

BOARD MEETING
WEDNESDAY, SEPTEMBER 26, 2012
(RESCHEDULED FROM SEPTEMBER 27, 2012)

AGENDA

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

ST. LOUIS PUBLIC SCHOOLS

SPECIAL ADMINISTRATIVE BOARD MEETING

SEPTEMBER 26, 2012 – 5:45PM (TAX RATE MEETING)

SEPTEMBER 26, 2012 – 6:00PM (REGULAR MEETING)

ADMINISTRATIVE BUILDING- 801 N. 11TH STREET

AGENDA

TAX RATE MEETING

- 1) Call to Order
- 2) Roll Call
- 3) Adjournment

REGULAR MEETING

- 1) Call to Order
- 2) Roll Call
- 3) Pledge of Allegiance
- 4) Approval of Minutes
September 6, 2012
- 5) Student/Staff Recognition(s)
- 6) Public Comments
- 7) Superintendent's Report
 - a) Informational Item
 - 1) Prop S and HVAC
 - 2) Grant Update
 - b) Business Items
 - 1) Consent Agenda
- 8) Board Member Updates
- 9) Adjournment

NOTES:

Meeting Agenda

Consent Agenda

Consent Agenda

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

September 26, 2012

(Rescheduled from 9/27/12)

- 1.0 Preliminary
- 1.1 **CONSENT AGENDA**
- a) Information Item(s)
- 1) Prop S and HVAC
- 2) Grant Update
- 1.2 Business Items
- 1) Consent Agenda
- 09-27-12-01** To ratify the purchase of up to 150 uniforms and related equipment/supplies for safety officers from Leon Uniform Company for the 2012-2013 school year at a total combined cost not to exceed \$16,768.
FUNDING SOURCE: GOB
- 09-27-12-02** To ratify approval of an Agency Agreement with the Urban League Head Start Program for the period September 4, 2012 through May 23, 2013.
FUNDING SOURCE: N/A
- 09-27-12-03** To approve a sole source contract with Shmoop University, Inc. that also includes a license for "On-Line Test Prep" courses, review materials, practice exams, drills and other support for the period October 1, 2012 through June 30, 2013 at a cost not to exceed \$15,000.
FUNDING SOURCE: Non-GOB
- 09-27-12-04** To approve a contract renewal with The Children's Academy (*Academy*) for the District to provide daily lunches for thirty (30) Academy's students for the period October 1, 2012 through September 30, 2013. The Academy will reimburse the District for the cost of the meals at the rate of \$2.48 per meal with the total reimbursement being \$18,748.80.
FUNDING SOURCE: N/A
- 09-27-12-05** To approve the renewal of a Memorandum of Understanding with Craft Alliance to continue a partnership for SLPS' students to learn about contemporary craft art that goes beyond the traditional classroom for the period September 28, 2012 through June 30, 2013.
FUNDING SOURCE: N/A
- 09-27-12-06** To approve a membership renewal with Advancement Via Individual Determination (AVID) for the period October 1, 2012 through June 30, 2013 at a cost not to exceed \$33,275.
FUNDING SOURCE: Non-GOB
- 09-27-12-07** To approve the renewal of a maintenance and support agreement with HP, Inc. to provide "Openview", the Network Node Manager software for the period September 30, 2012 through June 30, 2013 at a cost not to exceed \$15,000.
FUNDING SOURCE: GOB
- 09-27-12-08** To authorize the Superintendent to act on the Special Administrative Board of the Transitional School District's behalf regarding the proposed five (5) year extension of new student transfers under the voluntary student transfer program through the Voluntary Interdistrict Choice Corporation.
FUNDING SOURCE: N/A

- 09-27-12-09** To approve the July 2012 Monthly Budget Transaction Report.
- 09-27-12-10** To approve a contract with J.L. Brown Construction Company to replace the playground area pavement and walking track at Nottingham High School. The work shall begin on September 7, 2012 and be completed no later than October 31, 2012 at a cost not to exceed \$122,809.50 which includes a 10% contingency of \$11,164.50.
FUNDING SOURCE: Prop S.
- 09-27-12-11** To approve a contract with Raineri Construction, LLC to replace the light fixtures in the gymnasium at Gateway STEM High School. The work shall begin on September 24, 2012 and be completed no later than November 30, 2012 at a cost not to exceed \$93,945.50, which includes a 10% contingency of \$8,540.50
FUNDING SOURCE: Prop S.
- 09-27-12-12** To approve a contract with C. Rallo Contracting Company, Inc. to repair the exterior stairs at Sumner and Roosevelt High Schools. The work shall begin on September 7, 2012 and be completed no later than December 31, 2012 at a cost not to exceed \$406,318 which includes a 10% contingency of \$36,938.
FUNDING SOURCE: Prop S.
- 09-27-12-13** To approve a contract with C. Rallo Contracting Company, Inc. for the removal and replacement of fencing around the athletic fields at Gateway and Beaumont High Schools. The work shall begin on September 7, 2012 and be completed no later than October 31, 2012 at a cost not to exceed \$314,600, which includes a 10% contingency of \$28,600.
FUNDING SOURCE: Prop S.
- 09-27-12-14** To ratify an emergency approval for Jarrell Mechanical Contractors to replace the fan motor in the cooling tower of the Administration Building. The work completion dates are June 14, 2012 through June 16, 2012 at a total combined cost not to exceed \$12,044.17.
FUNDING SOURCE: HVAC
- 09-27-12-15** To ratify a contract with Concentra Medical Centers to provide pre-employment medical screenings, TB skin tests, fit-for-duty exams and cause for drug testing as needed for all potential new hires for the period July 1, 2012 through June 30, 2013 at a cost not to exceed \$45,000.
FUNDING SOURCE: GOB
- 09-27-12-16** To ratify an Agency Agreement with Grace Hill Head Start program that will maximize the use of available local resources to provide special education and related services to identified young children with disabilities and their families for the period September 4, 2012 through May 23, 2013. St. Louis Public Schools agrees to accept a daily rate of \$17.24 for 400 eligible preschool children or an estimated amount of \$1,200,000.
FUNDING SOURCE: Non-GOB
- 09-27-12-17** To approve the acceptance of funds from the Missouri Department of Elementary and Secondary Education through the 21st Century Community Learning Centers Grant – Cohort 7, 2012-2013 in the amount of \$361,453 for the Washington Montessori Elementary School and Soldan International Studies High School.
FUNDING SOURCE: Non-GOB

OCTOBER 18, 2012 ITEM(S) FOR CONSIDERATION

- 10-18-12-01** To rescind Board Resolution Number 08-23-12-06, a contract with the Black Alliance for Educational Options (Missouri Chapter) and to ratify a contract with the Alliance of Parents and Children for Educational Empowerment (APCEE), Inc. As of June 30, 2012, The Missouri Chapter of the Black Alliance for Educational Options (BAEO) ceased operations. The District is entering into this contract with APCEE as the new provider of services. The period for these services as well as the total combined cost for the services will be the same – to provide parent resource centers at Columbia, Walbridge and Langston Schools for the period August 13, 2012 through June 30, 2013 at total combined cost not to exceed \$260,460.30.
FUNDING SOURCE: Non-GOB
- 10-18-12-02** To ratify a contract with the University of Missouri-St. Louis for the dual credit program to be provided for the period September 14, 2012 through May 24, 2013 in an amount not to exceed \$11,000.
FUNDING SOURCE: GOB
- 10-18-12-03** To approve the amendment of Board Policy 4847 – Computer and Internet Acceptable Use Procedures.
- 10-18-12-04** To approve the August 2012 Monthly Transaction Report.
- 10-18-12-05** To approve the fall bus routes for the 2012-2013 school year.
- 09-27-12-06** To approve the *Notification of Assurances* for A+ High Schools to the Missouri Department of Elementary and Secondary Education for the College Preparatory High School and the St. Louis Medical and Bio Science High School.
- 10-18-12-07** To approve an Agency Service Agreement with BJC School Outreach and Youth Development to provide nutrition education programs for the period September 28, 2012 through July 31, 2013 at a cost not to exceed \$20,354.
FUNDING SOURCE: Non-GOB
- 10-18-12-08** To approve an Agency Service Agreement with Washington University to provide fitness education programs for the period September 28, 2012 through July 31, 2013 at a cost not to exceed \$148,723.
FUNDING SOURCE: Non-GOB
- 10-18-12-09** To approve a sole source contract with Career Cruising to provide consulting and software services for middle and high school students for the period October 19, 2012 through June 30, 2013 in an amount not to exceed \$31,055.
FUNDING SOURCE: Non-GOB
- 10-18-12-10** To approve a sole source contract with The Missouri Reading Initiative Program to obtain the services of a consultant to provide Froebel staff assistance with the research-based writing strategies to support implementation of the District's literacy model for the period October 19, 2012 through January 31, 2013 at a cost not to exceed \$8,800.
FUNDING SOURCE: Non-GOB
- 10-18-12-11** To approve a sole source contract with the Missouri SAM Innovation Program to develop time management abilities and instructional leadership performances that will increase student achievement for the period October 19, 2012 through June 30, 2013 at a cost not to exceed \$101,200.
FUNDING SOURCE: Non-GOB

10-18-12-12 To approve a sole source contract with Meredith Vesoulis to collect quantitative data for the purpose of evaluating the Math Success for ELLs Math-Science partnership for the period October 19, 2012 through September 30, 2013 at a cost not to exceed \$8,000.
FUNDING SOURCE: Non-GOB

10-18-12-13 To approve a sole source contract with Dr. Joseph G. Tillman for evaluation, revision and implementation of a comprehensive assessment plan for the Math Success for ELLs for the period October 19, 2012 through September 30, 2013 at a cost not to exceed \$48,000.
FUNDING SOURCE: Non-GOB

10-18-12-14 To approve a sole source contract renewal with Writing Works for grant writing services for the period October 19, 2012 through June 30, 2013 at a cost not to exceed \$10,000.
FUNDING SOURCE: GOB

10-18-12-15 To approve a sole source contract renewal with the St. Louis Science Center to provide math and science courses to 3rd, 4th and 5th grade students of Gateway Elementary and Washington Montessori Schools and all high school students at Gateway STEM and Soldan International Studies Schools for the period October 1, 2012 through May 15, 2013 at a total combined cost not to exceed \$23,350.
FUNDING SOURCE: Non-GOB

10-18-12-16 To approve a sole source contract renewal with the St. Louis Zoo to provide science courses to 3rd, 4th and 5th grade students of Gateway Elementary and Washington Montessori Schools and all high school students at Gateway STEM and Soldan International Studies Schools for the period October 1, 2012 through May 15, 2013 at a total combined cost not to exceed \$22,590.
FUNDING SOURCE: Non-GOB

10-18-12-17 To approve a sole source contract renewal with the Missouri Botanical Garden to provide math and science courses to 3rd, 4th and 5th grade students of Gateway Elementary and Washington Montessori Schools and all high school students at Gateway STEM and Soldan International Studies Schools for the period October 1, 2012 through May 15, 2013 at a total combined cost not to exceed \$26,320.
FUNDING SOURCE: Non-GOB

10-18-12-18 To approve a sole source contract renewal with the St. Louis Society for the Blind and Visually Impaired to collaborate with the community service project for the period October 1, 2012 through May 15, 2013 at a cost not to exceed \$14,000.
FUNDING SOURCE: Non-GOB

September 27, 2012



BOARD RESOLUTION

Date: August 29, 2012
 To: Dr. Kelvin R. Adams, Superintendent
 From: Col. Lisa Taylor-Brown, Dir., Safety/Security

Agenda Item : 09-27-12-01
 Action:

Action to be Approved: Purchase of Good (s)
 Previous Board Resolution # 08-16-11-09
 Prior Year Cost \$16,145.00

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

SUBJECT: To ratify the purchase of uniforms (up to 150) and equipment/supplies for the Safety and Security Officers from Leon Uniform Company for the 2012-13 school year at a total combined cost not to exceed \$16,768.00 (\$11,645.00 for uniforms and \$5,303.00 for equipment/supplies). The previous board resolution and prior year cost was for uniforms only.

BACKGROUND: During the 2011-12 school year, Leon Uniform Company was selected through the bid process to provide uniforms for the Safety and Security Department. Last year's final negotiated price (see attachment) for each uniform item (white shirt, blue shirt & trouser) will remain the same for this year. Currently, the District has 127 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.

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 #: 10130207
Amount: \$16,768.00		
Fund Source:		Requisition #:
Amount:		Requisition #:
Fund Source:		Vendor #: 600003852
Amount:		
Cost not to Exceed: \$16,768.00	<input type="checkbox"/> Pending Funding Availability	

Department: Safety & Security

Requestor:

Angela Banks
 Angela Banks, Budget Director

Leon Fisher
 Leon Fisher, Chief Financial Officer

Col. Lisa Taylor-Brown
 Col. Lisa Taylor-Brown, Dir., Safety/Security

Dr. Kelvin R. Adams, Superintendent

Leon Uniform Company

UNIFORMS

White Shirt Uniform

Trousers (sizes 28-42)	\$36.95	
White Shirt - Long Sleeve (sizes 14.5 - 17.5)	\$29.95	
Total Uniform Cost (20 officers)	\$66.90	\$1,338.00

Blue Shirt Uniform

Trousers (sizes 28-42)	\$36.95	
Blue Shirt - Long Sleeve (sizes 14.5 - 17.5)	\$40.95	
Total Uniform Cost (130 officers)	\$77.90	\$10,127.00

Grand Total

\$11,465.00

SUPPLIES & EQUIPMENT – Items will be purchased on an as needed basis at the unit cost listed below.

Handcuffs	\$18.95 ea
700 Nickel Handcuffs – chain	\$28.45 ea
Badges (Custom Order)	\$50.00 ea
Duty Badges	\$26.99 ea
Shield Clip-on Badge Holder	\$9.99 ea
Badge/id Holders	\$15.99 ea
Mace	\$16.50 ea
Handcuff Cases	\$18.95 ea



BOARD RESOLUTION

Agenda Item : 09-07-12-02

Date: August 29, 2012

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved:
Agency/Partnership Agreement

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

SUBJECT: To ratify the Agency Agreement with the Urban League Head Start program to provide the framework for the cooperative efforts between the Urban League Head Start and St. Louis Public Schools. The effective date of this agreement is September 4, 2012 through May 23, 2013. St. Louis Public Schools agrees to accept a daily rate of \$22.53 for 40 Head Start eligible preschool children paid monthly or an estimated annual amount of \$156,000.00.

BACKGROUND: The Urban League and St. Louis Public Schools have an established relationship to maximize the use of available local resources in providing special education and related services to identified young children with disabilities and their families currently. This Partnership agreement will extend that relationship to include non-disabled children who meet eligibility criteria to participate in the Head Start 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: 293-2239-540	Requisition #:
Amount: \$156,000.00	
Fund Source:	Requisition #:
Amount:	
Fund Source:	Requisition #:
Amount:	
Reimbursement Amount: \$156,000.00	<input type="checkbox"/> Pending Funding Availability Vendor #:

Department: Early Childhood

Requestor:

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

Angela Banks
Angela Banks, Budget Director

Leon Fisher
Leon Fisher, Chief Financial Officer

Dr. Kelvin R. Adams, Superintendent

Agreement

This agreement is made this first day of September 4, 2012 between

Urban League Head Start
3701 Grandel Square
St. Louis, MO 63108-3627
314-615-3600

(Hereinafter referred to as “Head Start Program” or “Purchaser of Services”)

And

St. Louis Public Schools
801 North 11th Street
St. Louis, MO 63101
314-231-3720

(Hereinafter referred to as “Partner”)

WHEREAS, Urban League Head Start or “Purchaser of Services, receives monies as a Head Start delegate agency of the YWCA Head Start Program through the Federal Grant from the Administration for Children and Families to administer a Head Start program.

WHEREAS, The St. Louis Public Schools desires to be a Partner representing and warranting that it can provide services sought by the Head Start Program pursuant to all of the terms and conditions of the Delegate Award and other regulatory requirements imposed by the State of Missouri Department of Health and Senior Services and Head Start Program Performance Standards and Regulations.

NOW THEREFORE, the Head Start Program and Partner hereby agree as follows:

- 1. Contract Period**
The effective date of this agreement is September 4, 2012 through May 23, 2013. Termination of the agreement prior to the end date of the agreement period is addressed in item 3.
- 2. Service Population**
The Partner agrees to provide services meeting Head Start Performance Standards and Other Regulations for 40 (40) children determined eligible according to Head Start regulations. The Partner will recruit and complete sufficient applications to maintain selection so that available openings can be filled. The Head Start staff will make eligibility determinations.
- 3. Termination of Agreement**
The Partner understands and agrees that the Head Start Program or Partner may terminate this agreement for cause or convenience with a minimum advance

notice of thirty (30) calendar days. The agreement with the Partner is contingent upon the Partner's performance and compliance with Head Start Performance Standards, Head Start Act 2007, ULHS policies and procedures, and other applicable regulations while under agreement to the Head Start program.

4. Insurance

The Partner agrees to maintain in effect, for the duration of this agreement, insurance coverage in the following amounts: \$1,000,000 per occurrence, \$1,000,000 aggregate, \$1,000,000 personal injury, \$250,000 fire and legal, \$10,000 medical payments and all other's included in Exhibit A. The Partner shall maintain workers' compensation for employees in accordance with statutory requirements. The Partner will be responsible for any deductible resulting from any claims. The Partner must furnish a certificate of coverage to the Head Start Program at the onset of this agreement.

5. Licensure

The partner agrees to maintain a Missouri license to operate as a child care center issued by the Missouri Department of Health and Senior Services. The Partner agrees to comply with all applicable state child care regulations and laws and MO Department of Elementary & Secondary Education.

6. Hours of Operation

The Partner defined their hours of service as pre-school and is in operation between 8:00 a.m. – 4:30 pm. Head Start enhancement services for families will be defined per Urban League student attendance days.

7. Attendance

The Partner agrees to maintain at least 85% attendance as required by the Head Start Performance Standards. Days of attendance are defined by the beginning and ending dates of the Urban League Head Start full day/part year calendar.

Should the provider designate closure days, these will not be considered childcare service days. Closure days designated by the provider must be submitted in writing to the Head Start Program Director.

