

BOARD MEETING

TUESDAY, NOVEMBER 15, 2011

A G E N D A

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

SUPERINTENDENT OF SCHOOLS
DR. KELVIN R. ADAMS

Meeting Agenda

Consent Agenda

Consent Agenda

**SPECIAL ADMINISTRATIVE BOARD MEETING
NOVEMBER 15, 2011 REGULAR MEETING/6:00PM
ADMINISTRATIVE BUILDING- 801 N. 11TH STREET**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Minutes
 - a) July 7, 2011 Regular Meeting
 - b) July 21, 2011 Special Meeting
 - c) August 2, 2011 Regular Meeting
 - d) August 16, 2011 Regular Meeting
 - e) August 24, 2011 Special Meeting
5. Student Recognition(s)
6. Public Comments
7. Superintendent's Report
 - a) Information Item(s)
 - 1) Staffing Update
 - 2) Construction Career Center Presentation
 - 3) Quarterly Budget Report
 - b) Business Items
 - 1) Consent Agenda
8. Board Member Updates
9. Adjournment

[illegible]

**7/21/11 Open Minutes
(Sp. Mtg.)**

**ST. LOUIS PUBLIC SCHOOLS
SUPERINTENDENT'S REPORT
November 15, 2011**

1.0 Preliminary

1.1 CONSENT AGENDA

a) Information Item(s)

- 1) Staffing Update
- 2) Construction Career Center Presentation
- 3) Quarterly Budget Report

1.2 b) Business Items – Action Required

- 1) Consent Agenda

11-15-11-01 To ratify a contract renewal with AmeriCorps St. Louis for the period October 1, 2011 through June 30, 2012 in an amount not to exceed \$220,000, pending the availability of funds.
APPROVED AT THE
*10/18/11 MEETING

FUNDING SOURCE: Non-GOB

11-15-11-02 To approve a contract renewal with Schoolwires, Inc. for the period July 1, 2012 through June 30, 2013 to provide website hosting services and software licenses at a cost not to exceed \$51,300, pending the availability of funds (*E-Rate*).

FUNDING SOURCE: GOB

11-15-11-03 To approve a contract renewal with AT&T for the period July 1, 2012 through June 30, 2013 to provide long distance telephone services at a cost not to exceed \$9,300, pending the availability of funds (*E-Rate*).

FUNDING SOURCE: GOB

11-15-11-04 To approve a contract renewal with Charter Business Solution for the period July 1, 2012 through June 30, 2013 to provide local telephone service at a cost not to exceed \$30,100, pending the availability of funds (*E-Rate*).

FUNDING SOURCE: GOB

11-15-11-05 To approve a contract renewal with Charter Business Solution for the period July 1, 2012 through June 30, 2013 to provide high speed internet access at a cost not to exceed \$81,000, pending the availability of funds (*E-Rate*).

FUNDING SOURCE: GOB

11-15-11-06 To approve a contract renewal with Microsoft Corporation for the period December 1, 2011 through November 30, 2012 to provide problem resolution support, training and workshops and flexible assistance and technical support at a cost not to exceed \$90,000.

FUNDING SOURCE: GOB

11-15-11-07 To approve a contract with Raineri Construction, LLC to provide waterproofing, tuckpointing and plastering repair at Woerner and Dunbar Elementary Schools at a cost not to exceed \$388,003 that includes a 10% contingency of \$35,273. The work shall begin on October 26, 2011 and completed by December 27, 2011.
APPROVED AT THE
*10/18/11 MEETING

FUNDING SOURCE: Prop S

11-15-11-08 To approve a contract with CBX Technologies, Inc. to provide RE-4 router electrical installations at Buder, Busch, Mallinckrodt, Nottingham and Woerner Schools at a cost not to exceed \$62,498 that includes a 10% contingency of \$5,682. The work shall begin on October 26, 2011 and completed by December 31, 2011.
APPROVED AT THE
*10/18/11 MEETING

FUNDING SOURCE: Prop S

11-15-11-09
APPROVED AT THE
*10/18/11 MEETING

To approve a contract with FUSE for the period November 16, 2011 through June 30, 2012 for marketing material production and placement as well as media production and placement at a total cost not to exceed \$125,250.
FUNDING SOURCE: GOB

DECEMBER 6, 2011 ITEM(S) FOR CONSIDERATION

- 12-06-11-01** To ratify a Memorandum of Understanding with Dream Building, Inc. d/b/a St. Louis Dream Center to establish a partnership to provide sports equipment and uniforms for the Middle School Athletic League for the period October 21, 2011 through June 30, 2012.
FUNDING SOURCE: N/A
- 12-06-11-02** To ratify a contract with Tech Electronics, Inc. and Hackett Security to provide an emergency fire panel at Fanning Middle School. The emergency work started on October 31, 2011 and was completed by November 11, 2011 at a total cost not to exceed \$25,804.
FUNDING SOURCE: Prop S
- 12-06-11-03** To ratify a sole source contract with Dr. Erica Lembke to provide Response to Intervention (Rtl) training for Rtl building level leadership teams for the period September 1, 2011 through June 30, 2011 at a cost not to exceed \$12,000.
FUNDING SOURCE: Non-GOB
- 12-06-11-04** To approve a Memorandum of Understanding with Living Word Apostolic Church, "Friends with a Better Plan" to provide youth prevention services such as substance abuse prevention and alcohol and tobacco reduction/prevention for the period December 7, 2011 through June 30, 2012.
FUNDING SOURCE: N/A
- 12-06-11-05** To approve a Memorandum of Understanding with Better Family Life to establish a Youth Mentoring Program to be started at Long Middle School for the period December 8, 2011 through December 6, 2012.
FUNDING SOURCE: N/A
- 12-06-11-06** To approve a Memorandum of Understanding with Go! St. Louis/Students on the Go! to establish a partnership to foster healthier lives through physical fitness activities for participating students at Roosevelt, Central VPA, Gateway Tech and Metro for the period December 7, 2011 through December 6, 2012.
FUNDING SOURCE: N/A
- 12-06-11-07** To approve a Memorandum of Understanding with Memorandum of Understanding with the Cité Scolaire Internationale de Gerland for a foreign exchange student program with Soldan High School for the period December 7, 2011 through June 30, 2012.
FUNDING SOURCE: N/A
- 12-06-11-08** To approve the acceptance of funds from DESE for the School Age Community/After School Program for Bryan Hill and Jefferson Elementary Schools in the amount of \$57,814.
FUNDING SOURCE: Non-GOB
- 12-06-11-09** To approve a sole purchase from Pearson Psychological Corporation for psychological educational assessment and evaluation test kits, supplemental protocols and scoring software in a total combined amount not to exceed \$5,437.72.
FUNDING SOURCE: Non-GOB

