GENDER:
CITY/STATE/ZIP CODE:		ALTER. 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 st Medical Treatment: _____		Who Accompanied: _____	
✓ To Clinic/Physician: _____ (enter the name of the Clinic, hospital or physician visited)		Location: _____	

EMPLOYEE MUST COMPLETE ENTIRE FIRST PAGE OF THIS DOCUMENT

EMPLOYEE MUST COMPLETE AUTHORIZATION FOR RELEASE OF MEDICAL RECORDS

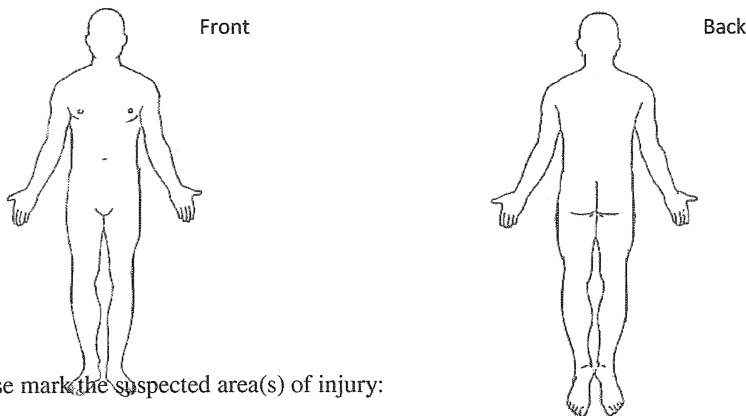
AUTHORIZATION TO RELEASE MEDICAL RECORDS TO BE COMPLETED BY THE EMPLOYEE	
I _____	HEREBY AUTHORIZE _____
<i>(Employee Signature)</i>	<i>(Clinic/Hospital)</i>
<p>YOU ARE HEREBY AUTHORIZED TO RELEASE ANY INFORMATION ACQUIRED IN THE COURSE OF MY TREATMENT TO MY EMPLOYER AND CCMSI. PLEASE FORWARD IMMEDIATELY A WORKERS' COMPENSATION REPORT, A COPY OF THIS AUTHORIZATION AND YOUR ITEMIZED BILLING STATEMENT TO:</p> <p align="center">CCMSI ♦ 133 S. 11th Street ♦ St. Louis, MO 63102 314-231-4094 (ALL BILLING AND SPECIALTY REFERRALS ARE HANDLED BY CCMSI)</p>	

INITIAL MEDICAL TREATMENT AUTHORIZATION TO BE COMPLETED BY SUPERVISOR	
<p>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.</p>	
SUPERVISOR SIGNATURE: _____	DATE: _____

SUPERVISOR MUST SIGN ABOVE AUTHORIZING TREATMENT FOR EMPLOYEE
ST. LOUIS PUBLIC SCHOOLS EMPLOYEE/SUPERVISOR INJURY REPORT

Injured Employee's Name:		Date of Injury:	
LOCATION:		PHONE:	
TITLE:		DATE COMPLETING REPORT:	

INJURED BODY PART CHART (Typed and executed by Employee)



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:	
SUPERVISORS TITLE:		DATE COMPLETING REPORT:	
<p>PLEASE DESCRIBE IN DETAIL HOW THE INJURY OCCURRED AND WHAT CAUSED THE INJURY TO HAPPEN. TO BE COMPLETED BY SUPERVISOR (IF NOT PRESENT DESCRIBE WHAT WAS REPORTED TO YOU.)</p> <p>Describe how the injury occurred:</p>			
<p>What if any events or conditions caused the accident: (i.e. wet floor, fight, standing on unstable surface, etc.)</p>			
<p>Corrective action or plan to prevent reoccurrence:</p>			
SUPERVISOR SIGNATURE: _____ DATE: _____			
TO BE COMPLETED BY HUMAN RESOURCES ONLY:			
H	HIRE DATE:	WEEKLY WAGES:	HR CONTACT:
R	DATE RECEIVED:		

WC1-2 Revised 4/1/13 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:
<p>PLEASE DESCRIBE IN DETAIL HOW THE INJURY OCCURRED AND WHAT CAUSED THE INJURY TO HAPPEN. TO BE COMPLETED BY WITNESS</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>WITNESS SIGNATURE: _____</p>	

WC1-2 Revised 4/1/13 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 SSM Work Health. 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 SSM Work Health 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 SSM Work Health 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 SSM Work Health or Concentra Medical Center. Additionally, the Supervisor shall complete and sign page 3 of the form, which is the supervisor's account of the accident/injury. She supervisor is not required to have firsthand knowledge of the incident. When the Supervisor does not have firsthand knowledge the report shall indicated what was "alleged" to have happened.