8. Compensation

The Partner agrees to submit an annual A133 audit if applicable, and all expenditures must meet all applicable Federal and State guidelines. The Partner must match earned income with 25% in-kind that meets all applicable Federal and State regulations.

The Partner agrees to accept a daily rate of \$22.53 paid monthly upon receipt of child attendance records. A minimum of 85% cumulative attendance is required as recorded in ChildPlus Data Engine Report 2320. If attendance falls below 85%, a penalty of 50% of the given month's remuneration will be assessed.

Holidays and scheduled non student days are not included in the mandatory 85% attendance necessary for payment. No partial monthly payments will be made.

In the event the Urban League Head Start centers are closed due to inclement weather and the provider chooses to remain open, payment will be calculated only on the children in attendance. Closure due to inclement weather will be determined by the provider. Should the provider close due to weather conditions, it will not be considered a payable childcare service day.

The Partner will submit a summarized billing and attendance records for Head Start funding by the 5th day of the calendar month. If the 5th day of the month is on Saturday or Sunday, the summarized billing will occur on the working day preceding the 5th. The submission of the attendance and sign in/out sheets are also considered a part of the Partner billing process. Urban League Head Start will pay claims within 30 days of receipt of claim. Payment will be delayed if required paperwork is not submitted. Falsification of records or reports by either party will be grounds for immediate termination of this agreement. If this agreement is terminated either by the Partner or Head Start Program, the Partner remains obligated to submit reports for the last month of service that any Head Start child was in attendance.

The Partner will provide Head Start with documentation of in-kind services on a form provided by Head Start. The completed forms are due no later than the 5th day of each month for the prior month.

9. Nutrition and Meal Service

The Partner agrees to maintain participation in the USDA food program and investigate the possibility of enrolling in the Child and Adult Care Food Program for at least snacks.

10. Renewal of Agreement

Either party reserves the right to re-negotiate the number of slots based on identified needs of Head Start eligible families annually. Process for re-negotiation will be:

- A. In July 2013, Head Start will review needs of families currently enrolled as well as families on the waiting list, community assessment data, management system reports and other pertinent data.
- B. New agreement will be finalized by August 31, 2013.

11. Training and Meetings

The Partner will be given notice and opportunity for all staff to attend any scheduled Head Start staff development sessions. The Partner will be required to send a designated representative to all Early Literacy, Creative Curriculum, Child Plus and general procedural meetings as determined by the Partnership Coordinator assigned as the liaison for this partnership agreement.

The Partner will be required to comply, document, and record all Head Start Outcomes and required documentation of or each child in ChildPlus software. The Partner will be required to give notice of any meetings involving parents or governance where Head Start Programming will be agenda items or points of discussion. At least two parents from the Partner's organization must be a member of the Head Start Policy committee. The program must operate by Urban League Policy Committee guidelines.

12. Quality Assurance, Self Assessment and Monitoring

The Partner agrees to participate with or permit ULHS Head Start staff including its Grantee, the YWCA to conduct on-site regular and impromptu visits, assessments and monitoring for the purpose of ensuring quality services in compliance with Head Start Performance Standards and other applicable regulations, Head Start Act of 2007 and ULHS policies and procedures.

The Head Start Program will supply the training for the Partner's personnel to utilize Child Plus for the recording and tracking of information to complete monthly Quality Assurance, Corrective Action Plans and attendance data.

13. Equipment/Materials/Supplies

The Partner agrees to be responsible for all equipment, toys and play materials necessary to meet licensing by the Head Start Program and to replace any equipment and toys as needed.

14. Staffing Qualification Requirements

The Partner will employ teachers that hold Bachelor Degrees in Early Childhood Education or an equivalent field. As of September 30, 2013, teachers will have a bachelor's or advance degree in early childhood education or a bachelor's or advance degree and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children.

Teacher assistance should have at least a current Child Development Associate credential (CDA). Other personnel working directly with this agreement should have at a minimum a high school diploma or GED.

15. Operations

The Partner agrees that the maintenance, repair, operation, security, and custodial responsibility of the facility lie solely with the Partner. All facilities are subject to periodic facility reviews as dictated by Head Start regulations.

16. Reporting/Records

The Partner agrees to submit reports as may be required by Urban League Head Start Program. The Partner shall also prepare, retain and permit the Urban League Head Start Program to inspect for program purposes all records developed and received that are related to the Head Start program operations and administrations, including records relating to program and fiscal operations as outlined in 45 CFR

74 and 92, as well as other records that may be required by relevant funding source. The Partner insures the cooperation of the Partner's personnel in providing timely and accurate reports and the participation of their personnel in Child Plus and Child Plus trainings provided by the Head Start Program.

The Partner agrees to comply with applicable laws and regulations pertinent to operating a Head Start Program, and these documents are incorporated herein by reference as follows:

- a. Head Start Performance Standards and Other Regulations (45 CFR Parts 1301-1309);
- b. Licensing Rules for Child Day Care Centers as established by the Missouri Department of Health;
- c. Head Start Act (As Amended December 12, 2007);
- d. Public Playground Safety Handbook (U.S. Consumer Product Safety Commission);
- e. The Civil Rights Act of 1964 and all appropriate amendments (45 U.S.C. 2000);
- f. Federal Executive Order No. 11246 of September 24, 1965, pertaining to Equal Employment Opportunity and the rules, regulations and relevant orders of the Secretary of Labor pertaining to Federal Executive Order No. 11246 and Section 504 of the Rehabilitation Act of 1973 relating to services to the disabled. In accordance with these orders herein, the Partner agrees that it shall not discriminate either in the provision of services to clients or in employment practices on the basis of race, color, religion, national origin, sex, age or handicap status;
- g. The U.S. Department of Health and Human Services Compendium of Required Certifications and Assurances as attached;
- h. 45 CFR Part 74, Uniform Administrative Requirements for Grants and Agreements to State and Local Government;
- i. 45 CFR Part 92, Uniform Administrative Requirements for Grants and Agreements to State and Local Government;
- j. Compliance with 45 CFR 1301.32 and certification that the development and administrative costs to administer the Head Start Program for the prescribed year will not exceed 15 percent of the Total Program Costs; and
- k. Compliance with 2 CFR Part 230 for nonprofit organizations.

Noncompliance with any of the referenced provisions, in whole or in part, will be considered cause for cancellation of this contract.

17. Amendment/Changes to Amendment

This agreement may be amended or renewed by the mutual agreement of both parties. This document supersedes any and all other arrangements, oral or written between the Partner and the Head Start Program. Changes in agreement terms by either party will be requested in writing 30 days prior to the effective date of change and incorporated into this agreement with a written amendment.

18. Compliance with other Applicable Law

In connections with the provision of services pursuant to this Agreement, the Partner agrees to comply with:

- a. **Equal Employment Opportunity** -- All contracts shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
- b. **Copeland "Anti-Kickback" Act** (18 U.S.C. 874 and 40 U.S.C. 276c) -- All contracts and subgrants in excess of \$100,000 for construction or repair awarded by recipients and subrecipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act, 18 U.S.C. 874, as supplemented by Department of Labor regulations, 29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States." The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.
- c. **Davis-Bacon Act**, as amended (40 U.S.C. 276a to a-7) -- When required by Federal program legislation, all construction contracts awarded by the recipients and subrecipients of more than \$2,000 shall include a provision for compliance with the Davis-Bacon Act, 40 U.S.C. 276a to a-7, and as supplemented by Department of Labor regulations, 29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction." Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the HHS awarding agency.
- d. **Contract Work Hours and Safety Standards Act** (40 U.S.C. 327 -333) -- Where applicable, all contracts awarded by recipients in excess of \$100,000 for construction contracts and for other contracts that involve the employment of mechanics or laborers shall include a provision for compliance with sections 102 and 107 of the Contract Work Hours and Safety Standards Act, 40 U.S.C. 327 - 333, as supplemented by Department of Labor regulations, 29 CFR part 5. Under section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1-1/2 times the basic rate of pay for all

hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

- e. **Rights to Inventions Made Under a Contract or Agreement** -- Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any further implementing regulations issued by HHS.
- f. **Clean Air Act** (42 U.S.C. 7401 et seq.) and the **Federal Water Pollution Control Act** as amended (33 U.S.C. 1251 et seq.) -- Contracts and subgrants of amounts in excess of \$100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, 42 U.S.C. 7401 et seq., and the Federal Water Pollution Control Act, as amended 33 U.S.C. 1251 et seq. Violations shall be reported to the HHS and the appropriate Regional Office of the Environmental Protection Agency.
- g. **Byrd Anti-Lobbying Amendment** (31 U.S.C. 1352) -- Contractors who apply or bid for an award of more than \$100,000 shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any Federal agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient. (See also 45 CFR part 93).
- h. **Debarment and Suspension** (E.O.s 12549 and 12689) -- Certain contracts shall not be made to parties listed on the nonprocurement portion of the General Services Administration's "Lists of Parties Excluded from Federal Procurement or Nonprocurement Programs" in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." (See 45 CFR part 76.) This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory authority other than E.O. 12549. Contractors with awards that exceed the simplified acquisitions threshold shall provide the required certification regarding their exclusion status and that of their principals prior to award.

This Agreement shall be binding upon the parties hereto, their successors and assigns.

IN WITNESS WHEREOF, The Urban League Head Start and Partner have executed this Agreement as of the date first above written and the undersigned certifies to the best of his or her knowledge and belief that

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative. If any funds other than Federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee of an agency, a member of congress, and officer or employee of congress, or an employee of a member of congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (2) The undersigned shall require that the language of this certification be included in the award documents for all sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.
- (3)

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31 U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

URBAN LEAGUE HEAD START

By: _____ Date
Lori Burch, CFO

ST. LOUIS PUBLIC SCHOOLS

By: _____ Date

Name and Title



BOARD RESOLUTION

Date: August 29, 2012

Agenda Item : 0927/12-03

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract

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

SUBJECT: To approve a sole source contract with Shmoop University, Inc. which includes a license for On-Line Test Prep courses, review materials, practice exams, drills and other support. The contract will be for the period of October 1, 2012 through June 30, 2013 at a cost not to exceed \$15,000.

BACKGROUND: One of the major goals of the Advance Placement Incentive Program grant is to increase the number of students receiving AP scores of 3 or higher. Student preparation is one of the critical factors contributing to their AP success which directly benefits them both for college readiness and college credits after high school graduation. In order to provide support to both teachers and students, SHMOOP was chosen as an online system that meets the needs for both. Up to 1,500 high school students from the following schools will benefit from this program (Beaumont, Carnahan, Central, Cleveland, Gateway, McKinley, Metro, Northwest, Roosevelt, Soldan, Sumner and Vashon).

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 4

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

Fund Source: 292-1151-816-V3-292-6319	Non-GOB	Requisition #: 10130271
Amount: \$15,000		
Fund Source:		Requisition #:
Amount:		Requisition #:
Fund Source:		Vendor #: 600015083
Amount:		
Cost not to Exceed: \$15,000.00	<input type="checkbox"/> Pending Funding Availability	

Department: APIP

Requestor: Dr. Dan Edwards

Angela Banks, Budget Director

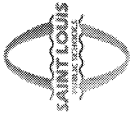
Dr. Dan Edwards, Assoc. Supt., Secondary Schools

Leon Fisher, Chief Financial Officer

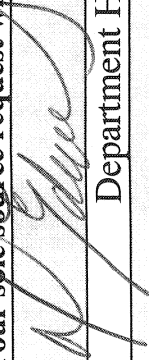

8/23/2012

Dr. Nrcola Williams, Dep. Supt., Academics

Dr. Kelvin R. Adams, Superintendent



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Dr. Dan Edwards	Date: August 9, 2012
Department / School: Advance Placement Incentive Program	Phone Number: 314-345-2488
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
Vendor Name: Shmoop University, Inc.	Email: rooco@shmoop.com
Vendor Contact: John Rocco	Phone Number: 708-955-3001
Justification Information	
1. Why the uniquely specified goods are required?	
SHMOOP is an online system that provides teachers resources for all AP courses and AP exams preparation for all students. One of the major goals of the Advance Placement Incentive Program grant is to increase the number of students receiving a score of 3 or higher on the AP exams. Student preparation is one of the critical factors contributing to their AP success, which directly benefits them both for college readiness and college credits after high school graduation.	
2. Why good or services available from other vendors /competitors are not acceptable?	
It offers resources and supports for all AP teachers and all AP students. In addition, teachers can utilize the system for other classes including classes to support the End-of-Course exams and college entrance exams like the ACT and the COMPASS.	
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:

- xOne-of-a-kind** The commodity or service has no competitive product and is available from only one supplier.
Prior to checking this box you must complete each of the following tasks:
- Search the internet for companies providing similar services.
 - Search purchasing files to determine if district has a record of vendors(s) that have provided similar services.
 - Document search activities and findings.

- Compatibility** The commodity or service must match existing brand of equipment for compatibility and is available from only one vendor.
Prior to checking this box you must complete the following task:
- Provide documentation from the provider of the original equipment/services that the equipment/services in question must be provided by the vendor in question.

- Replacement Part** The commodity is a replacement part for a specific brand of existing equipment and is available from only one supplier.
Prior to checking this box you must complete the following task:
- Document a search for additional suppliers.

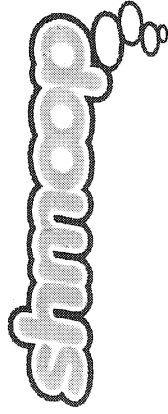
- Delivery Date** Only one supplier can meet necessary delivery requirements.
Prior to checking this box you must complete each of the following tasks:
- Document delivery date and quotes from at least two other vendors.
 - Document rationale in support of treating the delivery date as mission critical.

- Research Continuity** The commodity or service must comply with established District standards and is available from only one supplier.
Prior to checking this box you must complete the following task:
- Document district adoption of standard (i.e. Textbook adoption).

- Unique Design** The commodity or service must meet physical design or quality requirements and is available from only one supplier.
Prior to checking this box you must complete the following task:
- Sole supplier (i.e. Regional Distributor).

- Emergency URGENT NEED** for the item or service does not permit soliciting competitive bids, as in cases of emergencies, disasters, etc.
Prior to checking this box you must complete the following task:
- Complete Emergency Purchase Form.

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



Shmoop University, Inc.
P.O. Box 70186
Sunnyvale, CA 94086
Phone: (650) 996-3722
Fax: (650) 644-3384

To Whom It May Concern:

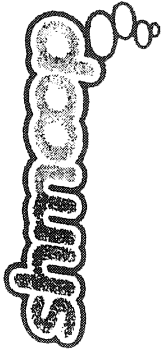
Shmoop University, Inc. ("Shmoop") is a sole source provider of online Test Prep courses to help students prepare for standardized tests, including the ACT, AP, PSAT, and SAT. Shmoop holds exclusive worldwide ownership and copyright for its content and its delivery platform. All review materials, practice exams, drills, and interactive interfaces contained in the Test Prep courses are exclusively produced and distributed by Shmoop.

Shmoop offers one-of-a-kind online Test Prep Courses that blend rigorous content reviews, interactive drill questions, immediate student feedback, humor and pop culture references, and a points system that rewards student participation with prizes.

We look forward to making our service available to your students.

Sincerely,

Ellen Siminoff
CEO, Shmoop University, Inc.



Shmoop University, Inc.
 PO Box 0935
 Los Altos CA 94023-0935
 Phone (650) 488-7778 Fax (650) 644-3384

Bill To:
 John Niemeyer
 801 N. 11th Street
 St. Louis, MO 63101

DATE: July 30, 2012
INVOICE # 584
FOR: *online test prep*
REP: John Rocco
SCHOOL TYPE: 1

DESCRIPTION	AMOUNT
1 District License (Up to 1,500 high school students) for Shmoop AP Test Prep. Subscription Start Date: 08/01/2012 End Date: 08/01/2013	\$ 15,000.00
Shmoop Teacher Training	Fee Waived
Accepted by:	TOTAL \$ 15,000.00

Signature _____
 Name _____
 Title _____

Payment due within 30 days of the date above.
 Make all checks payable to **Shmoop University, Inc.**
 If you have any questions concerning this invoice, please contact support@shmoop.com

Shmoop Thanks You!



BOARD RESOLUTION

Date: August 29, 2012
 To: Dr. Kelvin R. Adams, Superintendent
 From: Althea Albert-Santiago, Director, Food Service

Agenda Item : 09-87-18-01-1
 Action:

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

Previous Board Resolution # 10-04-11-23
 Prior Year Amount \$18,446.40

SUBJECT: To approve a contract renewal with The Children's Academy for the District to provide lunches for 30 students on a daily basis. The contract period is from October 1, 2012 to September 30, 2013. The Children's Academy will reimburse the District for the cost of the meals at the rate of \$2.48 per meal. The total amount of the reimbursement will be \$ 18,748.80.

BACKGROUND: Historically, the District has agreed to package and deliver meals in containers to The Children's Academy at the reduced lunch rate. The Children's Academy has requested that we continue to provide the lunches for their students. The meal rate has been increased this year from \$2.44 to \$2.48.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.G.

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

Fund Source: 510-3141-906	Non-GOB	Requisition #:
Amount: \$18,748.80		Requisition #:
Fund Source:		Requisition #:
Amount:		Vendor #:
Fund Source:		
Amount:		
Reimbursement Amount:	<input type="checkbox"/> Pending Funding Availability	
\$18,748.80		

Department: Food Services

Requestor:

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

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

Angela Banks
 Angela Banks, Budget Director

Leon Fisher
 Leon Fisher, Chief Financial Officer

Dr. Kelvin R. Adams, Superintendent

Missouri Department of Health and Senior Services
 Community Food and Nutrition Assistance
 Child and Adult Care Food Program
 August 2008

**FOOD SERVICE CONTRACT PROTOTYPE
 ORGANIZATIONS
 WITH CONTRACTS LESS THAN \$100,000**

This agreement is made and entered into by and between

The Childrens Academy
 (Name of Institution)

St Louis Public Schools
 (Name of Contractor)

The contractor agrees to furnish meals as ordered by the institution for the period of:

Oct 1, 2012 (Beginning Date) To Sept 30, 2013 (Ending Date)

based on the following:

	Estimated Number of Meals Served Per Day	Estimated Number of Serving Days Per Year	Unit Price	Total Price
Breakfast	_____	_____	_____	_____
Lunch	<u>30</u>	<u>252</u>	<u>2.48</u>	<u>\$18,748.80</u>
Snack	_____	_____	_____	_____
Supper	_____	_____	_____	_____

The unit prices submitted are based on the cycle menu attached (Schedule B), which is a part of this Agreement. The meals furnished shall meet or exceed requirements as specified in Section 226.20 of the Child and Adult Care Food Program (CACFP) Federal Regulations, attached copy of which is a part of this agreement. The contractor agrees to deliver 30 (unitized/bulk) meals AD (inclusive/exclusive) of milk on a daily basis to the location(s) during the timeframes indicated on the delivery schedule attached which is a part of this Agreement (Schedule A).