- 12-06-11-10** To approve the purchase of leveled classroom libraries by individual schools from the various potential vendors list (attached) during the period December 7, 2011 through May 30, 2012 with a total dollar limitation of \$500,000.
FUNDING SOURCE: Various
- 12-06-11-11** To approve a purchase from The Booksource and Scholastic, Inc. to purchase reading materials for the Reading is Fundamental (RIF) Program at a total cost not to exceed \$15,000.
FUNDING SOURCE: GOB
- 12-06-11-12** To approve a purchase from Scholastic Education for the purchase of the System 44 for Roosevelt and International Welcome Schools at a total combined cost not to exceed \$59,502, pending the availability of funds.
FUNDING SOURCE: Non-GOB
- 12-06-11-13** To approve a sole source purchase from Apple, Inc. for 22 iMac desktop computers and 22 monitors for the Career and Technical Graphic Arts Program at Central VPA and Clyde C. Miller Academy in a total combined amount not to exceed \$37,660.12.
FUNDING SOURCE: Non-GOB
- 12-06-11-14** To renew the authorization and contracts with the Lutheran Association for Special Education and the English Tutoring Project as Title III vendors to provide English for Speakers of Other Language Services for non-public schools in St. Louis City for the period, December 17, 2011 through June 30, 2012 at a total combined amount not to exceed \$27,797.68.
FUNDING SOURCE: Non-GOB
- 12-06-11-15** To approve a sole source contract renewal with Webster University to design and deliver elementary math content training for up to 64 teachers relative to the Sheltered Instruction Observation Protocol (SIOP) Model for the period December 10, 2011 through September 30, 2012 at a cost not to exceed \$50,205.
FUNDING SOURCE: Non-GOB
- 12-06-11-16** To approve a sole source contract renewal with Pearson, Inc., Teacher Education and Development Group to deliver an overview of the Sheltered Instruction Observation Protocol (SIOP) Model to 30 administrators and the SIOP Math Enrichment training to 64 teachers for the period January 1, 2012 through September 30, 2012 at a cost not to exceed \$35,000.
FUNDING SOURCE: Non-GOB
- 12-06-11-17** To approve a sole source contract renewal with Linhardt Consulting Services for the development of a program effectiveness review system plus guidance in development of Enhancement Grants and Federal/State funding issues for the period December 7, 2011 through June 30, 2012 in a total combined amount not to exceed \$8,100.
FUNDING SOURCE: GOB
- 12-06-11-18** To approve and adopt a Policy Statement of the Special Administrative Board (SAB) of the Transitional School District of the City of St. Louis in *Relation to Working Conditions for Teachers, Secretarial/Clerical and Paraprofessional Employees* for the period July 1, 2011 through June 30, 2014; voted on and approved by AFT St. Louis, Local 420 on November 12, 2011.

- 12-06-11-19** To approve a contract renewal with John Bardgett & Associates, Inc. to provide consulting services relative to legislative solutions for the period December 1, 2011 through May 31, 2012 at a cost not to exceed \$24,000.
FUNDING SOURCE: GOB
- 12-06-11-20** To approve a contract renewal with Cheryl V. Ward to serve as Manager of the St. Louis Plan for the period January 3, 2012 through June 30, 2012 at a cost not to exceed \$26,000.
FUNDING SOURCE: GOB
- 12-06-11-21** To approve a contract renewal with Belcan InfoServices to provide temporary technical personnel to be used in the Technology Division for the period January 1, 2012 through June 30, 2012 at a total cost not to exceed \$50,000.
FUNDING SOURCE: GOB
- 12-06-11-22** To approve a contract renewal with GroupBasis, Inc. to provide SAP system maintenance, implementation and problem resolution services for the period January 1, 2012 through December 31, 2012 at a cost not to exceed \$81,000.
FUNDING SOURCE: GOB
- 12-06-11-23** To approve a contract renewal with SAP America to provide the license, maintenance and support services for the SAP Financial System and the BSI Payroll Tax software for the period January 1, 2012 through December 31, 2012 at a cost not to exceed \$276,466.87
FUNDING SOURCE: GOB
- 12-06-11-24** To approve a contract renewal with BTU, LLC for E-Rate consulting services to facilitate with the planning and submission of E-Rate applications for the period February 1, 2012 through January 13, 2013 at a cost not to exceed \$86,000.
FUNDING SOURCE: GOB
- 12-06-11-25** To approve a contract with Huffman Security Company, Inc. to provide window shade replacement at five (5) schools. The work shall begin November 26, 2011 and completed by January 27, 2012 at a total cost not to exceed \$102,896 that includes a 10% contingency of \$9,354.
FUNDING SOURCE: Prop S
- 12-06-11-26** To approve a contract with Midwestern Design & Construction/Blanton, joint venture to renovate the science lab at Nottingham High School. The work shall begin November 16, 2011 and completed by January 31, 2012 at a cost not to exceed \$182,600 that includes a 10% contingency of \$16,600.
FUNDING SOURCE: Prop S
- 12-06-11-27** To approve the September, 2011 Monthly Budget Transaction Report.

**7/7/11 Executive
Minutes**

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ITEM 11-15-11-01

**APPROVED
AT THE
10/18/11 MEETING**

(rescheduled from 10/25/11)

2

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Board Resolution

Date: October 11, 2011

Agenda Item: 11-15-11-02

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. : 03-10-11-06
 Prior Year Cost: \$ 51,300.00

SUBJECT:

To approve a contract renewal with Schoolwires, Inc. to provide website hosting services and software licenses for the period July 1, 2012 to June 30, 2013 at a cost not to exceed \$51,300.00 (pre-discount). The cost reflected is the total cost of the contract, pending receipt of the 2012-13 E-Rate Funding Commitment Decision Letter. The SLPS discounted portion is anticipated to be \$7,190.00 (14% SLPS match based on the Free and Reduced Rate) after receipt of E-Rate Funding.

BACKGROUND:

Last year Schoolwires, Inc. was selected via an E-Rate 470 RFP process to maintain the website for the District. Schoolwires will host the website and provide software licenses and technical support as needed. This will be paid via the Billed Entity Applicant Reimbursement Method.

Accountability Plan Goal: Goal III: Facilities, Resources Support

Objective/Strategy:

III.B.

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

Fund Source: 981 - 54 - 110 - 2828 - 6319
 Amount: \$ 51,300.00

GOB

Requisition #:

Fund Source: - - - -
 Amount:

Requisition #:

Fund Source: - - - -
 Amount:

Requisition #:

Cost not to Exceed: \$ 51,300.00 ☒

Pending Funding Availability Vendor #: 600013866

Department: Technology Services

Cheryl VanNoy, Exec. Dir., Technology Services

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: October 5, 2011
Dept / School: Technology Services		Reported By: Patrick Wallace
Vendor: Schoolwires, Inc.		Vendor #: 600013866
Contract # / P.O. / #: 4500157906		Contract Name: Website Hosting Services
Contract Amount: \$ 51,300.00		Award Date: 3/10/11
Purpose of Contract (Brief Description): To provide support for the District's Internet web site.		
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	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"/>		

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



Board Resolution

Date: October 11, 2011

Agenda Item: 11-15-11-03

To: Dr. Kelvin R. Adams, Superintendent

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

Action: X

Action to be Approved:

Other Transaction Descriptors: _____

X Contract Renewal
 Previous Bd. Res.: 03-10-11-06
 Prior Year Cost: \$ 9,300.00

SUBJECT:

To approve a contract renewal with AT&T for long distance telephone service for the period July 1, 2012 through June 30, 2013 at a cost not to exceed \$9,300.00 (pre-discount) pending receipt of the 2012-13 E-Rate Funding Commitment Decision Letter. The discounted cost to SLPS will be \$1,023.00 after receipt of the E-Rate funding.

BACKGROUND:

The long distance telephone service was competitively bid last year through the E-Rate Form 470 that was filed in order to qualify for E-Rate funding. This service is needed to provide the long distance telephone service as needed at all SLPS locations. This is in keeping with the Accountability Goals of providing all students, teachers, administrators and parents concurrent access to information and academic tools for teaching and learning. This will be paid via the Billed Entity Applicant Reimbursement Method.

Accountability Plan Goal: Goal III: Facilities, Resources Support

Objective/Strategy:

III.B.