Step 3: Fax the completed WC1-2 **immediately to the Human Resources Division at (314) 244-1808.**

Step 4: Retain a copy of the WC1-2 in a separate workers' compensation file at the respective location.

Step 5: Code absences accordingly.

HUMAN RESOURCES DIVISION:

Step 1: When the Doctor's Visit Summary Report indicates Unable to Work, the Human Resources Division will place the employee on "Inactive Service – Workers Compensation Without Pay" until the employee is released for duty. **The first three (3) regularly scheduled work days following the last day worked are not payable under the Missouri Workers' Compensation law, unless the employee will be absent more than 14 consecutive days, at which time the first three days will be payable under workers' compensation.**

Step 2: Human Resources Division will maintain the inactive service status until receipt of the physician's statement indicating that the employee is released for regular duty or limited duty with restrictions.

Step 3: For any *Doctor's Summary Report* indicating "**Limited Duty with Restrictions**", Human Resources Division will work with the appropriate site administrator to evaluate limited duty opportunities and determine the appropriate course of action. Each report will be evaluated on a case by case basis.

Questions: For question concerning this form contact Steven L. Harmon, Esq., at 314-345-2242


MEDICAL CENTER LOCATIONS

WORKER'S COMPENSATION AUTHORIZED MEDICAL FACILITIES

SSM WORK HEALTH		CONCENTRA	
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 128 Matrix Commons Drive Fenton, MO 63026 (636) 349-6850 Fax: (636) 349-6641 Hours: M-F, 8 a.m.-5 p.m.	
Diane Lewis CCMSI Work Comp Rep 314-418-5537		Concentra Airport 463 Lynn Haven Lane Hazelwood, MO. 63042 (314) 731-0448 Fax: (314) 731-0495 Hours: M-F, 7:30 a.m. – 5 p.m.	
24 HOURS EMERGENCY SERVICE (Only if an Emergency)			
Barnes-Jewish Hospital Emergency and Trauma Center St. Louis, MO. 63110 400 S. Kingshighway Blvd. (314) 362-9123		Saint Louis University Hospital 3635 Vista at Grand (314) 577-8777	St. Mary's Hospital 6420 Clayton Rd. St. Louis, MO 63117 (314) 768-8360

APPENDIX C

Security Incident Report Form

	SAFETY AND SECURITY 801 NORTH 11 TH STREET ST. LOUIS, MO 63101-1015	STUDENT'S ID NUMBER (WITNESS #1) (SUSPECT #1) (SUSPECT #2) (SUSPECT #3) (WITNESS #1) (WITNESS #2)
	INCIDENT REPORT <small>(TO BE FILLED WITHIN 24 HOURS)</small>	
	NAME OF SCHOOL: _____ AREA: _____ DATE OF REPORT: _____	
TYPE OF INCIDENT (CHECK ONE OR MORE)		LOCATION OF INCIDENT (CHECK ONE OR MORE)
<input type="checkbox"/> ACCIDENTAL INJURY <input type="checkbox"/> ASSAULT <input type="checkbox"/> BURGLARY <input type="checkbox"/> DRUGS/ALCOHOL <input type="checkbox"/> FIGHTING <input type="checkbox"/> MISSING <input type="checkbox"/> PEACE DISTURBANCE	<input type="checkbox"/> ROBBERY <input type="checkbox"/> SEX OFFENSE <input type="checkbox"/> STEALING <input type="checkbox"/> TRESPASSING <input type="checkbox"/> WEAPONS <input type="checkbox"/> OTHER	<input type="checkbox"/> STAIRS <input type="checkbox"/> HALL <input type="checkbox"/> ROOM # _____ <input type="checkbox"/> CAFETERIA <input type="checkbox"/> OTHER: _____ <input type="checkbox"/> SCHOOL YARD <input type="checkbox"/> GYMNASIUM <input type="checkbox"/> RESTROOM
DATE OF INCIDENT: _____	TIME OF INCIDENT: _____ PM _____ AM	ROUTE: _____
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 <input type="checkbox"/> NO <input type="checkbox"/> TYPE: _____ WEAPON USED BY OTHERS: YES <input type="checkbox"/> NO <input type="checkbox"/> TYPE: _____		
INJURIES: YES <input type="checkbox"/> NO <input type="checkbox"/>		
TYPE OF SURFACE (Tile, concrete, asphalt, carpeting), if applicable SURFACE CONDITIONS (moisture, steps, holes in surface, etc.), if applicable WEATHER CONDITIONS, if applicable		
MEDICAL TREATMENT: (Attach Medical Clinic Log, if treated by School Nurse)		
<input type="checkbox"/> TREATMENT AT SCENE BY SCHOOL NURSE <input type="checkbox"/> TREATED BY PERSONAL PHYSICIAN <input type="checkbox"/> REFUSED MEDICAL ATTENTION	<input type="checkbox"/> TREATMENT AT SCENE BY EMS <input type="checkbox"/> TRANSPORTED TO HOSPITAL HOSPITAL NAME: _____	