BOARD RESOLUTION

Date: August 24, 2012
To: Dr. Kelvin R. Adams, Superintendent
From: Blake Youde, Dep. Supt., Institutional Advancement

Agenda Item : 09-017-12-05
Action:

Action to be Approved:
Memorandum of Understanding
Previous Board Resolution # 01-26-12-07

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

SUBJECT: To approve a renewal of the Memorandum of Understanding with the Craft Alliance to continue a partnership to provide opportunities for SLPS students to learn about contemporary craft art that goes beyond the traditional classroom art experience. The MOU will be for the period September 28, 2012 to June 30, 2013.

BACKGROUND: The Craft Alliance program began in 2006 and since that time 25 schools have participated in the program which has provided our students the chance to learn studio techniques in clay, metalsmithing, glass, graphics, and textile arts. The Craft Alliance will be offering the ArtSmarts program to 20-25 SLPS schools and may reach as many as 600 students in the upcoming year.

Accountability Plan Goals: Goal IV: Parent Community Involvement

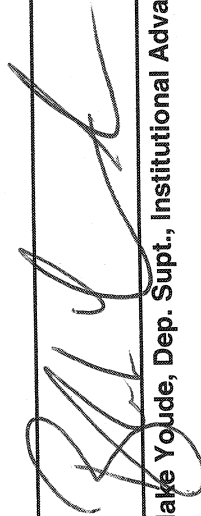
Objective/Strategy: IV.A.

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

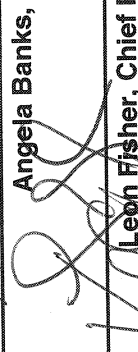
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Institutional Advancement

Requestor:


Blake Youde, Dep. Supt., Institutional Advancement


Angela Banks, Budget Director


Leon Fisher, Chief Financial Officer

Dr. Kelvin R. Adams, Superintendent

Memorandum of Understanding

Performance Standard(s)

Report

Agency: Craft Alliance

School: Metro HS, Central VPA, Clyde C. Miller Academy, Roosevelt HS, Sumner HS, McKinley HS/MS and Vashon HS

From: January 20, 2012

To: June 30, 2012

Performance Standard 1: A minimum of 100 middle and high school students will participate in the program _____

Status: Two-Hundred-Forty (240) middle and high school students from Metro, Central VPA, Clyde Miller Academy, Roosevelt, Sumner, Carnahan, McKinley High and Middle, and Vashon participated in three two-hour field trips. They learned about the art in three exhibitions and visited three studios where they were taught art techniques in clay, metalsmithing, textile arts, graphics and glass. They each created art that related to the concepts and materials used by the exhibiting artists.

Performance Standard 2: Each student will participate in three, two-hour field trips designed to introduce them to contemporary craft in the Craft Alliance studios and participate in one lecture in our galleries. _____

Status: See above. _____

Performance Standard 3: _____

Status:

Submitted by: Leah Ricketts

Date: 8-27-12

Reviewed by: RLV

Date: 8/29/12

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 Craft Alliance ("Agency") on this 15th day of August, 2012.

The purpose of this Memorandum of Understanding is to establish a partnership between Craft Alliance and the St. Louis Public Schools in order to introduce SLPS middle and high school students to contemporary craft media and studio practices.

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

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

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

4. **Student Information:** The Agency acknowledges that it shall now, and in the future may, have access to and contact with confidential information of students, including but not limited to the education and/or medical records of students. Both during the term of this MOU and

thereafter, the Agency covenants and agrees to hold such information in trust and confidence and to exercise diligence in protecting and safeguarding such information, as well as any other information protected from public disclosure by federal or state law or by the policies or procedures of the SLPS. The Agency will not disclose any confidential information to any third party except as may be required in the course of performing services for the SLPS hereunder or by law, and any disclosure will be in compliance with the Family Education Rights and Privacy Act ("FERPA") and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").

5. Obligations of SLPS:

- (a) Select middle and high school students to participate in Craft Alliance's ArtSmarts program.
- (b) Participating SLPS teachers complete evaluations at the conclusion of the program.

6. Obligations of Agency:

- (a) Craft Alliance will offer ArtSmarts, a program that provides students with the opportunity to learn about contemporary craft art through a series of field trips that go beyond the traditional classroom art experience. Craft Alliance will offer ArtSmarts to up to 22 SLPS schools, reaching as many as 660 students in the 2012-2013 academic year.
- (b) Craft Alliance will implement and facilitate the ArtSmarts program in its two locations in the Delmar Loop and in Grand Center.
- (c) Craft Alliance will provide transportation for the students to our two locations.

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


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

- (a) A minimum of 240 middle and high school students will participate in this program.
 - (c) Each student will participate in three, two-hour field trips in which they will learn about the art in three exhibitions and visit three studios where they will be taught art techniques in clay, metalsmithing, textile arts, graphics and glass, creating art themselves that relates to the concepts and materials used by the exhibiting artists.
8. **Term and Termination:** The term of the MOU will be from September 28, 2012 (the Effective Date) through June 30, 2013, unless earlier terminated by either party by providing thirty (30) days' written notice to the person who has signed as a representative of each party below.

Saint Louis Public Schools

Craft Alliance

By: _____
Name: _____
Title: _____

By: 
Name: Eileen (Boo) McLoughlin
Title: Executive Director, Craft Alliance



BOARD RESOLUTION

Date: August 29, 2012

Agenda Item : 09-27-12-06

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Membership

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

Previous Board Resolution # 06-30-11-60

Prior Year Cost \$46,950.00

SUBJECT: To approve a membership renewal with AVID (Advancement Via Individual Determination) for the amount not to exceed \$33,275.00 . This covers the annual memberships and professional service fees for eleven schools for the period October 1, 2012 to June 30, 2013.

BACKGROUND: AVID supports the District's reform initiative to increase the number of students attending college and taking AP (Advance Placement) courses. AVID annual membership is for 11 schools : High Schools Carnahan, Cleveland, Clyde Miller Career Academy, Gateway STEM, Roosevelt, Soldan, Sumner, Vashon; and Middle Schools: Busch AAA, Compton Drew, Langston. Historically students participating in AVID score at or above the District norm on benchmark tests.

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: 292-1151-816-V3-292-6319	Non-GOB	Requisition #: 10129628
Amount: \$33,275.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$33,275.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600010956

Department: AVID

Requestor: Tiffany King

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

Dr. Nicole Williams, Dep. Supt., Academics

Angela Banks, Budget Director

Leon Fisher, Chief Financial Officer

Dr. Kelvin R. Adams, Superintendent

Revised 07/06/2011

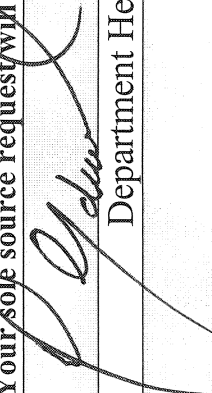
Reviewed By:

Reviewed By: _____

Reviewed By: _____



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Tiffany King	Date: 8/17/2012
Department / School: AVID	Phone Number: 314-345-4478
<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)	
AVID, (Advancement Via Individual Determination), Membership Fee for 11 schools \$33,275.00	
Vendor Name: AVID Center	Email: pspect@avidcenter.org
Vendor Contact: Pamela Specht	Phone Number (858) 380-4725
Justification Information	
1. Why the uniquely specified goods are required?	
AVID is a college readiness system designed to improve students' critical thinking, reading and writing abilities, allows them to participate and succeed in courses of high rigor, and better prepares them for postsecondary access and success. AVID's proven curriculum is based on the WICOR system. WICOR stands for Writing, Inquiry, Collaboration, Organization, and Reading. AVID supports the district's reform initiative to increase the number of students taking Advance Placement courses and attending college.	
2. Why good or services available from other vendors /competitors are not acceptable?	
The AVID system accelerates student learning, uses research based methods of effective instruction, provides meaningful and motivational professional development, and acts as a catalyst for systemic reform and change	
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:	
	<u>8/23/12</u>
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

Agenda Item: 06-27-12-07

Date: August 29, 2012

To: Dr. Kelvin R. Adams, Superintendent

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

Action: X

Action to be Approved:

Other Transaction Descriptors: _____

X

Contract Renewal

Previous Bd. Res.: 06-16-11-22

Prior Year Cost: \$49,000.00

SUBJECT:

To approve the renewal of the maintenance support agreement with HP, Inc. to provide Openview, the Network Node Manager software that is used to monitor the status of the network beginning September 30, 2012 through June 30, 2013 at a cost not to exceed \$15,000.00. The prior year cost included the purchase of the product and the annual maintenance.

BACKGROUND:

The Network Node Manager is an enterprise management system. It allows St. Louis Public Schools to manage and monitor the status of network nodes, including routers, switches, servers and network devices. Once the software detects a problem, an alarm is sent to a technician, providing a proactive approach to maintenance. The data that measures the success of the software is the number/accuracy of alarms that are sent. Use of this software prevents downtime for the District's network.

Accountability Plan Goal: Goal III: Facilities, Resources Support

Objective/Strategy:

Ill.A.

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

Fund Source:	981 - L3 - 110 - 2223 - 6441	GOB	Requisition #:	10130600
Amount:	\$ 15,000.00		Requisition #:	
Fund Source:	- - - - -		Requisition #:	
Amount:				
Fund Source:	- - - - -			
Amount:				
Cost not to Exceed:	\$ 15,000.00		Pending Funding Availability	Vendor #: 600010323

Department: Information Technology Services

Angela Banks

Angela Banks, Budget Director

Cheryl VanNoy

Cheryl VanNoy, Exec. Dir., Technology Services

Leon Fisher

Leon Fisher, Chief Financial Officer

Mary M. Houlihan

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: 04/30/2012	
Dept / School: Technology	Reported By: Cheryl VanNoy	
Vendor: HP, Inc.	Vendor #: 600010323	
Contract # / P.O. #: 4500157971	Contract Name: HP, Inc.	
Contract Amount: \$49,000.00	Award Date: September 27, 2012	
Purpose of Contract (Brief Description): To provide network monitoring software for all network nodes: routers, servicers, switches and other network devices.		
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	
	X4	
	3	
	2	
	1	
Business Relations	5	
	X4	
	3	
	2	
	1	
Customer Satisfaction	5	
	X4	
	3	
	2	
	1	
Cost Control	5	
	X4	
	3	
	2	
	1	
Average Score	4	
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>



BOARD RESOLUTION

Date: August 29, 2012

Agenda Item : 09-2012-12-08

To: Special Administrative Board

Action:

From: Dr. Kelvin R. Adams, Superintendent

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

Action to be Approved: Program Extension

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

BACKGROUND:

Accountability Plan Goals: I:

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

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

Department: Superintendent's Office

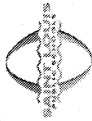
Angela Banks, Budget Director

Leon Fisher, Chief Financial Officer

Dr. Kelvin R. Adams, Superintendent

Reviewed By: _____

Reviewed By: _____



Board Resolution

Agenda Item: 09-817-1209

Date: August 23, 2012

To: Dr. Kelvin R. Adams, Superintendent

From: Leon Fisher, Chief Financial Officer

Action: X

Action to be Approved: _____

Other Transaction Descriptors: _____

Financial Report

SUBJECT:

To approve the Monthly Board Transaction Report for July 2012.

BACKGROUND:

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

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

Fund Source:	-	-	-	-	-	Requisition #:
Amount:	No Cost					
Fund Source:	-	-	-	-	-	Requisition #:
Amount:						
Fund Source:	-	-	-	-	-	Requisition #:
Amount:						
Cost not to Exceed:		No Cost				Pending Funding Availability Vendor #:

Department: Finance

Angela Banks, Budget Director

Leon Fisher, Chief Financial Officer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent

Monthly Budget Report
Dates: 07-01-2012 - 07-31-2012
Fiscal Year: 2012 - 2012

110-INCIDENTAL

1 SAP Hierarchy Doc #: 0501885610
SAP Entry Doc #: 0501885549

From:	110-2411	-	180-00-110	-	6542
To:	110-2411	-	180-00-110	-	6383
Control No:	B1213-0059				
From Amount:	3,200.00-				
To Amount:	3,200.00				

Text: EVENT: Summer Summer Planning Academy // DATES: August 1-4, 2012 // LOCATION: Tan-Tar-A // ATTENDEES: Summer High School Staff (ALL)

2 SAP Hierarchy Doc #: 0501886989
SAP Entry Doc #: 0501886928

From:	110-2523	-	977-00-110	-	6121
To:	110-2523	-	977-00-110	-	6231
Control No:	B1213-0113				
From Amount:	110,000.00-				
To Amount:	110,000.00				

Text: Transfer to accommodate contract to provide two temp positions in the finance division

From:	94,000.00-
To:	12,000.00-
Control No:	4,000.00-
To:	110,000.00

Monthly Budget Report
Dates: 07-01-2012 - 07-31-2012
Fiscal Year: 2012 - 2012

232-Title I IASA 11-12

1 SAP Hierarchy Doc #: 0501886104
SAP Entry Doc #: 0501886043

From:	232-1127	-	814-AM-232	-	6541	747,937.73-
To:	232-1127	-	972-AM-232	-	6541	747,937.73
Control No:	B1213-0075					
From Amount:			747,937.73-			
To Amount:			747,937.73			

Text: Movement of budget to correct location code to support 3rd grade iPad Initiative.

292-MINI FEDERAL 97-98

1 SAP Hierarchy Doc #: 0501873952

SAP Entry Doc #: 0501873891

From:	292-1127	-	324-UG-292	-	6411
To:	292-1127	-	324-UG-292	-	6541
Control No:	B1213-0053				
From Amount:	68,094.15-				
To Amount:	68,094.15				
Text: Funds for computers and smartboards					

2 SAP Hierarchy Doc #: 0501886107

SAP Entry Doc #: 0501886046

From:	292-2214	-	819-UG-292	-	6319
To:	292-1127	-	314-UG-292	-	6383
Control No:	B1213-0077				
From Amount:	92.84-				
To Amount:	92.84				
Text: EVENT: Farming Professional Development // DATES: July 27-29,2012 //					
LOCATION: Innsbrook, MO // ATTENDEES: Farming Staff					

ST. LOUIS BOARD OF EDUCATION

Monthly Budget Report
Dates: 07-01-2012 - 07-31-2012
Fiscal Year: 2012 - 2012
Fund Summary - Transfers Only

Fund Total From 110-INCIDENTAL	To	110-INCIDENTAL	:	113,200.00-
Fund Total From 232-Title I IASA 11-12	To	232-Title I IASA 11-12	:	747,937.73-
Fund Total From 292-MINI FEDERAL 97-98	To	292-MINI FEDERAL 97-98	:	68,186.99-
District Total From	To		:	929,324.72-



BOARD RESOLUTION

Date: August 31, 2012

Agenda Item : 07-27-12-10

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 #PS75-1213 Playground Area Pavement Replacement and Walking Path at Nottingham High School

SUBJECT: To approve a contract with J.L. Brown Construction Company to replace the playground area pavement and install a walking track at Nottingham High School. The work shall begin on September 27, 2012 and be completed no later than October 31, 2012 at a cost not to exceed \$122,809.50, which includes a 10% contingency of \$11,164.50. This project will be funded through the Proposition S Bond Program.

BACKGROUND: The scope of this project consists of replacing the existing asphalt playground with new pavement and installing a new 10 feet wide walking path. The project will be funded through the Proposition S Bond Program under Playgrounds/Parking upgrades at \$4,700,000. With this project approved, the balance in the Playgrounds/Parking upgrades budget will be \$1,579,932.50.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: Ill.C.1

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

Fund Source: 905-00-910-2629-6333	Prop S	Requisition #: TBD
Amount: \$122,809.50		
Fund Source:		Requisition #:
Amount:		Requisition #:
Fund Source:		
Amount:		
Cost not to Exceed: \$122,809.50	<input type="checkbox"/> Pending Funding Availability	Vendor # 600012717

Department: Operations

Requestor: Linda C. McKnight

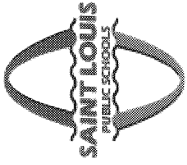
Angela Banks, Budget Director

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

Leon Fisher, CFO

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



September 4, 2012

MEMORANDUM

TO: Rick Schaeffer: Purchasing Office

FROM: Linda C. McKnight

RE: Bid Evaluation Record for RFP# PS75-1213 – Playground Area Pavement Replacement & Walking Path at Nottingham HS

The evaluation began at 8/8/12, 10:00 a.m. and was concluded at 8/21/12, 11:00 a.m. The evaluation committee consisted of the following:

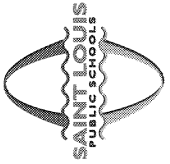
Roger CayCe	Building Commissioner	SLPS
Mike Dobbs	Project Manager	SLPS
Yvonne Green	Project Manager	SLPS
Ron Roberts	Program Manager	KWAME

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

Company Name	Bid Amount	Overall Score	Award (Y/N)
J.L. Brown Construction Co	\$111,645.00	340	Yes
Raineri Construction	\$ 139,500.00	270	No
Kozeny-Wagner Inc.	\$ 280,276.00	160	No

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

Linda C. McKnight
Budget Analyst
Operations Department



BID EVALUATION

PROJECT NAME: Playground Area Pavement & Walking Track at Nottingham High School
PROJECT NUMBER: RFP# P575-1213
EVALUATED BY: Prop S Construction Management Team
EVALUATION DATE: August 29, 2012

Bid Proposals

Three bid proposals were received and publically opened on August 8, 2012 at 10:00 a.m. Then on August 21, 2012 at 1:00 pm the apparent low bidder was given an opportunity to confirm his bid in relationship to the scope of work. Below is a summary of the bids and our recommendation.