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

Fund Source: 981 - 8L - 110 - 2625 - 6361
 Amount: \$ 9,300.00

GOB

Requisition #:

Fund Source: - - - -
 Amount:

Requisition #:

Fund Source: - - - -
 Amount:

Requisition #:

Cost not to Exceed: \$ 9,300.00 ☒

Pending Funding Availability Vendor #: 600010435

Department: Technology Services

Cheryl VanNoy, Exec. Dir., Technology Services

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>	Report Date: 9/20/11	
Dept / School: Technology	Reported By: Cheryl VanNoy	
Vendor: AT&T	Vendor #: 600010435	
Contract # / P.O/ #:	Contract Name: Long Distance Telephone Service	
Contract Amount: \$ 9,300	Award Date: 3/10/11	
Purpose of Contract (Brief Description): Long Distance Telephone Service		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	X5 4 3 2 1	
Timeliness of Delivery or Performance	5 X4 3 2 1	
Business Relations	X5 4 3 2 1	
Customer Satisfaction	5 X4 3 2 1	
Cost Control	X5 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 the final report or a quarterly report (3 months)
Report Date	the date the report is prepared
Department	Indicate the name of the reporting department
Reported By	Please sign your name
Vendor	Enter the vendor's name
Vendor Number	Enter the vendor's assigned number
Contract # / PO #	Enter the assigned contract # or the purchase order # for the goods or Services being reported
Contract Name	This the official name used when the contract was solicited
Contract Amount	The total dollar value of the contract: the amount listed on the Board Resolution
Award Date	Enter the date that the Board approved this contract
Contract Description	Provide a brief description of the work being done under the contract
Performance Ratings	In the comment column provide the rationale for the rating you give. Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



Board Resolution

Date: October 11, 2011

Agenda Item: 11-15-11-04

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.: 03-10-11-09
 Prior Year Cost: \$ 30,100.00

SUBJECT:

To approve a contract renewal with Charter Business Solutions for local telephone service for the period July 1, 2012 through June 30, 2013 at a cost not to exceed \$30,100.00 (SLPS Match-based on the Free and Reduced rate), pending receipt of the 2012-13 E-Rate Funding Commitment Decision Letter. The total cost of the contract is \$200,000.00 (pre-discount).

BACKGROUND:

The local telephone service was competitively bid two years ago through the E-Rate Form 470 that was filed in order to qualify for E-Rate funding. This service is needed to provide local telephone service as needed at all SLPS locations. This is in keeping with the Accountability Goals of providing all students, teachers, administrators and parents concurrent access to information and academic tools for teaching and learning.

Accountability Plan Goal: Goal III: Facilities, Resources Support

Objective/Strategy:

III.B.

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

Fund Source: 981 - 8L - 110 - 2625 - 6361
 Amount: \$ 30,100.00

GOB

Requisition #:

Fund Source: - - - -
 Amount:

Requisition #:

Fund Source: - - - -
 Amount:

Requisition #:

Cost not to Exceed: \$ 30,100.00 ☒

Pending Funding Availability Vendor #: 600013545

Department: Technology Services

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

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

Angela Banks
 Angela Banks, Budget Director

Enos Moss
 Enos Moss, CFO/Treasurer

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



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>	Report Date: 9/20/11	
Dept / School: Technology	Reported By: Cheryl VanNoy	
Vendor: Charter Communications, LLC	Vendor #: 600013545	
Contract # / P.O. #:	Contract Name: Local Phone Service	
Contract Amount: \$ 30,100	Award Date: 3/10/11	
Purpose of Contract (Brief Description): To provide District local phone services.		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	X5	
	4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	X5	
	4	
	3	
	2	
	1	
Business Relations	X5	
	4	
	3	
	2	
	1	
Customer Satisfaction	X5	
	4	
	3	
	2	
	1	
Cost Control	X5	
	4	
	3	
	2	
	1	
Average Score	5	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period. <div style="text-align: right;">Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></div>		

Type of report Identify if this the final report or a quarterly report (3 months)
Report Date the date the report is prepared
Department Indicate the name of the reporting department
Reported By Please sign your name
Vendor Enter the vendor's name
Vendor Number Enter the vendor's assigned number
Contract # / PO # Enter the assigned contract # or the purchase order # for the goods or Services being reported
Contract Name This the official name used when the contract was solicited
Contract Amount The total dollar value of the contract: the amount listed on the Board Resolution
Award Date Enter the date that the Board approved this contract
Contract Description Provide a brief description of the work being done under the contract
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Performance Ratings Guidelines

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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

5

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Board Resolution

Date: October 11, 2011

Agenda Item: 11-15-11-05

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.: 03-10-11-10

Prior Year Cost: \$ 60,000.00

SUBJECT:

To approve a contract renewal with Charter Business Solutions to provide High Speed Internet Access for the period July 1, 2012 through June 30, 2013 at a cost not to exceed \$81,000.00 (pre-discount). The cost reflected is the total cost of the contract, pending receipt of the 2012-13 E-Rate Funding Commitment Decision Letter. The SLPS discounted portion is anticipated to be \$9,720 (12% SLPS match based on the Free and Reduced Rate) after receipt of E-Rate Funding.

BACKGROUND:

This service is needed to ensure internet access for all SLPS District locations. The increase in cost reflects the fact that the bandwidth of the access has been doubled. This will provide faster access for more users and is in keeping with the Accountability Goals of providing students, teachers, administrators and parents access to information and academic tools for teaching and learning. This will be paid via the Billed Entity Applicant Reimbursement Method.

Accountability Plan Goal: Goal III: Facilities, Resources Support

Objective/Strategy:

III.B.

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

Fund Source: 981 - 54 - 110 - 2828 - 6319

GOB

Requisition #:

Amount: \$ 81,000.00

Fund Source: - - - -

Requisition #:

Amount:

Fund Source: - - - -

Requisition #:

Amount:

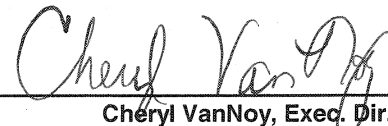
Cost not to Exceed: \$ 81,000.00 ☒

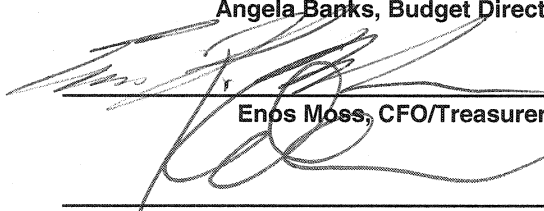
Pending Funding Availability Vendor #: 600013545

Department: Technology Services

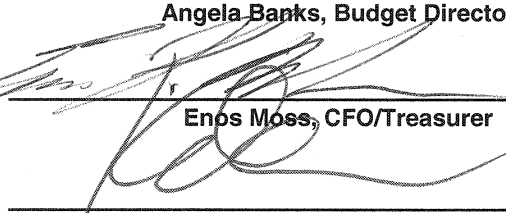


Angela Banks, Budget Director


Cheryl VanNoy, Exec. Dir., Technology Services


Enos Moss, CFO/Treasurer


Mary M. Houlihan, Dep. Supt., Operations


Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>	Report Date: 9/20/11	
Dept / School: Technology	Reported By: Cheryl VanNoy	
Vendor: Charter Business Communications	Vendor #: 600013545	
Contract # / P.O. / #: 4500157905	Contract Name: High Speed Internet Access	
Contract Amount: \$ 60,000	Award Date: 3/10/11	
Purpose of Contract (Brief Description): High Speed Internet Access – Bandwith has been doubled.		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	X5 4 3 2 1	
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	4.2	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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

6

6



Board Resolution

Date: October 11, 2011

Agenda Item: 11-15-11-06

To: Dr. Kelvin R. Adams, Superintendent

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

Action: X

Action to be Approved:

X

Contract Renewal

Previous Bd. Res.: 11-30-10-12

Prior Year Cost: \$ 86,940.00

Other Transaction Descriptors: _____

SUBJECT:

To approve a contract renewal with Microsoft Corporation for the Microsoft Premier Support Services Agreement to provide problem resolution support that covers technology systems 24/7, training and workshops that keep the Technology staff up to date on the latest technologies. The support will be for the period December 1, 2011 through November 30, 2012 at a cost not to exceed \$90,000.