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

NARRATIVE:

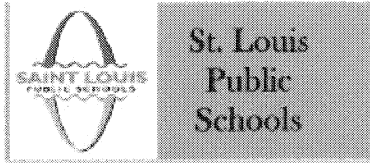
COPIES TO: DIRECTOR – SECURITY/SAFETY
SAFETY & SECURITY OFFICE
PRINCIPAL
REPORTING OFFICER
RISK MANAGEMENT

SIGNATURE _____
BADGE NUMBER _____

Revised: July 1, 2010

APPENDIX D

Vehicle Accident Report Form



What To Do In Case of An Accident



STOP.

Turn off ignition. Do not smoke.



CALL.

1. Notify the police. It is unlawful to leave the accident without permission. Cooperate with the authorities.
2. Notify SLPS Safety and Security. (314) 865-2020



AVOID.

Do not accept responsibility for the accident or discuss the accident except with the police officer, the SLPS Safety and Security officer, your direct supervisor, or the Risk Management Department.



PROTECT.

Guard the scene from further damage.



ASSIST.

Render only what first aid you are qualified to give. Don't move injured persons unless absolutely necessary. For serious injury, call 911.



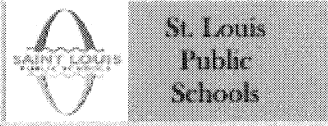
OBTAIN.

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



REPORT.

Notify SLPS Risk Management Representative within 24 hours of the accident and provide a copy of the Vehicle Accident Report to both Safety and Security and the Risk Management Department.



SEND TO:
 SLPs Security Office Risk Management Department
 Phone: (314) 865-0106 Phone: (314) 345-2597
 Fax: (314) 345-4514 Fax: (314) 345-2695

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	License Plate Number		VIN Number	Vehicle Number	License Plate #
Year	Make	Model	Year	Make	Model
Accident Location: Street Name/Number		City	State		
Description of Accident (use extra pages if necessary)					
At Intersection with:		If not at intersection, show nearest landmark and indicate distance. Indicate location of traffic controls - such as signals, signs, lights, police markers, etc.			
<p>IMPORTANT</p> <p>Please fill in diagram printed at right, showing position of automobile and injured person (or other vehicle with which driver's vehicle collided) with direction in which both were proceeding.</p>					
Police Report	Yes	Investigating Police Officer's Name		Police Department Name	
Police Report	No				
Safety Officer Report	Yes	Investigating SLPs Officer's Name			
Safety Officer Report	No				
Witnesses:					
Name		Phone	Address (include City/State/Zip)		
Name		Phone	Address (include City/State/Zip)		

Vehicle Accident Report (Page 2 of 3)