1. **J.L. Brown Construction Co.**
Base Bid - Playground \$ 81,845.00
Alternate - Walking Track \$ 29,800.00
Total Bid \$111,645.00

2. **Raineri Construction**
Base Bid – Playground \$102,500.00
Alternate – Walking Track \$ 37,000.00
Total Bid \$ 139,500.00

3. **Kozeny-Wagner Inc.**
Base Bid - Playground \$ 181,638.00
Alternate – Walking Track \$ 98,638.00
Total Bid \$ 280,276.00

J.L. Brown Construction:

J.L. Brown Construction is the apparent low bidder with their bid being 20% lower than the second low bidder. They have indicated a combined M/WBE participation 32%. They have acknowledged addenda 1 & 2, included a Bid Bond with their proposal and agreed to the proposed schedule. Based on our evaluation criteria, they have obtained a total score of 85%.

Raineri Construction:

Raineri Construction is the second low bidder. They have acknowledged addenda 1 & 2, included a Bid Bond with their proposal and have indicated an M/WBE participation 37%. They are in agreement with the schedule. Based on our evaluation criteria, they have obtained a total score of 75%.

Kozeny-Wagner Inc:

Kozeny-Wagner Inc. is the third low bidder. They have acknowledged addenda 1 & 2, included a Bid Bond with their proposal and have indicated an M/WBE participation 2%. They are in agreement with the schedule. Based on our evaluation criteria, they have obtained a total score of 40%.

Recommendation

Therefore, we recommend awarding the contract to J.L. Brown Construction for the amount of \$ 111,645 inclusive of the base bid and the alternate.

BID SUMMARY FOR RFP# PS75-1213 – Playground Area Pavement Replacement & Walking Path at Nottingham HS											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "P" Card Included in Pricing	score	Vendor's Experience	score	Total Score
J.L. Brown	\$111,645		MBE = 32% WBE = 0%								
Score	Max 40%	40	Max 30%	15	Max 10%	10	Max 10%	10	Max 10%	10	85
Raineri	\$139,500		MBE = 10% WBE = 27%								
Score	Max 40%	30	Max 30%	10	Max 10%	10	Max 10%	-	Max 10%	10	60
Kozeny - Wagner	\$280,276		MBE = 2% WBE = 0%								
Score	Max 40%	20	Max 30%	-	Max 10%	10	Max 10%	-	Max 10%	10	40
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

BID SUMMARY FOR RFP# PS75-1213 – Playground Area Pavement Replacement & Walking Path at Nottingham HS											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "P" Card Included in Pricing	score	Vendor's Experience	score	Total Score
J.L. Brown	\$111,645		MBE = 32% WBE = 0%								
Score	Max 40%	40	Max 30%	15	Max 10%	10	Max 10%	10	Max 10%	10	85
Rainer!	\$139,500		MBE = 10% WBE = 27%								
Score	Max 40%	30	Max 30%	20	Max 10%	10	Max 10%	-	Max 10%	10	70
Kozeny - Wagner	\$280,276		MBE = 2% WBE = 0%								
Score	Max 40%	20	Max 30%	-	Max 10%	10	Max 10%	-	Max 10%	10	40
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

BID SUMMARY FOR RFP# PS75-1213 – Playground Area Pavement Replacement & Walking Path at Nottingham HS											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "P" Card Included in Pricing	score	Vendor's Experience	score	Total Score
J.L. Brown	\$111,645		MBE = 32% WBE = 0%								
Score	Max 40%	40	Max 30%	15	Max 10%	10	Max 10%	10	Max 10%	10	85
Rainieri	\$139,500		MBE = 10% WBE = 27%								
Score	Max 40%	30	Max 30%	15	Max 10%	10	Max 10%	-	Max 10%	10	65
Kozeny - Wagner	\$280,276		MBE = 2% WBE = 0%								
Score	Max 40%	20	Max 30%		Max 10%	10	Max 10%	-	Max 10%	10	40
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-

BOARD RESOLUTION

Date: September 4, 2012

Agenda Item : 09-27-12-11

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 #PS81-1213 Replace Gym Lighting at Gateway STEM High School

SUBJECT: To approve a contract with Raineri Construction, LLC to replace the light fixtures in the gymnasium of Gateway STEM High School. The work shall begin on September 27, 2012 and be completed no later than November 30, 2012 at a cost not to exceed \$93,945.50, which includes a 10% contingency of \$8,540.50. This project will be funded through the Proposition S Bond Program.

BACKGROUND: This project proposes to replace the existing light fixtures in the gymnasium of Gateway STEM High School, due to their age and obsolescence, with new energy efficient light fixtures and lighting controls. The project will be funded through the Proposition S Bond Program under Electrical Service upgrades at \$13,300,000.00. With this project approved, the balance in the Electrical Service upgrades budget will be \$10,058,258.50.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

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

Fund Source: 905-00-910-2629-6333	Prop S	Requisition #: TBD
Amount: \$93,945.50		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$93,945.50	<input type="checkbox"/> Pending Funding Availability	Vendor # 600014566

Department: Operations

Requestor: Linda C. McKnight



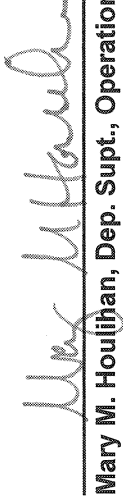
Angela Banks, Budget Director



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

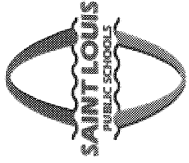


Leon Fisher, CFO



Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



September 4, 2012

MEMORANDUM

TO: Rick Schaeffer: Purchasing Office

FROM: Linda C. McKnight

RE: Bid Evaluation Record for RFP# 081-1213 Gym Lighting @ Gateway STEM High Schools

The evaluation began at 9/3/12, 10:00 a.m. and was concluded at 9/3/12, 11:00 a.m. The evaluation committee consisted of the following:

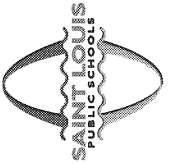
Roger CayCe	Building Commissioner	SLPS
Mike Dobbs	Project Manager	SLPS
Yvonne Green	Project Manager	SLPS
Ron Roberts	Program Manager	KWAME

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

Company Name	Bid Amount	Overall Score	Award (Y/N)
Raineri Construction	\$85,405.00	360	Yes
Patraba Electrical	\$219,100.00	295	No

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

Linda C. McKnight
Budget Analyst
Operations Department



BID EVALUATION

PROJECT NAME: Replace Gym Lighting at Gateway IT High School
PROJECT NUMBER: RFP# PS81-1213
EVALUATED BY: Prop S Construction Management Team
EVALUATION DATE: September 3, 2012

Bid Proposals

Two bid proposals were received and publically opened on September 3, 2012 at 10:00 a.m. Then on September 3, 2012 at 10:30 am the apparent low bidder was given an opportunity to confirm his bid in relationship to the scope of work. Below is a summary of the bids and our recommendation.

- | | | |
|--------------------------------|------------|----------------------|
| 1. Raineri Construction | Bid | \$ 85,405.00 |
| 2. Patraba Electrical | Bid | \$ 219,100.00 |

Raineri Construction:

Raineri Construction is the apparent low bidder with their bid being 250% lower than the second low bidder . They have indicated a combined M/WBE participation 99%. They have acknowledged addenda 1 , included a Bid Bond with their proposal and agreed to the proposed schedule. Based on our evaluation criteria, they have obtained a total score of 90%.

Patraba Electrical:

Patraba Electrical is the second low bidder. They have acknowledged addenda 1, included a Bid Bond with their proposal and have indicated an M/WBE participation 100%. They are in agreement with the schedule. Based on our evaluation criteria, they have obtained a total score of 80%.

Recommendation

Therefore, we recommend awarding the contract to Raineri Construction for the amount of \$ 85,405.

BID SUMMARY FOR RFP# PS81-1213 – Replace Gym Lighting @ Gateway IT High School											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "P" Card Included in Pricing	score	Vendor's Experience	score	Total Score
Rainier	85K		MBE = 78% WBE = 21%								
Patraba Electrical	219K		MBE = 100% WBE = 0%								
	Max 40%	40	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	10	90
Score											
Score	Max 40%	20	Max 30%	30	Max 10%	10	Max 10%	10	Max 10%	10	80
Score											
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-



BOARD RESOLUTION

Date: August 31, 2012 Agenda Item : 09-27-12-12

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 #PS77-1213 Exterior Stair Repair at Sumner and Roosevelt High Schools

SUBJECT: To approve a contract with C. Rallo Contracting Company, Inc., to repair the exterior stairs at Sumner and Roosevelt High Schools. The work shall begin on September 27, 2012 and be completed no later than December 31, 2012 at a cost not to exceed \$406,318, which includes a 10% contingency of \$36,938. This project will be funded through the Proposition S Bond Program.

BACKGROUND: The scope of this project consists of providing design-build services for the general repair of all of the exterior stairs at Sumner and Roosevelt High Schools, including repair or replacement of the lower, intermediate and upper concrete landings; the application of sealant to the tread/riser joints and to the side wall/stair treads; repair or replace existing side wall coping stones; and replacement of existing stair treads/risers and new handrails. It is the intent of this project to eliminate all of the tripping hazards along the path of travel from the sidewalk to school entrances; to provide ADA-compliant means of egress from the school building to the public way; and to produce structurally stable stair units along with level landings from the school entrance doors to the public sidewalk. The project will be funded through the Proposition S Bond Program under ADA upgrades at \$7,600,000.00. With this project approved, the balance in the ADA upgrades budget will be \$7,066,687.00.

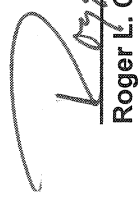
Accountability Plan Goals: Goal III: Facilities, Resources Support Objective/Strategy: III.C.1

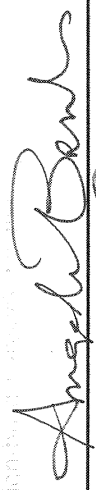
FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)


Fund Source: 905-00-910-2629-6333	Prop S	Requisition #: TBD
Amount: \$406,318.00		
Fund Source:		Requisition #:
Amount:		Requisition #:
Fund Source:		Vendor # 600015035
Amount:		
Cost not to Exceed: \$406,318.00	<input type="checkbox"/> Pending Funding Availability	

Department: Operations

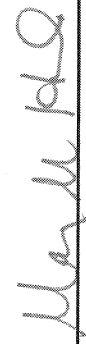
Requestor: Linda C. McKnight

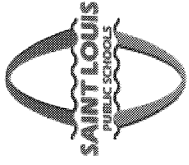

 Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.


 Angela Banks, Budget Director


 Leon Fisher, CFO

Dr. Kelvin R. Adams, Superintendent


 Mary M. Houthan, Dep. Supt., Operations



August 31, 2012

MEMORANDUM

TO: Rick Schaeffer: Purchasing Office

FROM: Linda C. McKnight

RE: Bid Evaluation Record for RFP# 077-1213 Exterior Stair Repair @ Sumner and Roosevelt High Schools

The evaluation began at 8/28/12, 10:00 a.m. and was concluded at 8/28/12, 1:00 p.m. The evaluation committee consisted of the following: August 28, 2012 at 10:00 a.m.

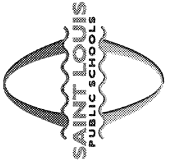
Roger CayCe	Building Commissioner	SLPS
Mike Dobbs	Project Manager	SLPS
Yvonne Green	Project Manager	SLPS
Ron Roberts	Program Manager	KWAME

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

Company Name	Bid Amount	Overall Score	Award (Y/N)
C. Rallo Contracting Co., Inc.	\$369,380.00	337	Yes
ABNA	\$ 583,755.00	320	No
Demien Construction Co.	\$ 610,000.00	263	No

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

Linda C. McKnight
Budget Analyst
Operations Department



BID EVALUATION

PROJECT NAME: Exterior Stair Repair @ Sumner and Roosevelt High Schools
PROJECT NUMBER: RFP# PS77-1213
EVALUATED BY: Prop S Construction Management Team
EVALUATION DATE: August 29, 2012

Bid Proposals

Three bid proposals were received and publically opened on August 28, 2012 at 10:00 a.m. Below is a summary of the bids and our recommendation.

- | | |
|--|----------------------|
| 1. C. Rallo Contracting Co., Inc. | |
| Total Bid | \$369,380.00 |
| 2. ABNA | |
| Total Bid | \$ 583,755.00 |
| 3. Demien Construction Co. | |
| Total Bid | \$ 610,000.00 |

C. Rallo Contracting Co., Inc.:

C. Rallo Contracting Co., Inc. is the apparent low bidder. Their bid is \$214,375.00 lower than the second low bidder. They have indicated a MBE participation 41%, the WBE participation is 0%. The anticipated workforce is 40%. They have acknowledged receipt of addenda 1 & 2, included a Bid Bond with their proposal and agreed to the proposed schedule. Based on our evaluation criteria, they have obtained a total score of 87%.

ABNA:

ABNA is the second low bidder. They have indicated a MBE participation 80%, the WBE participation is 20%. The anticipated workforce is 40%. They have acknowledged receipt of addendum 1, included a Bid Bond with their proposal and agreed to the proposed schedule. Based on our evaluation criteria, they have obtained a total score of 80%.

Demien Construction Co.:

Demien Construction Co. is the third low bidder. They have indicated a MBE participation 32%, the WBE participation is 0%. The anticipated workforce is 50%. They have acknowledged receipt of addenda 1 & 2, included a Bid Bond with their proposal and agreed to the proposed schedule. Based on our evaluation criteria, they have obtained a total score of 67%.

Recommendation

Therefore, we recommend awarding the contract to C. Rallo Contracting Co., Inc. for the amount of \$ 369,380.

BID SUMMARY FOR RFP# PS77-1213 – Exterior Stair Repair @ Sumner and Roosevelt High Schools

Contractor	Price	Bid Bond Acceptable (Y/N)	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "P" Card Included in Pricing	score	Vendor's Experience	score	Total Score
C. Rollo	\$369,380	Y	40	41%MBE 0% WBE	20	Yes	10	NO	-	10.00%	10	80
Score	Max 40%			Max 30%		Max 10%		Max 10%		Max 10%		80
ABNA	\$583,755	Y	20	80% MBE 20%WBE	30	Yes	10	YES	10	10.00%	10	80
Score	Max 40%			Max 30%		Max 10%		Max 10%		Max 10%		80
Demien	\$610,000	Y	17	32% MBE 0%WBE	20	Yes	10	YES	10	10.00%	10	67
Score	Max 40%			Max 30%		Max 10%		Max 10%		Max 10%		67
Score	Max 40%			Max 30%		Max 10%		Max 10%		Max 10%		
Score	Max 40%			Max 30%		Max 10%		Max 10%		Max 10%		
Score	Max 40%			Max 30%		Max 10%		Max 10%		Max 10%		
Score	Max 40%			Max 30%		Max 10%		Max 10%		Max 10%		
Score	Max 40%			Max 30%		Max 10%		Max 10%		Max 10%		

BID SUMMARY FOR RFP# PS77-1213 – Exterior Stair Repair @ Sumner and Roosevelt High Schools

Contractor	Price	Bid Bond Acceptable (Y/N)	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "P" Card Included in Pricing	score	Vendor's Experience	score	Total Score
C. Rollo	\$369,380	Y	40	41% MBE 0%WBE	25	Yes	10	NO	-	10.00%	10	85
Score	Max 40%			Max 30%	Max 10%	Max 10%		Max 10%		Max 10%		
ABNA	\$583,755	Y	20	80% MBE 20% WBE	30	Yes	10	YES	10	10.00%	10	80
Score	Max 40%			Max 30%	Max 10%	Max 10%		Max 10%		Max 10%		
Demien	\$610,000	Y	17	32% MBE 0% WBE	15	Yes	10	YES	10	10.00%	10	62
Score	Max 40%			Max 30%	Max 10%	Max 10%		Max 10%		Max 10%		
Score	Max 40%			Max 30%	Max 10%	Max 10%		Max 10%		Max 10%		
Score	Max 40%			Max 30%	Max 10%	Max 10%		Max 10%		Max 10%		
Score	Max 40%			Max 30%	Max 10%	Max 10%		Max 10%		Max 10%		
Score	Max 40%			Max 30%	Max 10%	Max 10%		Max 10%		Max 10%		



BOARD RESOLUTION

Date: September 4, 2012

Agenda Item: 09-07-12-13

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 #PS71-1112 Fencing Project at Gateway and Beaumont High Schools

SUBJECT: To approve a contract with C. Rallo Construction Company for the removal and replacement of fencing around the athletic fields at Gateway and Beaumont High Schools. The work shall begin on September 27, 2012 and be completed no later than October 31, 2012 at a cost not to exceed \$314,600, which includes a 10% contingency of \$28,600. This project will be funded through the Proposition S Bond Program.