BACKGROUND:

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

Accountability Plan Goal: Goal III: Facilities, Resources Support

Objective/Strategy:

III.B.

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

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

GOB

Requisition #: 10125976

Amount: \$ 90,000.00

Fund Source: - - - -

Requisition #:

Amount:

Fund Source: - - - -

Requisition #:


Amount:

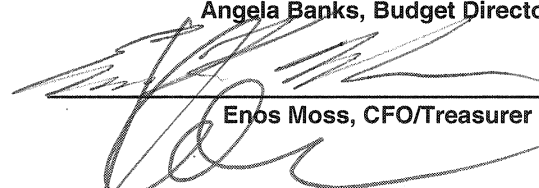
Cost not to Exceed: \$ 90,000.00

Pending Funding Availability Vendor #: 600007990

Department: Technology Services


Angela Banks, Budget Director


Cheryl VanNoy, Exec. Dir., Technology Services


Enos Moss, CFO/Treasurer


Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 9/28/11	
Dept / School: Technology		Reported By: Cheryl VanNoy	
Vendor: Microsoft Corporation		Vendor #: 600007990	
Contract # / P.O/ #: 4500156096		Contract Name: Microsoft Premier Support Services	
Contract Amount: \$ 86,940		Award Date: 11/30/10	
Purpose of Contract (Brief Description): Microsoft software support and training			
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory			
Category	Rating	Comments (Brief)	
Quality of Goods / Services	X5 4 3 2 1		
Timeliness of Delivery or Performance	X5 4 3 2 1		
Business Relations	X5 4 3 2 1		
Customer Satisfaction	X5 4 3 2 1		
Cost Control	5 X4 3 2 1		
Average Score	4.8	Add above ratings: divide the total by the number of areas being rated.	
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.			
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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

ITEM 11-15-11-07

**APPROVED
AT THE
10/18/11 MEETING**

(rescheduled from 10/25/11)

ITEM 11-15-11-08

**APPROVED
AT THE
10/18/11 MEETING**

(rescheduled from 10/25/11)

ITEM 11-15-11-09

**APPROVED
AT THE
10/18/11 MEETING**

(rescheduled from 10/25/11)



BOARD RESOLUTION

Date: October 31, 2011

Agenda Item : 12-06-11-01

To: Dr. Kelvin R. Adams, Superintendent

Action: ☒

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

Action to be Approved:
Memorandum of Understanding

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

SUBJECT: To ratify a Memorandum of Understanding with Dream Building, Inc. d/b/a St. Louis Dream Center to establish a partnership to provide sports equipment and uniforms for the Middle School Athletic League for the period of October 21, 2011 through June 30, 2012.

BACKGROUND: The purpose of the MOU is to establish a partnership with the Dream Center to support the creation of the Middle School Athletic League. The Middle School Athletic League will be known as the SLPS/DC Sports Middle School Athletic League. The League will support four sports in the first year which include flag football, boys basketball, girls basketball and baseball.

Accountability Plan Goals: Goal IV: Parent Community Involvement



Objective/Strategy:

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


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


Department: Office of Inst. Adv.

Requestor: Travis Brown



Blake Youde, Dep. Supt., Institutional Advancement


Angela Banks, Budget Director


Enos Moss, CFO/Treasurer


Dr. Kelvin R. Adams, Superintendent

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into by and between the Transitional School District of the City of St. Louis d/b/a St. Louis Public School System ("SLPS") and the Dream Building, Inc. d/b/a St. Louis Dream Center ("Agency") on this 21 day of Oct, 2011.

1. Purpose: The purpose of this MOU is to provide for the terms of a donation from Agency to SLPS in order to facilitate a middle school athletic league in the St. Louis Public Schools.

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. Both parties agree that any person employed by both SLPS and Agency shall be considered an employee and agent of SLPS while providing services related to the middle school athletic league in the St. Louis Public Schools.

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 SLPS.

4. 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 relationship between the Agency and SLPS requires fundraising, the parties agree that all documents and activities associated with any such fundraising effort will be cooperatively prepared and **must be approved by the Special Administrative Board of the Transitional School District of the City of St. Louis prior to implementation.** For purposes of this MOU, "fundraising" shall be defined as a public appeal for donations by Agency for the express purpose of supporting SLPS and/or the SLPS/DC Sports Middle School Athletic League.

5. Student Information: In the event that Agency has access to and/or 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 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").

6. Obligations of SLPS:

(a) SLPS shall have sole and exclusive control over the practices, games, transportation, security and all other aspects of the Middle School Athletic League.

(b) Provided Agency is providing equipment and uniforms pursuant to Paragraph 7 of this Agreement, SLPS shall refer to the Middle School Athletic League as the "SLPS/DC Sports Middle School Athletic League" in substantially all of the Middle School Athletic League's activities and in print or other media advertisements created and/or placed directly by SLPS or under SLPS's control that relate solely to the Middle School Athletic League.

(c) In the event that SLPS determines that it will not continue the Middle School Athletic League under the "DC Sports" name, SLPS shall return any equipment and uniforms provided by Agency pursuant to Paragraph 7 of this MOU, except that SLPS shall not be responsible for replacing any lost, stolen or damaged equipment or uniforms.

7. Obligations of Agency:

Agency shall provide sports equipment and uniforms to SLPS for use with the Middle School Athletic League. SLPS shall specify the amount and type of equipment and uniforms required for the Middle School Athletic League provided that the amount of equipment and uniforms provided shall be at Agency's discretion.

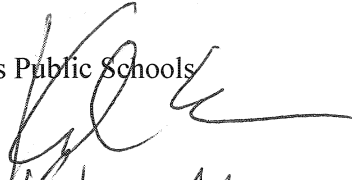
8. Term and Termination: This MOU shall expire on June 30, 2012. Either party may terminate this MOU and SLPS's right to use the name DC Sports upon thirty (30) days prior written notice to the other party.

9. Relationship Between the Parties: This MOU shall not be deemed to create any joint venture, partnership or agency between the parties hereto. It is understood that each party to this MOU shall be independent of the other and that neither party shall have the right or authority to bind the other party. Each party is responsible for all of its own employee benefits including, but not limited to, worker's compensation, unemployment, insurance, vacation, holiday pay, pension benefits, and profit sharing. Each party shall also bear the sole responsibility for withholding and remittance of any federal, state or local taxes with respect to its employees.

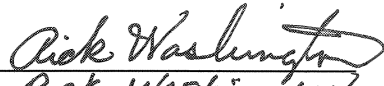
10. Intellectual Property: SLPS acknowledges that all rights in and to the mark, "DC Sports", and all other trademarks or service marks owned by the Agency, including but not limited to, the name and logos of the Agency and all artwork, trademarks, service marks and all goodwill

associated therewith shall be owned and controlled exclusively by Agency, and SLPS shall have no right, title or interest therein or thereto.

Saint Louis Public Schools

By: 
Name: Kelvin Adams
Title: Superintendent

Dream Building, Inc.