Check all items that describe conditions at time of accident

<p>Accident Involved</p> <p><input type="checkbox"/> Vehicle - in traffic</p> <p><input type="checkbox"/> Vehicle - parked</p> <p><input type="checkbox"/> Motorcycle</p> <p><input type="checkbox"/> Pedestrian</p> <p><input type="checkbox"/> Train</p> <p><input type="checkbox"/> Bicyclist</p> <p><input type="checkbox"/> Fixed Object</p> <p><input type="checkbox"/> Other _____</p> <p>Driver's Action Prior to Accident</p> <p><input type="checkbox"/> Traveling straight</p> <p><input type="checkbox"/> Changing lanes</p> <p><input type="checkbox"/> Turning - right</p> <p><input type="checkbox"/> Turning - left</p> <p><input type="checkbox"/> Turning - U turn</p> <p><input type="checkbox"/> Skewing</p> <p><input type="checkbox"/> Stopped - parked</p> <p><input type="checkbox"/> Stopped - in traffic lane</p> <p><input type="checkbox"/> Stopped - on shoulder</p> <p><input type="checkbox"/> Starting from parked position</p> <p><input type="checkbox"/> Starting in traffic lane</p> <p><input type="checkbox"/> Backing</p> <p><input type="checkbox"/> Other _____</p> <p>Driver's Avoidance Maneuver</p> <p><input type="checkbox"/> Swerve - Other vehicle</p> <p><input type="checkbox"/> Swerve - Pedestrian</p> <p><input type="checkbox"/> Swerve - Animal</p> <p><input type="checkbox"/> Swerve - Accident scene</p> <p><input type="checkbox"/> Skidding</p> <p><input type="checkbox"/> Forced off roadway</p> <p><input type="checkbox"/> Other _____</p> <p>Pedestrian Action Prior to Accident</p> <p><input type="checkbox"/> Crossing with signal</p> <p><input type="checkbox"/> Crossing against signal</p> <p><input type="checkbox"/> Crossing - no signal</p> <p><input type="checkbox"/> Crossing from behind obstruction</p> <p><input type="checkbox"/> At intersection</p> <p><input type="checkbox"/> Walking with traffic</p> <p><input type="checkbox"/> Walking against traffic</p> <p><input type="checkbox"/> Standing in roadway</p> <p><input type="checkbox"/> Standing on shoulder</p> <p><input type="checkbox"/> Working on or near roadway</p> <p><input type="checkbox"/> Other _____</p>	<p>Road Defects</p> <p><input type="checkbox"/> Holes/bumps/cracks</p> <p><input type="checkbox"/> Loose material on surface</p> <p><input type="checkbox"/> Roadway construction</p> <p><input type="checkbox"/> Low shoulder</p> <p><input type="checkbox"/> Soft shoulder</p> <p><input type="checkbox"/> No shoulder</p> <p><input type="checkbox"/> Advance warning of defect</p> <p><input type="checkbox"/> No defect</p> <p><input type="checkbox"/> Other _____</p> <p>Traffic Control Devices</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>Lighting</p> <p><input type="checkbox"/> Daylight</p> <p><input type="checkbox"/> Dawn</p> <p><input type="checkbox"/> Artificial Lighting</p> <p><input type="checkbox"/> Dusk</p> <p><input type="checkbox"/> Night</p> <p>Weather</p> <p><input type="checkbox"/> Clear</p> <p><input type="checkbox"/> Snow</p> <p><input type="checkbox"/> Sleet</p> <p><input type="checkbox"/> Rain</p> <p><input type="checkbox"/> Fog/mist</p> <p><input type="checkbox"/> Other _____</p> <p>Visibility</p> <p><input type="checkbox"/> Clear</p> <p><input type="checkbox"/> Rain/snow/ice on windshield</p> <p><input type="checkbox"/> Obstruction _____</p> <p><input type="checkbox"/> Concerning headlights</p> <p><input type="checkbox"/> Sunlight</p> <p><input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> Sunglasses</p> <p><input type="checkbox"/> Prescription glasses</p>	<p>Road Character</p> <p><input type="checkbox"/> Level</p> <p><input type="checkbox"/> Hill</p> <p><input type="checkbox"/> Hillcrest</p> <p><input type="checkbox"/> Straight</p> <p><input type="checkbox"/> Curve</p> <p><input type="checkbox"/> One way</p> <p>Number of lanes _____</p> <p>Driver was Traveling</p> <p><input type="checkbox"/> Uphill</p> <p><input type="checkbox"/> Downhill</p> <p><input type="checkbox"/> Cresting hill</p> <p><input type="checkbox"/> Level</p> <p>Condition of Road Surface</p> <p><input type="checkbox"/> Dry</p> <p><input type="checkbox"/> Wet</p> <p><input type="checkbox"/> Snow</p> <p><input type="checkbox"/> Ice</p> <p><input type="checkbox"/> Muddy</p> <p><input type="checkbox"/> City</p> <p><input type="checkbox"/> Traffic Smooth</p> <p><input type="checkbox"/> Other _____</p> <p>Vehicle Defects</p> <p><input type="checkbox"/> No defects</p> <p><input type="checkbox"/> Brakes</p> <p><input type="checkbox"/> Steering</p> <p><input type="checkbox"/> Lights</p> <p><input type="checkbox"/> Windshield</p> <p><input type="checkbox"/> Mirrors</p> <p><input type="checkbox"/> Tires</p> <p><input type="checkbox"/> Other _____</p> <p>Miscellaneous</p> <p><input type="checkbox"/> Speed Limit</p> <p><input type="checkbox"/> Driver was familiar with road</p> <p><input type="checkbox"/> Driver was familiar with vehicle</p> <p><input type="checkbox"/> Photos taken of accident scene</p> <p><input type="checkbox"/> Photos attached</p>
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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	_____	Make of Car	_____ Year _____
Address	_____	License Plate #	_____
Telephone Number	_____ Age _____	Insurance Company	_____
Driver's License #	_____	Gender (if not driver)	_____
		Address	_____