BACKGROUND: The scope of this project consists of removing and replacing the existing fencing around the athletic fields at both Gateway and Beaumont High Schools. The existing fences at these locations have been cut through and fallen into disrepair to a point where they no longer provide security for the athletic fields. The project will be funded through the Proposition S Bond Program under Sports Facilities upgrades at \$4,500,000.00. With this project approved, the balance in the Sports Facilities upgrades budget will be \$1,986,674.00.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

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

Fund Source: 905-00-910-2629-6333	Prop S	Requisition #: TBD
Amount: \$314,600.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$314,600.00	<input type="checkbox"/> Pending Funding Availability	Vendor # 600015035

Department: Operations

Requestor: Linda C. McKnight

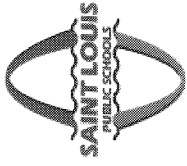
Angela Banks, Budget Director

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

Leon Fisher, CFO

Dr. Kelvin R. Adams, Superintendent

Mary M. Houlihan, Dep. Supt., Operations



September 4, 2012

MEMORANDUM

TO: Rick Schaeffer: Purchasing Office

FROM: Linda C. McKnight

RE: Bid Evaluation Record for RFP# 071-1213 Fencing Project at Gateway and
Beaumont High Schools

The evaluation began at 7/20/12, 10:00 a.m. and was concluded at 8/3/12, 11:00 a.m. The evaluation committee consisted of the following:

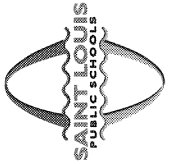
Roger CayCe	Building Commissioner	SLPS
Mike Dobbs	Project Manager	SLPS
Yvonne Green	Project Manager	SLPS
Ron Roberts	Program Manager	KWAME

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

Company Name	Bid Amount	Overall Score	Award (Y/N)
C. Rallo Construction Co.	\$ 286,000.00	335	Yes
Kozeny-Wagner Inc.	\$ 589,325.00	255	No

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

Linda C. McKnight
Budget Analyst
Operations Department



BID EVALUATION

PROJECT NAME: Fencing Project at Gateway and Beaumont High Schools
PROJECT NUMBER: RFP# PS71-1112
EVALUATED BY: Prop S Construction Management Team
EVALUATION DATE: August 3, 2012

Bid Proposals

Two bid proposals were received and publically opened on July 20, 2012 at 10:00 a.m. Then on August 3, 2012 at 3:00 pm the apparent low bidder was given an opportunity to confirm his bid in relationship to the scope of work. Below is a summary of the bids and our recommendation.

1. C. Rallo Construction Co.	
Beaumont HS	\$ 147,000
Gateway HS	\$ 139,000
Total Bid	\$ 286,000
2. Kozeny-Wagner Inc.	
Beaumont HS	\$ 328,394
Gateway HS	\$ 258,013
Total Bid	\$ 589,325

C. Rallo Construction:

C. Rallo Construction is the apparent low bidder with their bid being 49% lower than the second low bidder . They have indicated a combined M/WBE participation 85%, with an anticipated workforce of 85%. They have acknowledged addenda 1 , included a Bid Bond with their proposal and agreed to the proposed schedule. Based on our evaluation criteria, they have obtained a total score of 90%.

Kozeny-Wagner Inc:

Kozeny-Wagner Inc. is the second low bidder. They have acknowledged addenda 1, included a Bid Bond with their proposal and have indicated an M/WBE participation 77%. They are in agreement with the schedule. Based on our evaluation criteria, they have obtained a total score of 70%.

Recommendation

Therefore, we recommend awarding the contract to C. Rallo Construction for the amount of \$ 286,000.

BID SUMMARY FOR RFP# PS71-112 – Fencing project at Gateway and Beaumont High Schools											
Contractor	Price	score	M/WBE Participation	score	SLPS Past Performance	score	Use of "P" Card Included in Pricing	score	Vendor's Experience	score	Total Score
C. Rallo	\$286,000		85%MBE 0% WBE								
Kozeny Wagner	\$589,325		77% MBE 0% WBE								
Score	Max 40%	40	Max 30%	20	Max 10%	10	Max 10%	10	Max 10%	10	80
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-
Score	Max 40%	-	Max 30%	-	Max 10%	-	Max 10%	-	Max 10%	-	-



BOARD RESOLUTION

Date: August 30, 2012

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item : 09-27-12-14

Action:

Action to be Approved: Purchase of Service (s)

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

Ratify an Emergency Approval to Replace the Fan Motor in the Cooling Tower of the Administration Building

SUBJECT: To ratify an emergency approval for Jarrell Mechanical Contractors to replace the fan motor in the cooling tower of the Administration Building. The work was to begin on Thursday, June 14, 2012 and be completed no later than Saturday, June 16, 2012 at a cost not to exceed \$12,044.17. This project was funded through the HVAC Bond Program.

BACKGROUND: The cooling tower in the Administration Building is in poor condition and is heavily corroded. One of the two fan motors was grounded and the bottom guide support bar was rusted/broken from the mounting. Immediate replacement of the fan motor was needed to provide sufficient cooling for the building. The project will be funded by the HVAC Bond Program. With this project approved, the balance in the HVAC Bond Program is \$2,075,851.20.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: Ill.C.1

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

Fund Source: 905-HE-909-2624-6522	HVAC	Requisition #: TBD
Amount: \$12,044.17		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$12,044.17	<input type="checkbox"/> Pending Funding Availability	Vendor # 600008853

Department: Operations

Requestor: Linda C. McKnight

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

Angela Banks
Angela Banks, Budget Director

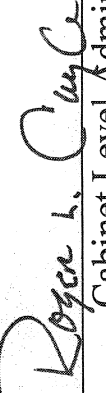
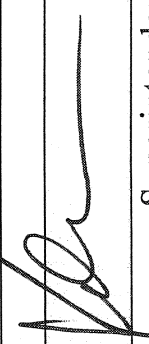
Leon Fisher
Leon Fisher, CFO

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

Dr. Kelvin R. Adams, Superintendent



EMERGENCY PURCHASE REQUEST (Non-Construction)

Requestor: Roger L. CayCe	Date: 8/28/12
Department / School: Operations	Phone Number
Description of Emergency	
Air conditioning in the Administration Building stopped working	
Describe the service, materials or equipment required:	
Emergency replacement of the fan motor in the cooling tower of the Administration Building	
Total Cost: \$ 12,044.17 (HVAC Bond Program)	
Method of Solicitation (Check appropriate box):	
<input checked="" type="checkbox"/> Quotes were obtained (see attached)	
<input type="checkbox"/> Quotes were not obtained (see attached for reason(s))	
Name of Selected Vendor: Jarrell Mechanical Contractors	
<input type="checkbox"/> Is Selected Vendor MWD Certified	
<i>My signature acknowledges that I have received the above emergency request and I concur that these goods and/or services are of an unusual and compelling urgency that will cause serious injury, financial or other impact if not procured immediately</i>	
 Roger L. CayCe	8/30/12
Cabinet Level Administrator	Date
	9/5/2012
Superintendent	Date
See reverse side for Board Policy 3323.4 "Purchases/Contracts -- Emergency Letting of Contracts"	

Comments:

JARRRELL

MECHANICAL CONTRACTORS

4208 Rider Trail North Earth City, MO 63045
 (314) 291-0100 (314) 291-2803

B I L L T O
 ST. LOUIS PUBLIC SCHOOLS
 801 N. 11TH STREET
 ATTN: TOM GOODRICH
 ST. LOUIS MO 63101

S I T E
 ST. LOUIS PUBLIC SCHOOLS
 801 N. 11TH ST.
 ST. LOUIS MO 63101

50:2000-21:LD 07W

AC

Invoice No.	162483
Page	1

Invoice Date	Invoice No.	Customer No.	Payment Terms	Contract No.
07/31/12	162483	S6355	NET DUE 30 DAYS	

Ticket #	Qty	Meas Description	Unit	Price	Extended Price
----------	-----	------------------	------	-------	----------------

W/O # - B20614009

COOLING TOWER FAN MOTOR BAD, INSTALLED NEW.

B20614009	15.00	HR	Pipefitter Service	86.00	1,290.00
	24.00	HR	Pipefitter Service Overtime	125.00	3,000.00
	1.00	EA	MATERIAL/MOTOR/CRANE	7754.17	7,754.17

Michael W. Dack 8/29/12

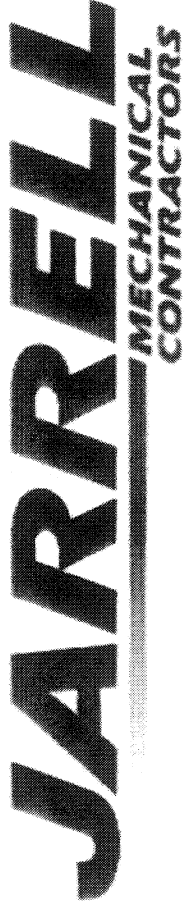
PLEASE NOTE OUR NEW AFTER HOURS EMERGENCY PHONE NUMBER
 "314-746-9669"

PLEASE REMEMBER US FOR ALL YOUR PLUMBING NEEDS.

THANK YOU FOR YOUR BUSINESS!!
 ST. CHARLES CO. LIC #M2737A

Gross
 12,044.17

Tax .00
 Net Amount
 12,044.17



Form Information

ProntoForm Name: **Service Ticket**
Submitter Name: TIM WEISNER (13144862659@txt.att.net)
Submission Date: Jun 15, 2012 4:06:37 PM CDT
Reference Number: 20120615-182293953

INFORMATION

Confirm Username 13144862659@txt.att.net
Job Name ST LOUIS PUBLIC SCHOOLS-6/14/12
Work Order # B20614009
Reason For Call COOLING TOWER FAN MOTOR BAD.

Equipment 1

Equipment Type Cooling Tower
Unit Number na
Model Number 15425
Serial Number 95400474
Comments / Notes Sent out to confirm tower fan motor is grounded
Will replace motor on saturday
Job in Progress

Job Status

LABOR DETAILS

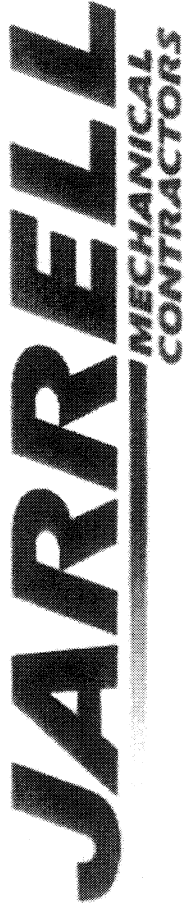
Day	Thursday
Reg. Hrs	3
Day	Friday
Reg. Hrs	4

SIGNATURES

Date Jun 15, 2012
I hereby accept the work as satisfactorily performed and agree that the seller retains title to any material and/or equipment until final payment is made.
Date Jun 15, 2012

CORRESPONDENCE

Job Complete Incomplete
Sales Follow-up Required No



Form Information

ProntoForm Name: **Service Ticket**
Submitter Name: MIKE ROSSON (13144860324@txt.att.net)
Submission Date: Jun 18, 2012 12:02:25 PM CDT
Reference Number: 20120618-182307381

INFORMATION

Confirm Username 13144860324@txt.att.net
Job Name ST LOUIS PUBLIC SCHOOLS 6/16/12
Work Order # B20614009
Reason For Call REPLACE MOTOR IN COOLING TOWER

Equipment 1

Equipment Type Cooling Tower
Unit Number 1
Model Number n/a
Serial Number n/a
Comments / Notes Did install with Tim and jeff
Job Status Job Complete

LABOR DETAILS

Day Saturday
OT Hrs. 8

Safeguards

Presafety Planning
Safeguards
Burns
Ladder Work
Particles in Eye
Fall (over 6)
Sprain / Strains
Rigging
Fire
Lacerations
Tie off
Safety Glasses
Fall Protection
Lifting Technique
Hard Hats
Fire Extinguisher
Gloves

COMMENTS

Safety Comment and/or Corrective Action No

SIGNATURES

Date

Jun 18, 2012

I hereby accept the work as satisfactorily performed and agree that the seller retains title to any material and/or equipment until final payment is made.

Date

Jun 18, 2012

Technician

Mike

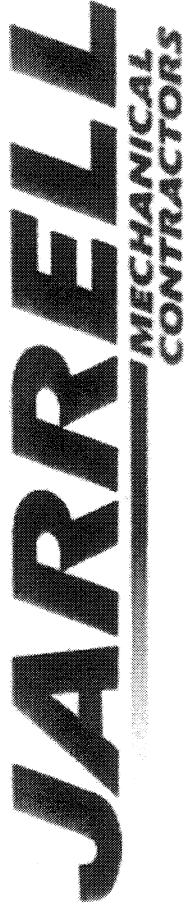
CORRESPONDENCE

Job Complete

Complete

Sales Follow-up Required

No



Form Information

ProntoForm Name: **Service Ticket**
Submitter Name: TIM WEISNER (13144862659@txt.att.net)
Submission Date: Jun 18, 2012 7:06:04 AM CDT
Reference Number: 20120618-182301909

INFORMATION

Confirm Username: 13144862659@txt.att.net
Job Name: ST LOUIS PUBLIC SCHOOLS-6/14/12
Work Order #: B20614009
Reason For Call: COOLING TOWER FAN MOTOR BAD.

Equipment 1

Equipment Type: Cooling Tower
Unit Number: na
Model Number: na
Serial Number: na
Comments / Notes: Replace cooling tower fan motor
David with aramark wants jarred to bid the
replacement of both tower fan bearings,
shafts and belts
Job Complete

Job Status

LABOR DETAILS

Day: Saturday
OT Hrs.: 8

SIGNATURES

Date: Jun 18, 2012
I hereby accept the work as satisfactorily performed and agree that the seller retains title to any
material and/or equipment until final payment is made.
Date: Jun 18, 2012

CORRESPONDENCE

Job Complete: Complete
Sales Follow-up Required: Yes (ben.parl@cejjarrell.com)



(314)-997-5018
24 HOUR SERVICE

1233 NORTH PRICE ROAD - ST. LOUIS, MO 63132

SERVICE TICKET NO.: **699300902**
 WORK ORDER #: **16545**
 DATE: **6/14/2012**
 CALL TYPE: **T&M**
 STATUS: **Complete**

JOB NAME: **ST LOUIS PUBLIC SCHOOL** TICKET NO.:
 SITE CODE: **801** PHASE #: **001** MC #:
 ADDRESS: **801 NORTH 11TH STREET** CUST. P.O. #:
 ADDRESS 2: Zip:

EXTRA TO MC:
 WARRANTY END DATE:

EQUIPMENT DETAILS

EQ DESCRIPTION: **Cooling Tower** LOCATION:
 CAPACITY: DEPARTMENT:
 MANUFACTURER: **Baltimore Air Coil** REFR. TYPE: LB: OZ:
 MODEL #: TAG #:
 Serial #: WARRANTY START DATE:
 UPC Number: WARRANTY END DATE:

REASON FOR CALL: [CHECK COOLING TOWER FAN MOTOR]

Found 40 hp tower fan motor grounded and bottom guide support bar broken/rusted from mounting and needs to be welded back in place. For crane use reach is 140 ft in from street and 75 ft up from ground level. Tower is in very poor condition, heavily corroded and media broken up. Motor has an eight belt sheve/pulley and turns 2 fans, however the one fan has bad bearings an is locked up and has not been used in some time. Replacement of tower is highly recommended.

DATE	REG HRS	OT HRS	DT HRS	TECHNICIAN	MURPHY P.O.#	MATERIAL DESCRIPTION	QTY	DELIVERIES CRR/SHOP
6/14/2012			2.00	JOSHUA WILLIAMS				
TOTAL			2.00					

UTILITY LOCATE CONFIRMATION #: (1-800-DIG-RITE)
 DRIVE TIME: TIME IN: TIME OUT: RENTALS

VACUUM PUMP POWER WASHER TUBE CLEANING MACHINE
 RECOVERY MACHINE TUBE MACHINE ULTRA SONIC DETECTOR SPECIALTY TOOLS:
 DATA LOGGER COMBUSTION ANALYZER SPECIALTY TOOLS:

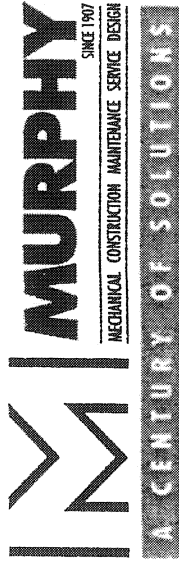
CONSUMABLES
 OXYGEN SILVER SOLDER STICKS Qty: ELECTRONIC BUBBLES VISUAL OTHER
 ACETYLENE SOLDER SAWBLADES Qty: ACCIDENTAL RELEASE DATE: ESTIMATED AMOUNT: LBS: OZ:
 TORCH NITROGEN Qty: FOLLOW-UP LEAK TEST REQUIRED RECLAIM CYL 30 LBS 50 LBS 125 LBS LBS

REFRIGERANT ACTIVITY: OIL DISPOSAL GAL:
 REFRIGERANT SOURCE: TYPE LBS OZ TYPE LBS OZ

APPROVAL FOR LEAK REPAIR
 If a refrigerant leak has been detected in any of the above listed equipment, any repair to correct the leak will comply with ANSI/ASHRAE standard 117:2002. In compliance with EPA Final Rule Summary Section 608, customer approves a followup leak test within 30 days, for any equipment or system containing more than 50 pounds of refrigerant. Murphy Company will only service building(s) that operates within all governmental ODC regulations.

Date: Customer or Agent Date: **6/14/2012** Technician: **JOSHUA WILLIAMS**
 I hereby accept this work as satisfactorily performed and after that the seller retains the title to any material and/or equipment until final payment is made.
 Notice to owner: Failure of this contractor to pay those persons supplying material or services to complete this contract can result in the filing of a mechanic's lien on the property which is the subject of this contract pursuant to chapter 429, RSMo. To avoid this result, you may ask this contractor for "Lien waivers" from all persons supplying material or services for the work described in this contract. Failure to secure lien waivers may result in your paying for labor and material twice.

ASK US ABOUT A SCHEDULED MAINTENANCE AGREEMENT
 Heating Air Conditioning Industrial Piping Plumbing
 Rev 9.1H



1233 North Price Road • St. Louis, MO 63132-2303
 314-997-5018 • Fax: 314-692-1100

INVOICE DATE JUN 20, 2012	INVOICE NUMBER 6388
PLEASE REMIT TO: MURPHY COMPANY PO BOX 790379 ST LOUIS, MO 63179	
TERMS: ON RECEIPT	

BILL TO:

ST LOUIS PUBLIC SCHOOL
 801 NORTH 11TH STREET
 ATTN: MIKE DOBBS
 ST LOUIS MO 63101

DETAIL	AMOUNT
CHECKED COOLING TOWER FAN MOTOR	
ST LOUIS PUBLIC SCHOOL, 801 NORTH 11TH STREET, ST LOUIS MO 63101	
Work Order 16545 CHECK COOLING TOWER FAN MOTOR	
LABOR	312.00
TRUCK CHARGE	30.00
FUEL SURCHARGE	10.00
Work Order 16545 Total	<u>352.00</u>
Subtotal 352.00 Tax 0.00 Invoice Total 352.00	

Thank You For Your Business

NOTICE TO OWNER FAILURE OF THIS CONTRACTOR TO PAY THOSE PERSONS SUPPLYING MATERIAL OR SERVICES TO COMPLETE THIS CONTRACT CAN RESULT IN THE FILING OF A MECHANIC'S LIEN ON THE PROPERTY WHICH IS THE SUBJECT OF THIS CONTRACT PURSUANT TO CHAPTER 429, RSMO. TO AVOID THIS RESULT YOU MAY ASK THIS CONTRACTOR FOR "LIEN WAIVERS" FROM ALL PERSONS SUPPLYING MATERIALS OR SERVICES FOR THE WORK DESCRIBED IN THIS CONTRACT. FAILURE TO SECURE LIEN WAIVERS MAY RESULT IN YOUR PAYING FOR LABOR AND MATERIAL TWICE.