By: 
Name: Rick Washington
Title: Administrator



BOARD RESOLUTION

Date: November 1, 2011

Agenda Item : 12-06-11-02

To: Dr. Kelvin R. Adams, Superintendent

Action: ☒

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

Action to be Approved: Contract

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

RFP/Bid # N/A

SUBJECT: To ratify a contract with Tech Electronics, Inc. and Hackett Security to provide an emergency fire panel replacement at Fanning Middle School using Proposition S bond construction funds. This emergency work started on October 31, 2011 and was completed by November 11, 2011 at a cost not to exceed \$25,804.00.

BACKGROUND: The existing fire alarm panel at Fanning Middle School is not repairable and must be replaced. We are requesting to make this emergency short-term repair to replace the fire alarm panel. We will not replace all the smoke detectors and pull stations at this time, but intend to complete this work along with other fire alarm replacements through a bidding process in the near future as part of the Prop S upgrades. This short term fix will buy us time and save money by minimizing the long-term fire watch currently in place. The contractor will design-build this repair. This work will be performed while students are not in class. The cost for the two contractors shall be divided as follows:

- Tech Electronics, Inc: \$14,402.00 plus a 10% contingency of \$1,402.00 for a total of \$15,804.00 to replace the panel
- Hackett Security: \$10,000.00 for a 4 week fire watch and depending on when the repair is completed

This work will be funded by the Proposition S Bond Program under the upgrade of electrical upgrades estimated at \$24,300,000.00. With this project approved, the balance of the electrical upgrades budget is \$24,274,196.

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	Non-GOB	Requisition #: 10126501
Amount: \$15,804.00		
Fund Source: 905-00-910-2629-6333	Non-GOB	Requisition #: 10126502
Amount: \$10,000.00		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$25,804.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 60000655 and 600007051

Department: Operations

Requestor: Tom Goodrich

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

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

Angela Banks
Angela Banks, Budget Director

Enos Moss
Enos Moss, CFO/Treasurer

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



BOARD RESOLUTION

Date: November 8, 2011

Agenda Item : 12-06-11-03

To: Dr. Kelvin R. Adams, Superintendent

Action: ☒

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

Action to be Approved: Contract

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

SUBJECT: To ratify a sole source contract with Dr. Erica Lembke to provide Response to Intervention (Rtl) training for the Rtl building level leadership teams. The training will occur during the period September 1, 2011 through June 30, 2012 at a cost not to exceed \$12,000.00.

BACKGROUND: Rtl is a District-wide initiative. Four to eight Rtl leadership team members from each school will attend this training series. The Rtl program is the framework used to promote academic and behavioral success for all students.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: Objective 1.D.

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

Fund Source: 824-BS-232-2213-6319	Non-GOB	Requisition #: 10126571
Amount: \$12,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$12,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600014693

Department: Professional Development

Requestor:

Audrey Jackson
Audrey Jackson, Director, Professional Development

Ab 11/4/2011
Dr. Nicole Williams, Dep. Supt., Academics

Angela Banks
Angela Banks, Budget Director

Enos Moss
Enos Moss, CFO/Treasurer

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



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Dr. Chip Jones/Audrey Jackson	Date: October 29, 2011
Department / School: Student Support	Phone Number: 345-2250 / 345-2425
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
Professional Development will be provided on the topic of Response to Intervention (RtI) to Building Leadership Teams with focus placed on processes, implementation and resources to support Response to Intervention.	
Vendor Name: Erica Lembke	Email: lembkee@missouri.edu
Vendor Contact: Erica Lembke	Phone Number: 573-882-0434
Justification Information	
1. Why the uniquely specified goods are required?	
Dr. Lembke has a vast amount of experience across the nation working with school districts implementing RtI.	
2. Why good or services available from other vendors /competitors are not acceptable?	
Dr. Lembke is a professor at the University of Missouri (Columbia) the flagship research institution for the state of Missouri. She provides professional development to districts across the state in the area of RtI.	
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:	
<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	October 29, 2011 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:

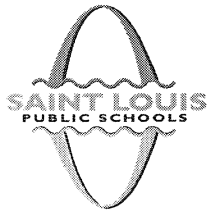
- Sole supplier (i.e. Regional Distributor)

- ☐ **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.



KELVIN ADAMS, PH.D.

Superintendent

NICOLE WILLIAMS, PH.D.

Deputy Superintendent, Academic Services

AUDREY JACKSON

Director of Professional Development

To: Dr. Nicole Williams

From: Audrey Jackson
Dr. Chip Jones

Re: Ratification – Sole Source Contract/Erica Lembke

Date: November 4, 2011

The Offices of Professional Development and Student Support Services request the approval of a Ratification Sole Source Contract with Erica Lembke.

Dr. Lembke presented to school teams on September 19-20, 2011. Her presentation on the implementation of Rtl was well received. A decision was made to have her return and present the subsequent training.

Dr. Lembke's fee for the 2 day session was \$4,000 which is under the \$5,000.00 Board Resolution limit. Instead of paying her for the first session, we thought the correct procedure to follow was to submit a Board Resolution for all 6 Rtl workshops.

Funding was not available through Student Support Services and a decision was made to support the work through Professional Development.

Total cost for the 6 day Rtl Seminar: \$12,000.00. This training addresses Phase II of the Rtl Framework.

801 N. 11th Street
St. Louis, Missouri 63101
Telephone 314.345.2425
Facsimile 314.345.2659
Audrey.Jackson@slps.org

RtI 2nd Session November 8 & 9th 2011

The next RtI professional development session for your RtI Building Leadership Team is as follows:

Session 2	Data utilization, including fidelity of problem solving in grade level/content teams	November 8, 2011	Elementary
		AM Session: 8:00 – 11:00	8:00 start time
		PM Session: 12:00 – 3:00	Elementary 9:00 start time
		November 9, 2011	High School
		AM Session: 7:30 – 10:30	
		PM Session: 11:00 – 2:00	Middle Schools

This second session will build on the first session. It's important that 100% of the schools attend as a team. 95% of the elementary schools responded, where as only about half of the middle and high schools attended. Those that did not attend can pick up materials from the last session in November. For those that did not attend the earlier session, please select your team members and submit the names by email to Audrey Jackson (audrey.jackson@slps.org) and Chip Jones (chip.jones@slps.org) with a copy to your associate superintendent no later than November 4, 2011.

The workshop format will be structured whereby teams will return to the building with a module for use in training the remainder of the staff. All materials will be posted on the RtI website located on the Academic website on the Intranet. Please contact Chip Jones or Audrey Jackson as you have questions in preparation for this training.



BOARD RESOLUTION

Date: October 31, 2011

Agenda Item : 12-06-11-04

To: Dr. Kelvin R. Adams, Superintendent

Action: ☒

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

Action to be Approved:
Memorandum of Understanding

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

SUBJECT: To approve a Memorandum of Understanding (MOU) with the Living Word Apostolic Church (Friends with a Better Plan) to establish a partnership to provide youth prevention services such as substance abuse prevention and alcohol and tobacco reduction/prevention. The MOU will be for the period December 7, 2011 through June 30, 2012.

BACKGROUND: The efforts will include program design, recruitment of at-risk students, and complete monitoring and assessment of participation in each defined program. The goal of the program is to sustain student/mentor matches for the duration of the MOU, improve student performance in core academic subjects, reduce the number of absences from school and prevention/reduction in gang involvement and related activities.

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 #:

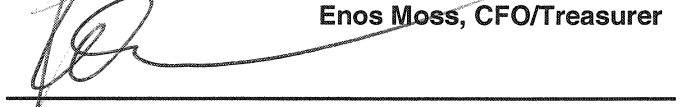
Department: Institutional Advancement

Requestor:


Blake Youde, Dep. Supt., Institutional Advancement


Angela Bariks, Budget Director


Enos Moss, CFO/Treasurer


Dr. Kelvin R. Adams, Superintendent

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

This Memorandum of Understanding (“MOU”) is entered into by and between the Saint Louis Public Schools (“SLPS”) and the Living Word Apostolic Church on the 7th day of December, 2011.