Damage To Property of Others	
Owner	_____
Address	_____
Telephone Number	_____
Property Damaged	_____

Injured Persons			
Name	_____	Name	_____
Address	_____	Address	_____
Telephone Number	_____ Age _____	Telephone Number	_____ Age _____
Extent of injuries	_____	Extent of injuries	_____
Where Taken?	_____	Where Taken?	_____
<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"/> Driver - Other Car <input type="checkbox"/> Passenger - your car <input type="checkbox"/> Pedestrian <input type="checkbox"/> Passenger - other car	
Name	_____	Name	_____
Address	_____	Address	_____
Telephone Number	_____ Age _____	Telephone Number	_____ Age _____
Extent of injuries	_____	Extent of injuries	_____
Where Taken?	_____	Where Taken?	_____
<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"/> Driver - Other Car <input type="checkbox"/> Passenger - your 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 SLPS driving employees.

SEND WRITTEN REPORT TO:
 SLPS Security Office Risk Management Department
 Phone: (314) 865-2025 Phone: (314) 245-2167
 Fax: (314) 245-2514 Fax: (314) 245-2545



BOARD RESOLUTION

Date: June 19, 2013

Agenda Item : 07-25-13-41

FR: Dr. Kelvin R. Adams, Superintendent

Action:

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

SUBJECT: To ratify a membership with the Council of Great City Schools (Council) for the 2012-2013 school year in the amount of \$35,498.00.

BACKGROUND: The Council of Great City Schools is an organization that belongs solely to urban school educators for urban education. The Council is the only independent education coalition located in Washington, DC whose sole mission and purpose is the improvement of public education. The Council continues to provide high quality forums and conferences that allow other urban school districts to share success and learn from each other about what worked and what didn't worked in their respective cities.

Accountability Plan Goals: Goal II: Highly Qualified Staff

Objective/Strategy:

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

Fund Source: 800-00-110-2311-6381	GOB	Requisition #:
Amount: \$35,498.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
\$35,498.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Board/Superintendent Offices

Requestor: Dr. Kelvin Adams

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

Invoice No. 10-40057-12



Council of the Great City Schools
1301 Pennsylvania Avenue, N.W., Suite 702
Washington, D.C. 20004
(202) 393-2427
E.I.N. 36-2481232

Bill To: Dr. Kelvin R. Adams
Superintendent
St. Louis Public Schools
801 N. 11th Street
St. Louis, MO, 63101

**** INVOICE ****

Date	Description	Amount Due
5/21/2012	FY 2012-2013 Membership Dues Due on or before July 1, 2012	\$ 35,498.00
TOTAL:		\$ 35,498.00

Please remit check to the address above



BOARD RESOLUTION

Date: June 19, 2013

Agenda Item: 07-25-13-42

To: Dr. Kelvin R. Adams, Superintendent

Action:

Action to be Approved:

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

SUBJECT: To approve a contract with Harvard Graduate School of Education (HGSE) for the 2013-14 Doctor of Education Leadership (Ed.L.D.) Residency Program for the period July 1, 2013 through April 30, 2014 at a cost not to exceed \$65,000.

BACKGROUND: The residency intern will work closely with the Superintendent and/or executive leadership on strategic projects, such as the creation, implementation, or evaluation of current initiatives; thereby, meeting the goal of the District and HGSE of developing a transformational leader.