6-1376 | 11458



BOARD RESOLUTION

Date: August 27, 2012

Agenda Item: 09-27-12-15

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. James Henderson, Chief Human Resource Officer

Action to be Approved: Contract

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

SUBJECT: To ratify a contract with Concentra Medical Centers (Vendor Number 600006326) to provide pre-employment medical screenings, TB skin tests, fit-for-duty exams, and for cause drug testing as needed for all district new hires for the period July 1, 2012 to June 30, 2013 at a cost not to exceed \$45,000.00.

BACKGROUND: This is an annual cost incurred by the District that was paid via voucher. Recent audit findings and the desire to better track the spending has led to the decision to formalize this expense with a contract and purchase order.

Accountability Plan Goals: Goal II: Highly Qualified Staff

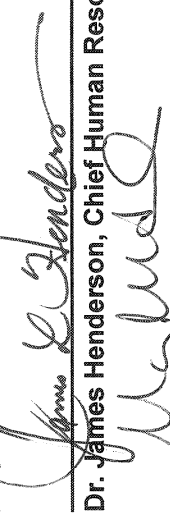
Objective/Strategy: II.D

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

Fund Source: 990-00-110-2832-6358	GOB	Requisition #: 10130411
Amount: 45,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$45,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Human Resources

Requestor: Dr. James L. Henderson


Dr. James Henderson, Chief Human Resource Officer


Angela Banks, Budget Director


Leon Fisher, Chief Financial Officer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Agenda Item : 09-87-18-16

Date: August 31, 2012

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved:
Agency/Partnership Agreement

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

SUBJECT: To ratify the Agency Agreement with the Grace Hill Head Start program to provide the framework for the cooperative efforts between the Grace Hill Head Start and St. Louis Public Schools. The effective date of this agreement is September 4, 2012 through May 23, 2013. St. Louis Public Schools agrees to accept a daily rate of \$17.24 for 400 Head Start eligible preschool children paid monthly or an estimated annual amount of \$1,200,000.00.

BACKGROUND: Grace Hill Head Start and St. Louis Public Schools have an established relationship to maximize the use of available local resources in providing special education and related services to identified young children with disabilities and their families currently. This Partnership agreement will extend that relationship to include non-disabled children who meet eligibility criteria to participate in the Head Start program.

Accountability Plan Goals: Goal 1: 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: 293-2239-540	Requisition #:
Amount: \$1,200,000.00	Requisition #:
Fund Source:	Requisition #:
Amount:	Requisition #:
Fund Source:	Vendor #:
Amount:	Vendor #:
Reimbursement Amount: <input type="checkbox"/> Pending Funding Availability	
\$1,200,000.00	

Department: Early Childhood

Requestor:

Sheryl Davenport

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

Angela Banks

Angela Banks, Budget Director

Leon Fisher

Leon Fisher, Chief Financial Officer

Dr. Kelvin R. Adams, Superintendent

BOARD RESOLUTION

Date: September 17, 2012

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item : 09-27-12-17

Action:

Action to be Approved:
Acceptance of Funds/Funding

Other Transaction Descriptors: 21st Century Grant Cohort 7
(i.e.: Sole Source, Ratification)

SUBJECT: To approve the acceptance of funds from DESE through the 21st Century Community Learning Centers Grant Cohort 7, 2012-2013. The Grant will total \$361,453.00 for the two schools Washington Montessori and Soldan International Studies and has four one year renewal options. The grant total amount for the five year period is \$1,507,446.00.

BACKGROUND: 2011 Missouri Assessment Program end of course scores for 5th and 10th graders at Washington Montessori and Soldan International Studies met the criteria for the grant. The test scores for both Washington Montessori Elementary and Soldan International Studies were below the state average in Communication Arts, Math and Science.

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)

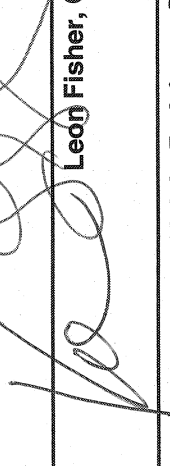
Fund Source: Fund 293	Non-GOB	Requisition #:
Amount: \$361,453.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Amount to be Accepted:	<input type="checkbox"/> Pending Funding Availability	Vendor #:
\$361,453.00		

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



Margie Vandeven • Assistant Commissioner
205 Jefferson Street, P.O. Box 480 • Jefferson City, MO 65102-0480 • dese.mo.gov

Office of Quality Schools

September 12, 2012

Dr. Kelvin Adams
Superintendent
St. Louis Public School District
801 North 11th Street
St. Louis, MO 63101

Dear Dr. Adams:

The evaluation committee has reviewed all of the applications submitted for the 21st Century Community Learning Center (21st CCLC)/Afterschool Program. We are pleased to inform you that your application has been approved for the next five years, beginning September 7, 2012 and extending to June 30, 2017. Awards must be renewed annually and are based on availability of funds and satisfactory compliance with grant requirements and performance and may be subject to additional criteria at the state and/or national level. Please remember that you have agreed to the terms and conditions as outlined in the application.

The first year of your grant award is for approved program activities beginning September 7, 2012 and concluding June 30, 2013. A DESE Afterschool program officer will be assigned to your program to work directly with an individual you identify as the primary contact person responsible for management of this award; please complete and return the enclosed Contact Information Sheet no later than September 24, 2012.

Additionally, all programs awarded a 21st CCLC grant are required to attend a grantee meeting September 24-25, 2012; at the Stoney Creek Inn, 2601 S. Providence Rd., Columbia, MO. Registration starts at 9:30 a.m. on September 24th. A block of rooms are being held under "DESE Extended Learning Grantee Meeting." Please call 1-800-659-2220, if reservations are needed. Information pertaining to this required meeting will be disseminated to the primary contact person currently identified on your application and posted on the Afterschool Portal.

Enclosed is the first page of your grant application with the Department's signature of approval. A copy of your budget is also enclosed. If you have determined not to proceed with the 21st Century Community Learning Center/Afterschool Program, please contact Cindy Heislen, Director of Extended Learning at (573) 522-2627 of your forfeiture by Monday, September 24, 2012.

Congratulations and best wishes for the new school year.

Sincerely,

A handwritten signature in black ink that reads "Margie Vandeven". The signature is written in a cursive, flowing style.

Margie Vandeven
Assistant Commissioner
Office of Quality Schools

Enclosures

c: Judith King

ORIGINAL



ATTACHMENT ONE

STATE OF MISSOURI
DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
GRANT APPLICATION

APPLICATION NO. 21-CCLC1213

For Public and Charter Schools

TITLE: 21st Century Community Learning Centers/Afterschool Program

ISSUE DATE: Tuesday, May 8, 2012

CONTACT PERSON: Kim Wolf
PHONE NUMBER: (573) 522-2627
EMAIL: kim.wolf@dese.mo.gov

RETURN PROPOSAL NO LATER THAN: Friday, June 29, 2012 at 3:00 p.m. Central Time

MAILING INSTRUCTIONS: Print or type Application Number and Return Due Date on the lower left hand corner of the envelope or package. Delivered sealed application must be in office by the return date and time.

RETURN APPLICATION TO:

(U.S. Mail) DESE EXTENDED LEARNING DEPT OF ELEMENTARY AND SECONDARY ED P.O. BOX 480 JEFFERSON CITY MO 65102-0480	(Courier Service) DESE EXTENDED LEARNING DEPT OF ELEMENTARY AND SECONDARY ED 205 JEFFERSON STREET (7 TH FLOOR) JEFFERSON CITY MO 65101
---	--

GRANT AWARD PERIOD: Date of Award through June 30, 2013 (with four one-year renewal options)

DELIVER SUPPLIES/SERVICES FOB (Free on Board) DESTINATION TO THE FOLLOWING ADDRESS:

Department of Elementary and Secondary Education
Various Locations

The applicant hereby declares understanding, agreement, and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions Application. The applicant further agrees that the language of this Application shall govern in the event of a conflict with his/her application. The applicant further agrees that upon receipt of an authorized purchase order from the DESE or when this Application is countersigned by an authorized official of the State of Missouri, a binding contract shall exist between the applicant and the DESE.

Kevin Adams

SIGNATURE REQUIRED

AUTHORIZED SIGNATURE	DATE
<i>Kevin Adams</i>	June 25, 2012
PRINTED NAME (Include Dr., Mr., Mrs., Ms. or Miss)	TITLE
Dr. Kelvin R. Adams	Superintendent
ORGANIZATION NAME	FEDERAL TAX ID NUMBER
St. Louis Public Schools	43-6003226
MAILING ADDRESS	COUNTY
801 North 11th Street	
CITY, STATE, ZIP	PHONE NO.
St. Louis, MO 63101	(314) 345-2500
FAX NO.	E-MAIL ADDRESS
(314) 345-2661	kelvin.adams@slps.org
CONTRACTOR'S DUNS AND BRADSTREET (DUNS) NUMBER (By signing this contract you acknowledge a current registration with the Central Contractor Registration (CCR) Organization.)	
0799061780000	

NOTICE OF AWARD (STATE USE ONLY)

ACCEPTED BY STATE OF MISSOURI AS FOLLOWS:	
TITLE	DATE
Chris L. Nicastro, Ph.D., Commissioner of Education	September 7, 2012
TOTAL AMOUNT AWARDED:	
\$ 361,453.00	

Robert Coffman for Commissioner

kw CB

OCTOBER 18, 2012

BOARD RESOLUTION

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

Agenda Item : 10-18-12-01

Action:

Action to be Approved: Rescind/Ratify Contract

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

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

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

Accountability Plan Goals: Goal IV: Parent Community Involvement

Objective/Strategy: I

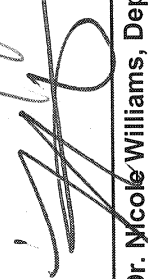
FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

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

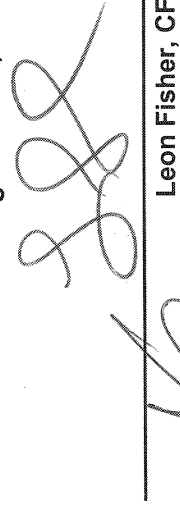
Department: Office of Innovation

Requestor:


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


Dr. Nicole Williams, Dep. Supt., Academics


Angela Banks, Budget Director


Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: September 6, 2012
 To: Dr. Kelvin R. Adams, Superintendent
 From: Dr. Dan Edwards, Assoc. Supt., Secondary Schools

Agenda Item : 10-18-12-02
 Action:

Action to be Approved: Contract

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

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

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


Accountability Plan Goals: Superintendent's Initiatives Objective/Strategy:

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

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

Department: High School Initiatives

Requestor: Dr. Dan Edwards


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


 Angela Banks, Budget Director


 Leon Fisher, CFO/Treasurer


 Dr. Nicole Williams, Dep. Supt., Academics

Dr. Kelvin R. Adams, Superintendent

BOARD RESOLUTION

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

Agenda Item : 10-18-12-03

Action:

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

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

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

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

Accountability Plan Goals: Goal V: Governance

Objective/Strategy: III.C

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

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

Department: Human Resources

Requestor: Dr. James Henderson


Dr. James Henderson, Chief Human Resource Officer


Mary M. Houlihan, Dep. Supt., Operations



Angela Banks, Budget Director


Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

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

Computer and Internet Acceptable Use Procedures

Regulation # 4847

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

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

USE OF DISTRICT LICENSED SOFTWARE

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

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PROHIBITED USES

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

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

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

PRIVACY

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

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

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

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

CARE OF DISTRICT PROPERTY

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

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

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

DISCIPLINE

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

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

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

PORNOGRAPHIC EMAILS

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

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

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

GBCC, Staff Cell Phone Use

GBH, Staff/Student Relations

IGDB, Student Publications

IGDBA, Distribution of Noncurricular Student Publications

JFCF, Hazing and Bullying (Policy #5131.9)

JG-R, Student Discipline

JO, Student Records

KB, Public Information Program

MSIP Refs: 6.4, 6.8

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

Children's Internet Protection Act

RSMo.

Chapter 109, RSMo.

Chapter 573, RSMo.

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

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

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

Title IX

Title VI

Section 504

ADA

Chapter 640, RSMo.

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

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

47 C.F.R. § 54.520

Federal Rule of Civil Procedure 34

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

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

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

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

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

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

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

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

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

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

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

PRIVACY

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

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

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

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

CARE OF DISTRICT PROPERTY

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

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

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

DISCIPLINE

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

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

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

PORNOGRAPHIC EMAILS

1 st Pornographic Email	Termination proceedings will be initiated against the employee.
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Revised: _____
Regulation Adopted: 11/19/09

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

GBCC, Staff Cell Phone Use
GBH, Staff/Student Relations
IGDB, Student Publications
IGDBA, Distribution of Noncurricular Student Publications
JFCF, Hazing and Bullying (Policy #5131.9)
JG-R, Student Discipline
JO, Student Records
KB, Public Information Program

MSIP Refs: 6.4, 6.8

Legal Refs: §§ 170.051, 182.827, 431.055, 537.525, 542.402, 569.095 - .099, 610.010 - .028,
RSMo.
Chapter 109, RSMo.
Chapter 573, RSMo.
Electronic Communications Privacy Act, 18 U.S.C. §§ 2510 - 2520
Stored Communications Act, 18 U.S.C. §§ 2701 - 2711
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g
No Child Left Behind Act of 2001, 20 U.S.C. §§ 6301 - 7941
Children's Internet Protection Act, 47 U.S.C. § 254(h)
47 C.F.R. § 54.520
Federal Rule of Civil Procedure 34
City of Ontario v. Quon, 130 S. Ct. 2619 (2010)
Reno v. ACLU, 521 U.S. 844 (1997)
Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260 (1988)
Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675 (1986)
Sony Corp. of America v. Universal City Studios, Inc., 464 U.S. 417 (1984)
FCC v. Pacifica Foundation, 438 U.S. 726 (1978)
Ginsberg v. New York, 390 U.S. 629 (1968)
Bitby v. Bd. of Regents of the Univ. of Nebraska, 419 F.3d 845 (8th Cir. 2005)
Henerey v. City of St. Charles Sch. Dist., 200 F.3d 1128 (8th Cir. 1999)



Board Resolution

Agenda Item: 10-18-12-04

Date: September 10, 2012

To: Dr. Kelvin R. Adams, Superintendent

From: Leon Fisher, CFO/Treasurer

Action: X

Action to be Approved: _____

Other Transaction Descriptors: _____

Financial Report

SUBJECT:

Approve the Monthly Transaction Report for August 2012.

BACKGROUND:

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

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

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

Fund Source:	-	-	-	-	Requisition #:
Amount:	No Cost				
Fund Source:	-	-	-	-	Requisition #:
Amount:					
Fund Source:	-	-	-	-	Requisition #:
Amount:					
Cost Not to Exceed	No Cost				Pending Funding Availability Vendor #:

Department: Budget

Argela Banks, Budget Director

Argela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Leon Fisher, CFO/Treasurer

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

Dr. Kelvin R. Adams, Superintendent



ST. LOUIS BOARD OF EDUCATION

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

110-TEACHERS FUND

1 SAP Hierarchy Doc #: 0501891319

SAP Entry Doc #: 0501891258

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

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

2 SAP Hierarchy Doc #: 0501987441

SAP Entry Doc #: 0501987380

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

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

3 SAP Hierarchy Doc #: 0501987487

SAP Entry Doc #: 0501987426

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

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

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

4 SAP Hierarchy Doc #: 0501987488
SAP Entry Doc #: 0501987427

From:	To:	Control No:	From Amount:	To Amount:	Text:
110-2624	110-2624	B1213-0292	51,744.95-	51,744.95	Transferring budget to recoup custodial overtime expenses to complete assignments at the schools for the beginning of the school year
905-00-110	905-00-110				
6125	6165				
51,744.95-					

ST. LOUIS BOARD OF EDUCATION

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

120-INCIDENTAL

1 SAP Hierarchy Doc #: 0501892789

SAP Entry Doc #: 0501892728

From:	110-2411	-	180-00-110	-	6443
To:	120-1211	-	180-55-120	-	6261
	120-1211	-	180-55-120	-	6231
	120-1211	-	180-55-120	-	6143
Control No:	B1213-0200				
From Amount:	1,671.72-				
To Amount:	1,671.72				
Text: Transfer of funds to cover extra service pay for Special Education Department Head					
2 SAP Hierarchy Doc #:	0501892779				
SAP Entry Doc #:	0501892718				

From: 110-2181 - 851-00-110

2 SAP Hierarchy Doc #: 0501892779
SAP Entry Doc #: 0501892718

From:	110-2181	-	851-00-110	-	6211
To:	110-2181	-	851-00-110	-	6121
	110-2181	-	851-00-110	-	6241
	110-2181	-	851-00-110	-	6121
	110-2181	-	851-00-110	-	6231
	110-2181	-	851-00-110	-	6245
	110-2181	-	851-00-110	-	6121
	110-2181	-	851-00-110	-	6242
	110-2181	-	851-00-110	-	6261
	110-2181	-	851-00-110	-	6246
	110-2181	-	851-00-110	-	6243
	110-2181	-	851-00-110	-	6244
	110-2181	-	851-00-120	-	6144
	110-2181	-	851-00-120	-	6144
	110-2181	-	851-00-120	-	6144
	110-2181	-	851-00-120	-	6261
	110-2181	-	851-00-120	-	6144
	110-2181	-	851-00-120	-	6144
	110-2181	-	851-00-120	-	6261
	110-2181	-	851-00-120	-	6144
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ST. LOUIS BOARD OF EDUCATION