The purpose of this Memorandum of Understanding is to establish a partnership between Living Word Apostolic Church/”Friends With A Better Plan” Community Action Program and the St. Louis Public Schools in order to:

Provide youth prevention services to students in the St. Louis Public Schools ages 7-18. “Friends With A Better Plan” Community Action Program (“Friends”), an auxiliary of the Living Word Apostolic Church, located 501 North Hills Dr., Pasadena Park, MO is a Faith-Based, nonprofit, 501 c 3, Youth Services Agency that specializes in youth prevention services. “Friends” is pleased to enter into partnership with the St. Louis Public School District in order to provide a science-based, risk/protective model, substance abuse prevention program. This program will target youth who are at significantly higher than average risk of developing substance abuse disorders and gang involvement, but are not yet drug users and have not yet joined a gang. Our programming is aimed to prevent or drastically reduce the use of alcohol, tobacco, and other drug (ATOD) use/abuse and its related problems such as violence/gang involvement, dropping out of school, and delinquency. Among the most important developments in substance abuse and gang prevention theory and programming has been a focus on risk/protective factors as a unifying descriptive and predictive framework. Findings indicate that the more risk factors a child or youth experiences, the more likely s/he will experience substance abuse and related problems. Researchers have also found that the more the risks in a child’s life can be reduced, the less vulnerability that child will have to subsequent health and social problems (Hawkins, Catalano, & Miller). However, research has also demonstrated that exposure to even a significant number of risk factors in a child’s life does not necessarily mean that substance use or other problem behaviors will follow inevitably. Many children and youth growing up in presumably high-risk families and environments emerge relatively free from problems. The reason for this, according to many researchers, is the presence of protective factors in these young people’s lives. Protective factors ameliorate or buffer the impact of negative factors, which place youth at-risk (Hawkins et al., 1992). Therefore, we propose this risk/protective model as a direct prevention and intervention strategy based on research, best practices (CSAP-Guide of Best Practices), and our own professional experience. Risk and protective factors exist at every level at which an individual interacts with others and the society around him or her. The individual brings a set of qualities or characteristics to each interaction. One way to organize these factors is by life domain. Researchers have identified risk and protective factors within each life domain. Specifically, five life domains have been identified and they are as follows: Life, Peer, Family, School and Community. “Friends” will identify the risk factors in each domain and provide the appropriate intervention, matching them to the needs of the targeted populations.

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) To provide a school staff person as a site liaison.

(b) To provide access to students and parents for recruitment purposes.

(c) To provide site (schools) for after school programming and activities. To provide equipment when available such as Televisions, VCR's, and other electronic equipment.

6. Obligations of Agency:

(a) Our goals are to prevent, drastically reduce or eliminate the use/abuse of ATOD by youth, alter positive attitudes toward substance abuse/use; prevent episodes of violence and alter positive attitudes toward violence; dropping out of school; and delinquency. Our strategies are age specific and culturally appropriate. We offer a three-component program, which consist of substance abuse and violence prevention education, mentoring and alternative recreational opportunities. We will link the following objectives/strategies to the above stated goals; a well-defined, structured, interactive learning process that includes information regarding the health and social effects of substance abuse, decision making skills development, coping with stress, conflict skills resolution, distinguishing right from wrong, values clarification, problem solving, anger management, self-esteem building, cultural awareness and diversity training, interpersonal communication, and intrinsic motivation. In addition, we will offer community participation through mentorship, adopt-a-student shadowing, and mentoring internships. Finally, we will provide participants with alternative recreational opportunities consisting of awards, prizes, local field trips and out-of-town field trips.

Through implementation of the above named strategies, we anticipate the following outcomes:
Greater improvement in identifying unsafe objects related to ATOD.

Increased perception of the harmfulness of substance use/abuse.

- Decreased ATOD abuse/use.
- Decreased ATOD use/abuse problems.
- Less favorable attitudes in the direction of ATOD use.
- Less favorable attitudes toward violence.
- Less favorable attitudes toward violence as a remedy.
- Reduced Aggression.
- Lower delinquency.
- Significantly increased cultural pride.
- Better adjustment in school after social skills training.
- Increased parental control.
- Increased parental expectations on standard setting, discipline and parent-child affective quality
- Increased parenting skills.

We propose to serve approximately 198 students annually, at nine sites within the St. Louis Public School System. The nine schools are as follows: Soldan, Vashon, Sumner, Gateway Tech, Northwest, Langston, Carr Lane, Fanning and L'Overture. We will provide intensive programming in order to prevent the onset of substance abuse/use and gang involvement offering approximately 514 hours of total programming. This dosage of intervention as outlined in our proposal will more than adequately satisfy the service claims we have proposed. Our many years in service as a youth services agency, along with our many collaborations will more than assure

that we will successfully fulfill our goals. Our dedicated staff of volunteers and professionals, along with such collaborators as, Washington University, St. Louis University, University of Missouri-St. Louis, Harris Stowe College, St. Louis Community College, St. Louis Police Department, Inter-Act, St. Louis Mentorship, the Midwestern District Council of Churches, and many other grass root community actions groups stand ready to assist us in providing these services if funded.

(b) The Living Word Apostolic Church agrees and acknowledges that the St. Louis Public Schools are a public school district organized under the laws of the State of Missouri and the Missouri Constitution, including the separation of church and state as set forth in Article 1 Sections 6 and 7 of the Missouri Constitution. Furthermore, the Living Word Apostolic Church_ agrees to abide by all laws of the State of Missouri and the Missouri Constitution.

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) Dr. G. David Curry who has extensive experience evaluating community wide gang prevention programs, will evaluate "Friends" mentoring program. Dr. Curry has an approach that emphasizes a rigorous process and outcome evaluation and triangulated research diagnoses that meld qualitative data collection and analysis. He will pay particular attention to using multiple analysis methods to improve causal inferences. In quasi-experimental design, reliance on group comparison alone is prone to error. Therefore, our evaluation approach will emphasize close cooperation with program staff and with other evaluation components (e.g. cross-site evaluators). We are committed to the use of demonstration projects to improve policy knowledge and practice, both locally and nationally. The following plan summarized the application of these evaluation principles for "Friends" Project JAM.

Process Evaluation: Careful process evaluation is critical for demonstration projects. Since demonstrations are intended to test the effectiveness of promising approaches to ameliorative gang prevention and mentoring, it is critical that the design and implementation of the program be clearly documented. If others are to replicate or adopt the program, they must clearly understand what was done in the demonstration. In our evaluation designs strong process analysis is also integrated with outcome analysis to improve causal inferences about the program (see below). Each of the major elements of the process analysis, and associated data collection methods are summarized below.

Program Problem and Design: Articulation and clarification of program theory and design are important contributions of a relevant process evaluation. Early in the project we will produce a focused evaluation report on program design that clearly states the overall program theory. In our evaluation designs strong process analysis is also integrated with outcome analysis to improve causal inferences about the program (see below). Each of the major elements of the process analysis, and associated data collection methods are summarized below.

Target Population and Recruitment: The process evaluation will include a) articulation of the targeted population and rationale, b) qualitative data on numbers of mentors, numbers accepted, and process of selection, c) an analysis of the mentor training and its relation to participant characteristics d) a complete profile of demographic and risk characteristic of participants and targeted population including assessment of the effects of mentoring and other core activities. Data will be collected through a) interviews with the staff of "Friends" Staff of Schools and students, b) secondary analysis of program activities and entry records and c) profiling of risk measures gathered in pretest questionnaire (see below).