Accountability Plan Goals: Goal II: Highly Qualified Staff

Objective/Strategy:

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

Fund Source: 810-00-110-2329-6319	GOB	Requisition #:
Amount: \$65,000		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$65,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Superintendent's Office

Requestor: Dr. Kelvin Adams

Angela Banks, Budget Director

Dr. Kelvin R. Adams, Superintendent



HARVARD GRADUATE SCHOOL OF EDUCATION

DOCTOR OF EDUCATION LEADERSHIP (Ed.L.D.) PROGRAM

2013-14 Ed.L.D. Residency Information

Overview of the Ed.L.D. Residency

The third-year residency is the ten-month culminating practicum experience for candidates in the Doctor of Education Leadership (Ed.L.D.) program at the Harvard Graduate School of Education (HGSE). Residencies are sponsored by HGSE partner organizations. The residency is an occasion to practice and demonstrate the skills of transformational leadership in a setting where actions matter: to the education of a developing leader; to the current performance and future potential of a particular educational organization; and to the learning of the educational sector as a whole (self, site, sector).

Supervisor & Mentor Roles

Partner organizations designate a *supervisor* who oversees the major project assignments and day-to-day work in which the resident is engaged. Residents also select a mentor who provides guidance, insights and professional feedback during the residency. The role of the mentor is to support the student's leadership development. In some organizations the supervisor/mentor will be the same individual, and in other cases it will be two different people.

Strategic Project

Ed.L.D. residents assume responsibility for a *strategic project* within the organization. As part of the strategic project, the resident is expected to have the opportunity to lead one or two major efforts on behalf of the organization, such as the creation, implementation, or evaluation of current initiatives. The project allows residents to practice and improve upon their leadership skills, add important value to the strategy and work of the partner organization, work systemically, and hold high-level accountability.

Capstone

The Capstone is the descriptive, analytic, and reflective documentation of the resident's leadership of a strategic project within an Ed.L.D. partner organization. It is a demonstration of the resident's ability to diagnose challenges, engage others in meeting those challenges, develop strategy to successfully address the challenges, and learn from the results. The Capstone is composed of multiple written documents that form a sequential and iteratively constructed portfolio and is developed throughout the ten-month residency.

Ad Hoc Committee Role in the Capstone

The preparation of the Capstone is supervised by an *ad hoc* committee. The committee is comprised of three members—the resident's HGSE faculty advisor, a member of the broader Harvard faculty, and a residency site representative. The residency site representative will be selected by the student at any point after the start of the residency, and no later than mid-October of each year. The committee serves an important role in supporting the resident in the preparation of the Capstone and ultimately certifies the satisfactory quality of the Capstone. The *ad hoc* committee also attends a public presentation and discussion of the Capstone, which will be held on the HGSE campus in April 2014.



BOARD RESOLUTION

Date: June 19, 2013

Agenda Item : 07-25-13-43

FR: Dr. Kelvin R. Adams, Superintendent

Action:

Action to be Approved:
Agency/Partnership Agreement

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

SUBJECT: To approve an agreement between the District and KIPP- St. Louis (STL) to form a partnership to allow KIPP-STL to access SLPS owned property and for the District to become the Local Education Agency (LEA) for all KIPP-STL schools.

BACKGROUND: As part of the Superintendent's Creating Great Options Initiative, the District is establishing a portfolio of high-quality schools designed to meet the varying educational needs of the student populations served in the City of St. Louis. Toward this end, the District is entering into a partnership with KIPP-STL wherein the District will become the KIPP LEA and receive student data for students attending the KIPP-STL charters schools, and the District will allow KIPP-STL to exclusively access certain District owned property provided KIPP meet certain academic performance criteria.

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

Department: Superintendent's Office

Requestor: Dr. Kelvin R. Adams

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: June 19, 2013

Agenda Item : 07-25-13-44

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved:

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

SUBJECT: To request approval to proceed with the New Leaders Program application process.

BACKGROUND: The mission of New Leaders is to ensure high academic achievement for all children, especially students in poverty and students of color, by developing transformational school leaders and advancing the policies and practices that allow great leaders to succeed. This mission is accomplished through three innovative programs (Emerging Leaders, Aspiring Principals, and Principal Institute) all designed to prepare educators for the challenges of transformative school leadership.

Accountability Plan Goals: Goal II: Highly Qualified Staff

Objective/Strategy:

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

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

Department: Institutional Advancement

Requestor: Stacy Clay

Angela Banks, Budget Director

Stacy Clay, Dep. Supt., Institutional Advancement

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