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

Control No:	From Amount:	To Amount:	Text:
120-2181	- 851-00-120	- 6231	Transferring salary and benefits savings from converting Springboard
120-2181	- 851-00-120	- 6144	Admin Asst from FTE to PT to cover additional Springboard Teacher pay
120-2181	- 851-00-120	- 6144	
120-2181	- 851-00-120	- 6144	
120-2181	- 851-00-120	- 6144	
B1213-0195	- 851-00-120	- 6144	
		25,344.91	
		25,344.91	
		8,514.94	
		1,100.88	
		6,428.66	
		7,335.00	
		8,514.94	

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

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

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

910-Capital Proj-Bond

1 SAP Hierarchy Doc #: 0501887104

SAP Entry Doc #: 0501887043

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

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

ST. LOUIS BOARD OF EDUCATION

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

258,928.77- :
296,508.07 :

Fund Total From 110-INCIDENTAL
TO 110-INCIDENTAL

65,715.24- :
28,135.94 :

Fund Total From 120-TEACHERS FUND
TO 120-TEACHERS FUND

454,500.00- :
454,500.00 :

Fund Total From 910-Capital Prof-Bond
TO 910-Capital Prof-Bond

779,144.01- :
779,144.01 :

District Total From
TO



BOARD RESOLUTION

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

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

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

Previous Board Resolution # 10-04-11-29

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

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

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

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

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


Department: Transportation

Requestor: Deanna Anderson


 Deanna Anderson, Exec. Dir., Transportation


 Mary M. Houlihan, Dep. Supt., Operations


 Angela Banks, Budget Director


 Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

SECTION 4-CODE OF STATE REGULATIONS EXCERPTS

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

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

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

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

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



BOARD RESOLUTION

Date: September 18, 2012

Agenda Item: 10-18-12-06

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved:
Agency/Partnership Agreement

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

Prior Year Cost \$0.00

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

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

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1.B.8

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

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

Department: Academic Office

Requestor: Dr. Dan Edwards

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

9/12/2012

Dr. Nicole Williams, Dep. Supt., Academics

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



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

FINAL NOTIFICATION OF ASSURANCES FOR A+ PUBLIC HIGH SCHOOLS

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

SECTION II. SCHOOL DISTRICT COMMITMENT

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

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

SECTION III. STUDENT REQUIREMENTS

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

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

SECTION IV. SIGNATURES

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

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



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

FINAL NOTIFICATION OF ASSURANCES FOR A+ PUBLIC HIGH SCHOOLS

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

SECTION II. SCHOOL DISTRICT COMMITMENT

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

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

SECTION III. STUDENT REQUIREMENTS

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

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

SECTION IV. SIGNATURES

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

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

 **BOARD RESOLUTION**

Date: September 17, 2012 Agenda Item : 10-18-12-07
 To: Dr. Kelvin R. Adams, Superintendent Action:
 From: Blake Youde, Dep. Supt., Institutional Advancement

Action to be Approved:
 Agency/Partnership Agreement

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

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

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


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

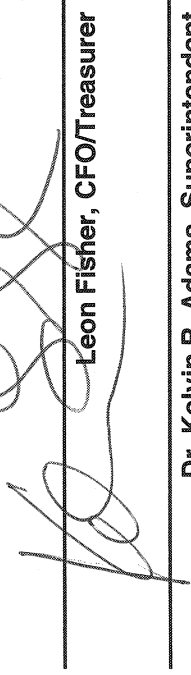
FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

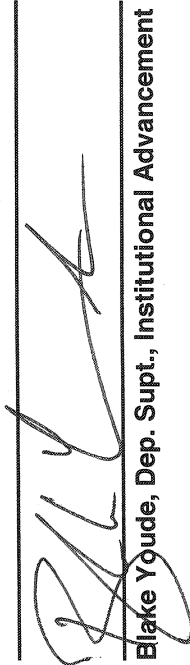
Fund Source: 847-WZ-293-1123-6319	Non-GOB	Requisition #: 10130884
Amount: \$20,354.00		
Fund Source:		Requisition #:
Amount:		Requisition #:
Fund Source:		Vendor #: 600010115
Amount: \$20,354.00	<input type="checkbox"/> Pending Funding Availability	

Department: Development Office

Requestor: Linda Riekes


 Angela Banks, Budget Director


 Leon Fisher, CFO/Treasurer


 Blake Youde, Dep. Supt., Institutional Advancement

Dr. Kelvin R. Adams, Superintendent

BOARD RESOLUTION

Date: September 17, 2012

Agenda Item : 10-18-12-08

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved:
Agency/Partnership Agreement

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

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

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

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III. C.

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

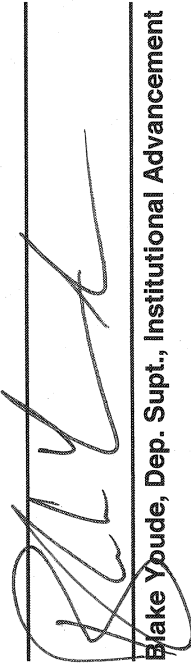
Fund Source: 847-WZ-293-1123-6319	Non-GOB	Requisition #: 10130894
Amount: \$148,723.00		
Fund Source:		Requisition #:
Amount:		Requisition #:
Fund Source:		
Amount:	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600001400

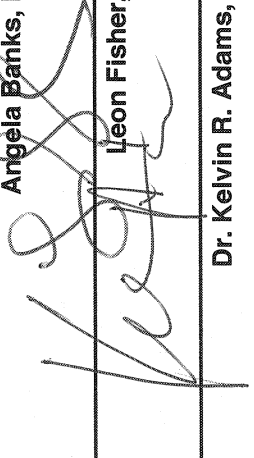
Department: Development Office

Requestor: Linda Riekens



Angela Banks, Budget Director


Blake Youde, Dep. Supt., Institutional Advancement


Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: September 17, 2012

Agenda Item: 10-18-12-09

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract

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

Previous Board Resolution # 06-30-11-49

Prior Year Cost \$24,370

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

BACKGROUND: The St. Louis Public Schools have been using Career Cruising since 2009. Career Cruising is a guidance software program designed for student portfolio development which features a series of administrative tools for local school counselors, teachers and administrators to track student portfolio completion. The purpose of this software is to provide career guidance to all of the St. Louis Public School's middle and senior high school students.

In the initial three year contract, Career Cruising supported 26 middle and high schools. In the new 3 year contract, the program will be supporting 29 middle and high schools.

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

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -10 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 826-KZ-253-1394-6441	Non-GOB	Requisition #: 10130914
Amount: \$31,055.00		Requisition #:
Fund Source:		Requisition #:
Amount:		Vendor #: 600013871
Cost not to Exceed: \$31,055.00	<input type="checkbox"/> Pending Funding Availability	

Department: Career and Tech Education

Requestor: Tim M. Murrell

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

Angela Banks
Angela Banks, Budget Director
Leon Fisher
Leon Fisher, CFO/Treasurer

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

Dr. Kelvin R. Adams, Superintendent

BOARD RESOLUTION

Date: September 17, 2012

Agenda Item: 10-18-12-10

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract

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

Previous Board Resolution # 02-16-12-18

Prior Year Cost 7,700

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

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

Accountability Plan Goals: Goal II: Highly Qualified Staff

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

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

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

Department: Froebel Literacy Academy

Requestor: Marnie E. Womack

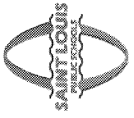
Angela Banks, Budget Director

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

Leon Fisher, CFO/Treasurer


Dr. Nicole Williams, Dep. Supt., Academics

Dr. Kelvin R. Adams, Superintendent



REQUEST FOR SOLE SOURCE PURCHASE

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



BOARD RESOLUTION

Date: September 17, 2012

Agenda Item : 10-18-12-11

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

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

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

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

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

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1.1A

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

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

Department: Office of Innovation

Requestor:

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

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Nicole Williams, Dep. Supt., Academics

Dr. Kelvin R. Adams, Superintendent

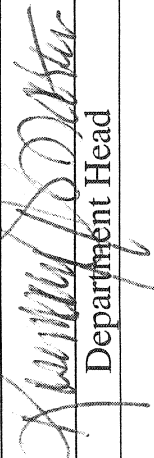



REQUEST FOR SOLE SOURCE PURCHASE

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

I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.

Your sole source request will not be approved without the required signatures below:

	
Department Head	Date
CFO	Date
Superintendent	Date

Sole Source Checklist

1. Check one of the following:

- One-of-a-kind** The commodity or service has no competitive product and is available from only one supplier.
Prior to checking this box you must complete each of the following tasks:
- Search the internet for companies providing similar services.
 - Search purchasing files to determine if district has a record of vendors(s) that have provided similar services.
 - Document search activities and findings

- Compatibility** The commodity or service must match existing brand of equipment for compatibility and is available from only one vendor.
Prior to checking this box you must complete the following task:
- Provide documentation from the provider of the original equipment/services that the equipment/services in question must be provided by the vendor in question

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

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

- Document a search for additional suppliers
- Delivery Date** Only one supplier can meet necessary delivery requirements.
Prior to checking this box you must complete each of the following tasks:
- Document delivery date and quotes from at least two other vendors
 - Document rationale in support of treating the delivery date as mission critical

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

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

- Document district adoption of standard (i.e. Textbook adoption)
- Unique Design** The commodity or service must meet physical design or quality requirements and is available from only one supplier.

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

- Sole supplier (i.e. Regional Distributor)

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

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

- Complete Emergency Purchase Form

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

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

BOARD RESOLUTION

Date: September 17, 2012

Agenda Item : 10-18-12-12

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Nahed Chapman, Exec. Dir., ESOL

Action to be Approved: Contract

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

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

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

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 11.D

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

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

Department: ESOL Program

Requestor: Nahed Chapman

Nahed Chapman
Nahed Chapman, Exec. Dir., ESOL #:

Angela Banks
Angela Banks, Budget Director

Nh 9/14/2012
Dr. Nicole Williams, Dep. Supt., Academics

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Nahed Chapman	Date: August 13, 2012
Department / School: ESOL Program	Phone Number: (314) 664-1066
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
Meredith Vesoulis will collect data through math classroom observations in the fall and next spring as part of the the Math Success for ELLs (English Language Learners) Mathematics-Science Partnership (MSP) grant assessment.	
Vendor Name: Meredith Vesoulis	Email: meredithvesoulis@gmail.com
Vendor Contact: Meredith Vesoulis	Phone Number 614-607-3269
Justification Information	
1. Why the uniquely specified goods are required?	
The grant requires data collection for each goal as part of the grant assessment. Ms. Vesoulis will record the degree to which teachers implement SIOP during observed math lessons and will record those observations on a Protocol which requires training in and experience with the SIOP model.	
2. Why good or services available from other vendors /competitors are not acceptable?	
Ms. Vesoulis has been trained in SIOP (Sheltered Instruction Observation Protocol), has also trained teachers in SIOP when she was working with MELL(Migrant Ed and English Language Learning) program through DESE and CSD.	
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:	
 Department Head	8-16-2012 Date
CFO	Date
Superintendent	Date

Sole Source Checklist

1. Check one of the following:

- One-of-a-kind** The commodity or service has no competitive product and is available from only one supplier.
Prior to checking this box you must complete each of the following tasks:
 - Search the internet for companies providing similar services.
 - Search purchasing files to determine if district has a record of vendors(s) that have provided similar services.
 - Document search activities and findings

 - Compatibility** The commodity or service must match existing brand of equipment for compatibility and is available from only one vendor.
Prior to checking this box you must complete the following task:
 - Provide documentation from the provider of the original equipment/services that the equipment/services in question must be provided by the vendor in question

 - Replacement Part** The commodity is a replacement part for a specific brand of existing equipment and is available from only one supplier.
Prior to checking this box you must complete the following task:
 - Document a search for additional suppliers

 - Delivery Date** Only one supplier can meet necessary delivery requirements.
Prior to checking this box you must complete each of the following tasks:
 - Document delivery date and quotes from at least two other vendors
 - Document rationale in support of treating the delivery date as mission critical

 - Research Continuity** The commodity or service must comply with established District standards and is available from only one supplier.
Prior to checking this box you must complete the following task:
 - Document district adoption of standard (i.e. Textbook adoption)

 - Unique Design** The commodity or service must meet physical design or quality requirements and is available from only one supplier.
Prior to checking this box you must complete the following task:
 - Sole supplier (i.e. Regional Distributor)

 - Emergency URGENT NEED** for the item or service does not permit soliciting competitive bids, as in cases of emergencies, disasters, etc.
Prior to checking this box you must complete the following task:
 - Complete Emergency Purchase Form
2. If the Sole Source Criteria is met, then complete the Sole Source Form;
3. If the Sole Source Criteria are not met, then the item must be bid.

BOARD RESOLUTION

Date: September 17, 2012

Agenda Item : 10-18-12-13

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Nahed Chapman, Exec. Dir., ESOL

Action to be Approved: Contract

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

Previous Board Resolution # 02-16-12-19

Prior Year Cost 24,000.00

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

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

Accountability Plan Goals: Goal 1: Student Performance

Objective/Strategy: 11.D

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

Fund Source: 838-VU-293-1152-6319	Non-GOB	Requisition #:
Amount: \$48,000		Requisition #:
Fund Source:		Requisition #:
Amount:		Vendor #: 600014754
Fund Source:	<input type="checkbox"/> Pending Funding Availability	
Amount: \$48,000.00		

Requestor: Nahed Chapman

Nahed Chapman
Nahed Chapman, Exec. Dir., ESOL #

Angela Banks
Angela Banks, Budget Director

Leon Fisher
Leon Fisher, CFO/Treasurer

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

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



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Nahed Chapman	Date: August 13, 2012	9/14/12 <i>dy</i>
Department / School: ESOL Program	Phone Number: (314) 664-1066	
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>		
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)		
Dr. Tillman will provide a detailed evaluation of the assessment needs of the Math Success for ELLs Mathematics-Science Partnership (MSP) grant. He will continue to develop a comprehensive plan for student math performance, teacher math-content development, and teacher Sheltered Instruction Observation Protocol (SIOP) classroom implementation for the Math Success for ELLs (English Language Learners) Mathematics-Science Partnership (MSP) grant.		
Vendor Name: Dr. Joseph G. Tillman	Email: JGTinNYC@gmail.com	
Vendor Contact: Dr. Joseph G. Tillman	Phone Number 573-864-6484	
Justification Information		
1. Why the uniquely specified goods are required?		
We need to continue to effectively document the significant impact the professional development that teachers receive through the grant has on both math student achievement, English language learning and increased teacher math content knowledge.		
2. Why good or services available from other vendors /competitors are not acceptable?		
Dr. Tillman has vast experience in several areas of the grant: STEM (science-technology-engineering-math) education, SIOP (Sheltered Instruction Observation Protocol), teacher education (University of Missouri, Southeast Missouri State University, York College CUNY. In addition, Dr. Tillman directed the Migrant Ed and English Language Learning program in Missouri through DESE.		
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:		
<i>Nahed Chapman</i>		
Department Head		Date
CFO		Date
Superintendent		Date

Sole Source Checklist

1. Check one of the following:
 - One-of-a-kind** The commodity or service has no competitive product and is available from only one supplier.
Prior to checking this box you must complete each of the following tasks:
 - Search the internet for companies providing similar services.
 - Search purchasing files to determine if district has a record of vendors(s) that have provided similar services.
 - Document search activities and findings
 - Compatibility** The commodity or service must match existing brand of equipment for compatibility and is available from only one vendor.
Prior to checking this box you must complete the following task:
 - Provide documentation from the provider of the original equipment/services that the equipment/services in question must be provided by the vendor in question
 - Replacement Part** The commodity is a replacement part for a specific brand of existing equipment and is available from only one supplier.
Prior to checking this box you must complete the following task:
 - Document a search for additional suppliers
 - Delivery Date** Only one supplier can meet necessary delivery requirements.
Prior to checking this box you must complete each of the following tasks:
 - Document delivery date and quotes from at least two other vendors
 - Document rationale in support of treating the delivery date as mission critical
 - Research Continuity** The commodity or service must comply with established District standards and is available from only one supplier.
Prior to checking this box you must complete the following task:
 - Document district adoption of standard (i.e. Textbook adoption)
 - X **Unique Design** The commodity or service must meet physical design or quality requirements and is available from only one supplier.
Prior to checking this box you must complete the following task:
 - Sole supplier (i.e. Regional Distributor)
 - Emergency URGENT NEED** for the item or service does not permit soliciting competitive bids, as in cases of emergencies, disasters, etc.
Prior to checking this box you must complete the following task:
 - Complete Emergency Purchase Form
2. If the Sole Source Criteria is met, then complete the Sole Source Form;
 3. If the Sole Source Criteria are not met, then the item must be bid.



BOARD RESOLUTION

Date: September 17, 2012

Agenda Item : 10-18-12-14

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 02-16-12-20

Prior Year Cost \$10,000.00

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

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

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.