Organizational and Cost Analysis: The process evaluation will include a complete organizational and management analysis including basic productivity and efficiency measures. This analysis will a) describe organizational context (administrative and procedural) and its influence on program implementation; describe staffing patterns, (administrative and procedural) and its influence on program implementation; c) job procedures and responsibilities; including allocation of budget, cost per participant, and cost per "successful" participant. The latter variable (success) may be measured at varying levels (e.g. program completion, demonstrated positive change).

Description and Assessment of Interventions: *A central component of the process analysis will* be complete monitoring and assessment of participation in each defined program component (e.g. separate training sessions, parental training, activities, and support services). We will work with program staff to develop a program information system that a) clearly tracks each participants attendance at various program components, b) links family members (parents and child); c) supports measures of both individual participation and total program participation. Our staff will describe and assess each intervention component through a) personal observations and documentation of a sample session; b) feedback evaluation questionnaires for parent and child participants individual components (administered by Dr. Curry and staff midway, and at the completion of each month intervention), and c) thorough review and assessment of program documentation (e.g. curricula). All of these process evaluation tasks will be summarized in annual "case study" reports that will provide a complete and understandable discussion of program design and implementation progress. These reports will emphasize "lessons learned" about program design and implementation. Annual reports will be suitable for dissemination. We will also meet regularly with program staff to provide oral reports and feedback. Quarterly progress reports will be submitted.

Outcome Evaluation: We will use an outcome evaluation design that is based on the principles of "multiplist" research method. The design will blend the logic of a) non-equivalent, pre-post comparison group designs with statistical adjustment, b) theory based case study analysis linking process and outcome data, and c) an innovative use of divergent measurement Endings to eliminate threats to valid causal inference. The multiple method approach will be elaborated through discussions of a) measurement, b) participant selection, and c) analysis. Our measurement plan will focus on pre-post questionnaires administered to participating cohorts and a comparison group. The major instrumentation will be the Individual Protective Factors Index (IPFI) and its associated measures of individual risk. We also propose to use the standard measures of self-reported gang involvement and violence that have been recommended by OJJDP for current participants in the high risk youth cross site evaluation. The IPFI has been

selected as an appropriate outcome instrument for several reasons It measures 10 dimensions of adolescent resiliency in the domains of social bonding (school bonding, family bonding, pro social norms), personal competence (self-concept, self-control, self-efficacy, positive outlook), mentoring and social competence (assertiveness, confidence, cooperation). These dimensions include all of the major objectives of the Friends comprehensive program, and they are well-grounded in prevention literature. This evaluation approach assures the measurement of “Friends” key performance measures: The percentage of student/mentor matches that are sustained for a period of twelve months, the percentage of mentored students who demonstrate improvement in core academic subjects as measured by grade point average, the percentage of mentored students whose number of unexcused absences from school will decrease incrementally each year, prevention or reduction in gang involvement and related activities, increase in job skills and placement, Mentor training and number of Mentors retained.

8. Term and Termination: The term of the MOU will be from December 7, 2011 through June 30, 2012, 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

Living Word Apostolic Church
“Friends With A Better Plan”
Community Action Program

By: _____
Name: _____
Title: _____

By: _____
Name: Rev. Robert K. Buckner, Sr.
Title: Chief Executive Officer



BOARD RESOLUTION

Date: November 2, 2011

Agenda Item : 12-06-11-05

To: Dr. Kelvin R. Adams, Superintendent

Action: ☒

From: John Windom, Exec. Dir., Community Education

Action to be Approved:
Memorandum of Understanding

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

SUBJECT: To approve a Memorandum of Understanding (MOU) with Better Family Life to establish a partnership to provide a Youth Mentoring Program which will include interaction with students and families. The MOU will be for the period December 8, 2011 through December 6, 2012.

BACKGROUND: Better Family Life is in the second year of an MOU at Vashon to provide a variety of social services including a Healthy Marriage Initiative, Housing, Community Based Abstinence Education, Financial Literacy and After School Programs. To date more than 175 students have been served in the program. This MOU for the Youth Mentoring Program will provide group and one-on-one mentoring for students and facilitate all mentoring matches through the families of the students. The program goal is to provide a mentor to five or more students at each school participating in the program. The program will begin at Bevo-Long and grow from there.

Accountability Plan Goals: Goal IV: Parent Community Involvement

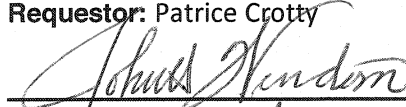
Objective/Strategy: IV.A.

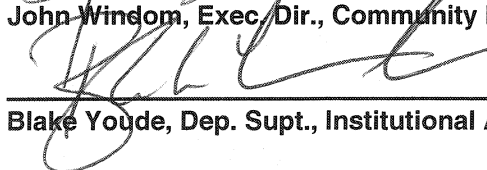
FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

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: Community Education

Requestor: Patrice Crotty


John Windom, Exec. Dir., Community Education


Blake Youde, Dep. Supt., Institutional Advancement


Angela Banks, Budget Director


Enos Moss, CFO/Treasurer


Dr. Kelvin R. Adams, Superintendent

MEMORANDUM OF UNDERSTANDING
(NON-FUNDRAISING)

This Memorandum of Understanding ("MOU") is entered into by and between the Saint Louis Public Schools ("SLPS") and Better Family Life ("Agency") on this December 8th, 2011.

The purpose of this Memorandum of Understanding is to establish a partnership between the Better Family Life and the St. Louis Public Schools in order to establish a Youth Mentoring Program.

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

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

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

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

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

5. Obligations of SLPS:

- (a) Provide space for interaction with students, families and/or groups in which confidentiality can be maintained during mentoring.
- (b) Develop with the agency, student standards for referral and participation in the program. Initiate referrals for potential services by analysis by appropriate SLPS staff.
- (c) Provide information necessary and in accordance with SLPS policies for student record confidentiality that may help mentoring outcomes for the student.

6. Obligations of Agency:

- (a) Provide group and one-on-one mentoring for students, ages 12 – 17.
- (b) Provide background checks on all agency mentors as well as mentor training.
- (c) Facilitate all mentoring matches through the families of the youth. This includes a family assessment and monthly monitoring of the mentoring relationship.
- (d) Maintain and share logs and sign in sheets with SLPS at the end of each school visit. on request. Conduct themselves professionally while on school premises or interacting with school students or their families.
- (e) Cooperate with SLPS in evaluating mentoring program results.

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

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

- (a) A minimum of 5 SLPS students per school participating will receive a mentor.
- (b) Regular interaction with Student and Mentor throughout the period of the MOU

(c) Collect and share mentoring logs that document time spent with mentee.

(d) _____

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

Saint Louis Public Schools

Better Family Life Inc.

By: _____

Name: _____

Title: _____

By: _____

Name: Djuan Robinson

Title: Director of Youth Mentoring



BOARD RESOLUTION

Date: October 27, 2011

Agenda Item : 12-06-11-06

To: Dr. Kelvin R. Adams, Superintendent

Action: ☒

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

Action to be Approved:
Memorandum of Understanding

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

SUBJECT: To approve a Memorandum of Understanding (MOU) with Go! St. Louis/Students on the Go! to establish a partnership to foster healthier lives for participating students through physical fitness, half marathon training, running and walking. The MOU will be for the period December 7, 2011 through December 6, 2012.