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

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

Department: Development Office

Requestor: Linda Riekens

Argela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Blake Youde, Dep. Supt., Institutional Advancement

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final X Quarterly <input type="checkbox"/>	Report Date: 9/11/12	
Dept / School: Development Office	Reported By: Linda Riekes	
Vendor: Writing Works	Vendor #: 600004835	
Contract # / P.O. #: 4500161478	Contract Name: Grant Writing Services	
Contract Amount: \$ 10,000.00	Award Date: 02-16-12	
Purpose of Contract (Brief Description): To provide grant writing 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	SLPS was awarded 3 grants based on proposals written by the consultant.
	4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5 X	All work must be completed on time to be submitted for grants.
	4	
	3	
	2	
	1	
Business Relations	5	
	4 X	
	3	
	2	
	1	
Customer Satisfaction	5 X	SLPS has been awarded grants in the amount of \$662,851.
	4	
	3	
	2	
	1	
Cost Control	5 X	
	4	
	3	
	2	
	1	
Average Score	4.8	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p>		
Please Check		Yes X No <input type="checkbox"/>

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



BOARD RESOLUTION

Date: September 18, 2012

Agenda Item : 10-18-12-15

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 10-04-11-11

Prior Year Cost \$8,350.00

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

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

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1.A.3.d

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

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

Department: Community Education

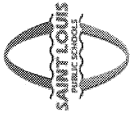
Requestor: Judith King

Angela Banks, Budget Director

John Windom, Exec. Director, Full Service Schools

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Judith King	Date: September 10, 2012
Department / School: Community Education	Phone Number: 314-345-4409
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
The St. Louis Science Center will provide educational programs for the after school students at Gateway Elementary and Gateway High School. Programming will take place at each school site and the Science Center. Students will learn about careers and high school students will have opportunities to apply for summer employment.	
Vendor Name: St. Louis Science Center	Email: mharsley@slsc.org
Vendor Contact: Mia Harsley	Phone Number 314-289-1414
Justification Information	
1. Why the uniquely specified goods are required?	
Students must have access to the Science Center and the training facility.	
2. Why good or services available from other vendors /competitors are not acceptable?	
Students must have access to the Science Center and the unique activities which have been tailored to increase science and career awareness.	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
Services provided by the St. Louis Science Center are included in the 21st Century Grant.	
4. List the Names of other Vendors contacted & Price Quotes:	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
Your sole source request will not be approved without the required signatures below:	
Department Head	Date
CFO	Date
Superintendent	Date

Sole Source Checklist

1. Check one of the following:

- xOne-of-a-kind** The commodity or service has no competitive product and is available from only one supplier.
Prior to checking this box you must complete each of the following tasks:
- Search the internet for companies providing similar services.
 - Search purchasing files to determine if district has a record of vendors(s) that have provided similar services.
 - Document search activities and findings.
- Compatibility** The commodity or service must match existing brand of equipment for compatibility and is available from only one vendor.
Prior to checking this box you must complete the following task:
- Provide documentation from the provider of the original equipment/services that the equipment/services in question must be provided by the vendor in question.
- Replacement Part** The commodity is a replacement part for a specific brand of existing equipment and is available from only one supplier.
Prior to checking this box you must complete the following task:
- Document a search for additional suppliers.
- Delivery Date** Only one supplier can meet necessary delivery requirements.
Prior to checking this box you must complete each of the following tasks:
- Document delivery date and quotes from at least two other vendors.
 - Document rationale in support of treating the delivery date as mission critical.
- Research Continuity** The commodity or service must comply with established District standards and is available from only one supplier.
Prior to checking this box you must complete the following task:
- Document district adoption of standard (i.e. Textbook adoption).
- Unique Design** The commodity or service must meet physical design or quality requirements and is available from only one supplier.
Prior to checking this box you must complete the following task:
- Sole supplier (i.e. Regional Distributor).
- Emergency URGENT NEED** for the item or service does not permit soliciting competitive bids, as in cases of emergencies, disasters, etc.
Prior to checking this box you must complete the following task:
- Complete Emergency Purchase Form.
2. If the Sole Source Criteria is met, then complete the Sole Source Form;
3. If the Sole Source Criteria are not met, then the item must be bid.



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>	Report Date: September 11, 2012	
Dept / School: Gateway Elementary/High	Reported By: Judith King	
Vendor: St. Louis Science Center	Vendor #: 600012362	
Contract # / P.O/ #: 4500162292	Contract Name: Judith King	
Contract Amount: \$ 8,350.00	Award Date: 10-4-11	
Purpose of Contract (Brief Description): Part of the activities included under the 21st Century Program. Involved students in using St. Louis Science Center resources to help our students improve their math and science scores. High School students are included in a career piece which could include employment at the Science Center.		
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 programming for students. Hands on interactive activities.
	4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5	All sessions were delivered and schedule changes were made as needed.
	4	
	3	
	2	
	1	
Business Relations	5	Vendor works well with students, staff and other vendors.
	4	
	3	
	2	
	1	
Customer Satisfaction	5	Great activities for students.
	4	
	3	
	2	
	1	
Cost Control	5	Cost extremely good for services provided.
	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
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	Marginal	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

Performance Categories Descriptions

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



BOARD RESOLUTION

Date: September 18, 2012

Agenda Item: 10-18-12-16

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 10-04-11-12

Prior Year Cost \$16,000.00

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

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

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1.A.3.d

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

Fund Source: 827-V4-293-1663-6319	Non-GOB	Requisition #: 10130844
Amount: \$12,000.00		
Fund Source: TBA	Non-GOB	Requisition #:
Amount: \$10,590.00		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$22,590.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600003866

Department: Community Education

Requestor: Judith King

Angela Banks, Budget Director

John Windom, Exec. Director, Full Service Schools

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

Reviewed By: _____



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Judith King	Date: September 12, 2012
Department / School: Community Education	Phone Number: 314-345-4409
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
The St. Louis Zoo staff will plan and conduct hands on activities for Gateway Elementary and Gateway High School students. Activities that will take place at the zoo and at each school site. All activities are hands on interactive with animals and science kits. Parent components will involve families in learning about science. Students will learn about careers, high school students will have opportunities for summer employment.	
Vendor Name: St. Louis Zoo	Email: www.stlzoo.org
Vendor Contact: Louise Bradshaw	Phone Number 314-646-4756
Justification Information	
1. Why the uniquely specified goods are required?	
St. Louis Zoo offers students hands on activities including experiences at the Zoological Park.	
2. Why good or services available from other vendors /competitors are not acceptable?	
Programming requires access to the Zoo and Educational Department.	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
Services provided by the St. Louis Zoo are included in the 21st Century Grant.	
4. List the Names of other Vendors contacted & Price Quotes:	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
Your sole source request will not be approved without the required signatures below:	
Department Head	Date
CFO	Date
Superintendent	Date

Sole Source Checklist

1. Check one of the following:

- xOne-of-a-kind** The commodity or service has no competitive product and is available from only one supplier.
Prior to checking this box you must complete each of the following tasks:
- Search the internet for companies providing similar services.
 - Search purchasing files to determine if district has a record of vendors(s) that have provided similar services.
 - Document search activities and findings.
- Compatibility** The commodity or service must match existing brand of equipment for compatibility and is available from only one vendor.
Prior to checking this box you must complete the following task:
- Provide documentation from the provider of the original equipment/services that the equipment/services in question must be provided by the vendor in question.
- Replacement Part** The commodity is a replacement part for a specific brand of existing equipment and is available from only one supplier.
Prior to checking this box you must complete the following task:
- Document a search for additional suppliers.
- Delivery Date** Only one supplier can meet necessary delivery requirements.
Prior to checking this box you must complete each of the following tasks:
- Document delivery date and quotes from at least two other vendors.
 - Document rationale in support of treating the delivery date as mission critical.
- Research Continuity** The commodity or service must comply with established District standards and is available from only one supplier.
Prior to checking this box you must complete the following task:
- Document district adoption of standard (i.e. Textbook adoption).
- Unique Design** The commodity or service must meet physical design or quality requirements and is available from only one supplier.
Prior to checking this box you must complete the following task:
- Sole supplier (i.e. Regional Distributor).
- Emergency URGENT NEED** for the item or service does not permit soliciting competitive bids, as in cases of emergencies, disasters, etc.
Prior to checking this box you must complete the following task:
- Complete Emergency Purchase Form.
2. If the Sole Source Criteria is met, then complete the Sole Source Form;
3. If the Sole Source Criteria are not met, then the item must be bid.



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: September 11, 2012
Dept / School: Gateway Elementary/High		Reported By: Judith King
Vendor: St. Louis Zoo		Vendor #: 600003866
Contract # / P.O. #: 4500160273		Contract Name: Judith King
Contract Amount: \$ 16,000.00		Award Date: 10-4-11
Purpose of Contract (Brief Description): This Vendor is part of the 21 st Century Grant. The Zoo provides resources to improved science experiences for student. High School students have a career piece which could include employment at the Zoo.		
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	Excellent well developed lessons.
	4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5	All sessions as scheduled.
	4	
	3	
	2	
	1	
Business Relations	5	Vender works well with all staff and other Vendors.
	4	
	3	
	2	
	1	
Customer Satisfaction	5	Students extremely excited about program and the animals which visited the school each week.
	4	
	3	
	2	
	1	
Cost Control	5	Cost good for an onsite program.
	4	
	3	
	2	
	1	
Average Score	4.6	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



BOARD RESOLUTION

Date: September 18, 2012

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item : 10-18-12-17

Action:

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 10-04-11-13

Prior Year Cost \$14,000.00

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

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

Accountability Plan Goals: Goal I: Student Performance

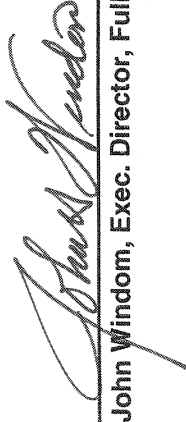
Objective/Strategy: 1.A.3.d

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

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

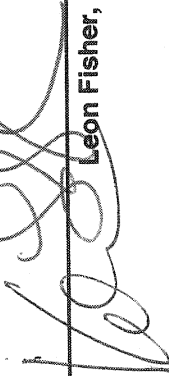
Department: Community Education

Requestor: Judith King


John Windom, Exec. Director, Full Service Schools

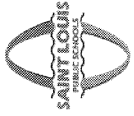


Angela Banks, Budget Director



Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Judith King	Date: September 10, 2012
Department / School: Community Education	Phone Number: 314-345-4409
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
Students at Gateway Elementary and Gateway High School will have the opportunity to receive academic instruction at the Missouri Botanical Gardens and at each school site. All sessions will consist of hands on active learning opportunities for students.	
Vendor Name: Missouri Botanical Gardens	Email: marty.galganski@mobot.org
Vendor Contact: Marty Galganski	Phone Number 776-3300
Justification Information	
1. Why the uniquely specified goods are required?	
The Botanical Gardens will provide students with the opportunity to connect with nature, increase interest in science and conservational careers.	
2. Why good or services available from other vendors /competitors are not acceptable?	
Collaboratively plan, develop and co deliver thematic units with the Saint Louis Zoo and the Saint Louis Science Center to ensure students acquire excellent science program. Access to Botanical Gardens will be necessary for students and their families.	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
Services provided by the Botanical Garden are included in the 21st Century Grant.	
4. List the Names of other Vendors contacted & Price Quotes:	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
Your sole source request will not be approved without the required signatures below:	
	Date
Department Head	Date
	Date
CFO	Date
	Date
Superintendent	Date

Sole Source Checklist

1. Check one of the following:

- XOne-of-a-kind** The commodity or service has no competitive product and is available from only one supplier.
Prior to checking this box you must complete each of the following tasks:
- Search the internet for companies providing similar services.
 - Search purchasing files to determine if district has a record of vendors(s) that have provided similar services.
 - Document search activities and findings.
- Compatibility** The commodity or service must match existing brand of equipment for compatibility and is available from only one vendor.
Prior to checking this box you must complete the following task:
- Provide documentation from the provider of the original equipment/services that the equipment/services in question must be provided by the vendor in question.
- Replacement Part** The commodity is a replacement part for a specific brand of existing equipment and is available from only one supplier.
Prior to checking this box you must complete the following task:
- Document a search for additional suppliers.
- Delivery Date** Only one supplier can meet necessary delivery requirements.
Prior to checking this box you must complete each of the following tasks:
- Document delivery date and quotes from at least two other vendors.
 - Document rationale in support of treating the delivery date as mission critical.
- Research Continuity** The commodity or service must comply with established District standards and is available from only one supplier.
Prior to checking this box you must complete the following task:
- Document district adoption of standard (i.e. Textbook adoption).
- Unique Design** The commodity or service must meet physical design or quality requirements and is available from only one supplier.
Prior to checking this box you must complete the following task:
- Sole supplier (i.e. Regional Distributor).
- Emergency URGENT NEED** for the item or service does not permit soliciting competitive bids, as in cases of emergencies, disasters, etc.
Prior to checking this box you must complete the following task:
- Complete Emergency Purchase Form.
2. If the Sole Source Criteria is met, then complete the Sole Source Form;
3. If the Sole Source Criteria are not met, then the item must be bid.



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>	Report Date: September 11, 2012	
Dept / School: Gateway Elementary/High	Reported By: Judith King	
Vendor: Missouri Botanical Garden	Vendor #: 600001260	
Contract # / P.O. #: 4500160823	Contract Name: Judith King	
Contract Amount: \$ 14,000.00	Award Date: 10-4-11	
<p>Purpose of Contract (Brief Description): Activities are part of the activities included under the 21st Century Grant. The Missouri Botanical Garden provided resources to help students expand their experiences with math and science. High School Students have a career piece which could include employment at the Botanical Garden.</p>		
<p>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	Excellent services with interactive hands on active learning activities for students.
	4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5	All services delivered in a timely manner.
	4	
	3	
	2	
	1	
Business Relations	5	Works well with students, staff and other vendors.
	4	
	3	
	2	
	1	
Customer Satisfaction	5	Satisfied with services received,
	4	
	3	
	2	
	1	
Cost Control	5	Cost are reasonable for services rendered.
	4	
	3	
	2	
	1	
Average Score	4.8	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p>		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



BOARD RESOLUTION

Date: September 18, 2012

Agenda Item: 10-18-12-18

To: Dr. Kelvin R. Adams, Superintendent

Action:

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

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 10-09-11-14

Prior Year Cost \$7,000.00

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

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

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1.A.3.d

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

Fund Source: 827-V4-293-1663-6319	Non-GOB	Requisition #: 10130842
Amount: \$7,000.00		
Fund Source: TBD	Non-GOB	Requisition #:
Amount: 7,000.00		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$14,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600001298

Department: Community Education

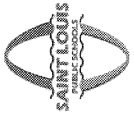
Requestor: Judith King

Angela Banks, Budget Director

John Windom, Exec. Director, Full Service Schools

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Judith King	Date: September 10, 2012
Department / School: Community Education	Phone Number: 314-345-4409
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
Gateway IT High school students will implement a multi-faceted service learning project designed to enhance for blind and visually impaired persons their full access to and enjoyment of key cultural resources in the community including the Saint Louis Zoo, the Saint Louis Science Center, and the Missouri Botanical Garden. The five-year project will be carried out in collaboration with community cultural institutions, with technical assistance services provided by the St. Louis Society for the Blind and Visually Impaired	
Vendor Name: St. Louis Society for the Blind and Visually Impaired	Email: bwending@slsbvi.org
Vendor Contact: Brenda Wendling	Phone Number
Justification Information 314-301-7374	
1. Why the uniquely specified goods are required?	
Consultants from St. Louis Society for the Blind and Visually Impaired will work closely with students to help them gain a greater understanding of the challenges faced by blind and visually impaired persons and to ensure project plans and strategies are consistent with the needs of the visually impaired	
2. Why good or services available from other vendors /competitors are not acceptable?	
St. Louis Society for the Blind and Visually Impaired have access to resources to make this community service project successful while collaborating with a variety of agencies.	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
Services provided by the St. Louis Society for the Blind and Visually Impaired are included in the 21st Century Grant.	
4. List the Names of other Vendors contacted & Price Quotes:	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
Your sole source request will not be approved without the required signatures below:	
Department Head	Date
CFO	Date
Superintendent	Date

Sole Source Checklist

1. Check one of the following:

- XOne-of-a-kind** The commodity or service has no competitive product and is available from only one supplier.
Prior to checking this box you must complete each of the following tasks:
 - Search the internet for companies providing similar services.
 - Search purchasing files to determine if district has a record of vendors(s) that have provided similar services.
 - Document search activities and findings.

 - Compatibility** The commodity or service must match existing brand of equipment for compatibility and is available from only one vendor.
Prior to checking this box you must complete the following task:
 - Provide documentation from the provider of the original equipment/services that the equipment/services in question must be provided by the vendor in question.

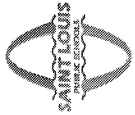
 - Replacement Part** The commodity is a replacement part for a specific brand of existing equipment and is available from only one supplier.
Prior to checking this box you must complete the following task:
 - Document a search for additional suppliers.

 - Delivery Date** Only one supplier can meet necessary delivery requirements.
Prior to checking this box you must complete each of the following tasks:
 - Document delivery date and quotes from at least two other vendors.
 - Document rationale in support of treating the delivery date as mission critical.

 - Research Continuity** The commodity or service must comply with established District standards and is available from only one supplier.
Prior to checking this box you must complete the following task:
 - Document district adoption of standard (i.e. Textbook adoption).

 - Unique Design** The commodity or service must meet physical design or quality requirements and is available from only one supplier.
Prior to checking this box you must complete the following task:
 - Sole supplier (i.e. Regional Distributor).

 - Emergency URGENT NEED** for the item or service does not permit soliciting competitive bids, as in cases of emergencies, disasters, etc.
Prior to checking this box you must complete the following task:
 - Complete Emergency Purchase Form.
2. If the Sole Source Criteria is met, then complete the Sole Source Form;
3. If the Sole Source Criteria are not met, then the item must be bid.



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>	Report Date: September 11, 2012	
Dept / School: Gateway Elementary/High	Reported By: Judith King	
Vendor: St. Louis Society for the Blind and Visually Impaired	Vendor #: 600001298	
Contract # / P.O. #: 450016129	Contract Name: Judith King	
Contract Amount: \$ 7,000.00	Award Date: 10-4-11	
<p>Purpose of Contract (Brief Description): Part of activities included under 21st Century Program. To involve students in a community service project. The project involves our students in the development of resources for visually impaired individuals to improve their ability to enjoy the Botanical Garden, the St. Louis Zoo and the St. Louis Science Center.</p>		
<p>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	Provided an opportunity for students to use various tools used by blind and visually impaired persons.
	4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5	Delivered services on time.
	4	
	3	
	2	
	1	
Business Relations	5	Works well with all agencies.
	4	
	3	
	2	
	1	
Customer Satisfaction	5	Satisfied with services rendered.
	4	
	3	
	2	
	1	
Cost Control	5	Cost determined by guidelines of grant.
	4	
	3	
	2	
	1	
Average Score	5.0	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p>		
Please Check		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

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