BACKGROUND: Students from Roosevelt, Central Visual and Performing Arts, Gateway Institute of Technology, and Metro will participate in the program. The students will train with coaching support and at the end of the program will participate in a half marathon or a 5K run for students with Autism. Physical fitness and conditioning will be monitored as a part of the program.

Accountability Plan Goals: Goal IV: Parent Community Involvement

Objective/Strategy: IV.A.

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

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

Department: High School Programs

Requestor: Dr. Elizabeth Bender

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

Blake Youde, Dep. Supt., Institutional Advancement

Angela Banks, Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

MEMORANDUM OF UNDERSTANDING
(NON-FUNDRAISING)

This Memorandum of Understanding ("MOU") is entered into by and between the Saint Louis Public Schools ("SLPS") and Go! St. Louis/Students on the Go! ("Agency") on this 7th day of December, 2011.

The purpose of this Memorandum of Understanding is to establish a partnership between Go!St. Louis and the St. Louis Public Schools in order to foster healthier lives for participating students through physical fitness, half marathon training and running and walking. Activities will culminate with a half marathon for most students and a 5k for students with Autism.

Participating Half Marathon Schools are Roosevelt, Central Visual and Performing Arts, Gateway Institute of Technology and Metro. Gateway also has 5k participation for students with Autism.

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

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

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

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

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

5. Obligations of SLPS:

(a) Provide supervision and on site coaching for participating students several days a week
after school and during the weekend.

(b) Transportation and/or oversight of transportation for practices and the culminating event.

(c) Ensure that students have physicals and physical check ins as required by the District and
Go! St. Louis.

6. Obligations of Agency:

(a) Program supervision and guidance along with weekend coaching support.

(b) Running shoes, race entry, and jersey will be provided to students who demonstrate
appropriate participation. A stipend will be paid to the lead organizer at each school and other
adult coaches will receive race entry or Students on the Go! apparel for their efforts.

(c) _____

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

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

(a) Participation tracking throughout training. _____

(b) General/anonymous results related to physical fitness standards being measured. _____

(c) Provide a report on the change in physical condition during training. _____

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

Saint Louis Public Schools

(Agency)

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____



BOARD RESOLUTION

Date: November 9, 2011

Agenda Item : 12-06-11-07

To: Dr. Kelvin R. Adams, Superintendent

Action: ☒

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

Action to be Approved:
Memorandum of Understanding

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

SUBJECT: To approve a Memorandum of Understanding with the Cité Scolaire Internationale de Gerland for a foreign exchange student program with Soldan High School. This MOU is part of an MOU between Académie de Lyon and the Missouri Department of Elementary and Secondary Education to support French language programs in schools and is for the period December 7, 2011 to June 30, 2012.

BACKGROUND: SLPS has built a partnership with the Academy de Lyon to provide a French program in and teacher at Soldan High School. Developing a foreign exchange student program and a next step in growing Soldan's program. The MOU allows Soldan to participate in a foreign exchange student program with the Cité Scolaire Internationale de Gerland. Soldan staff will work with the University of Missouri St. Louis Office of International Studies to develop the program.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.A.

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

Fund Source: N/A		Requisition #:
Amount: 0		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Academics

Requestor: Dr. Dan Edwards

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

Blake Youde, Dep. Supt., Institutional Advancement

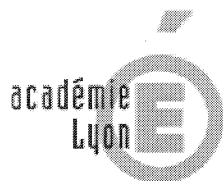
Angela Banks, Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

MINISTÈRE
DE L'ÉDUCATION NATIONALE
DE LA JEUNESSE
ET DE LA VIE ASSOCIATIVE

MINISTÈRE DE
L'ENSEIGNEMENT SUPÉRIEUR
ET DE LA RECHERCHE



Your logo please

Agreement of reference between the Cité Scolaire Internationale de Gerland, (France) and Soldan International Studies High School (USA) relative of Student Exchange.

Preamble:

According to the bilateral agreement- Memorandum of Understanding- between the Académie de Lyon and the State of Missouri in the United States of America, signed on the 24th of February 2010, students are hosted privately in host families in Lyon (on one hand) and in St Louis, Missouri (on the other hand). In order to avoid any school interruption for students, the Cité Scolaire Internationale de Gerland of the Académie de Lyon in France and Soldan International Studies High School of St Louis Public Schools in United States of America agree on enrolling students as well as providing them with regular classes at the host school.

Between: Soldan International Studies High School represented by Dr. Thomas Cason, Principal, located at 918 North Union Blvd, St Louis, Missouri 63108;

St Louis Public Schools represented by Dr. Kelvin Adams, Superintendent of Saint Louis Public Schools, located at 918 North Union Blvd, St Louis, Missouri 63101, USA (Central Office).

And : Cité Scolaire Internationale de Gerland, represented by Mr. Serge Ferrari, located at 2 place de Montréal, 69361, Lyon, France

We agreed on the following articles and mentions :

Article 1: commitments of the two schools:

1. This agreement is valid between the two parties under the condition that the two schools offer program of foreign language and culture related to the country partner.
2. The two schools commit to enroll foreign pupil on the written request of parents or legal in charge of pupil.
3. Enrolment in host school charge free.
4. The two schools commit to provide foreign pupil with same pedagogical conditions than local pupils in regards to classes, evaluation as well as for school and after school activities. Staff and school Administrators set up instruction conditions to pupil's profile.
5. Regardless foreign pupil's age, host school commits to supervise, manage and provide him or her with safety conditions.
6. From first day school, the exchange pupil shall respect school rules applying on school campus. The exchange pupil or the legal representative subscribes a third-party insurance, a defense appeal and individual in the country of residence effective in the host country also.
7. In order to prepare or deepen those exchanges, schools partners are able to host Representatives from each educative community involved. They encourage exchange of position among teachers and educators staff.
8. Host school nominates a teacher or local coordinator in charge with relations between pupil's family and host family. This coordinator reports foreign pupil's school life, activities and progress in the host school.
9. Pupil's family is responsible for charges related to school transportation between home and school, in the event of such charges.

Article 2: General conditions:

1. Period of attendance of foreign pupil is indicated for each, individually. This period can last from 3 or 4 months to one year.
2. The present agreement on exchange program applies for high school students enrolled in any level corresponding to French high school: 10th, 11th and 12th graders in the United States school scale.
3. Pupils may be under or above legal age, referring to French or American legacy.
4. If the pupil is under legal age, related legal representative must be referred to in the event of activities requiring his authorization or his information.

5. Prior to departure from country of residence or prior to host foreign pupil, families shall sign the application agreement (attachment 1). By signing the application agreement, Families make the commitment of demonstrating usual acts of supervision and education toward foreign pupil, within the extension of the journey and according to description detailed in the attachment 1.

6. This agreement is effective on the date of signature of the two parties mentioned in this agreement for 3 years. It is renewable by amendment and cancelled on the initiative of every part, subject to an advance notice allowing the pupils to finish the exchange they are committed to.

Serge Ferrari, Principal of la Cité
Scolaire Internationale de Gerland
(with the authorization of the
Council of Administration)

On the :

Date :

.....

Dr. Thomas Cason, Principal of
Soldan International Studies High
School of Saint Louis Public
Schools

On the :

Date :

.....

Dr. Kelvin Adams,
Superintendent of
Saint Louis Public Schools

On the :

Date :

.....



BOARD RESOLUTION

Date: November 8, 2011

Agenda Item : 12-06-11-08

To: Dr. Kelvin R. Adams, Superintendent

Action: ☒

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

Action to be Approved:
Acceptance of Funds/Funding

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

SUBJECT: To approve the acceptance of funds from DESE for the School Age Community Program Grant (SAC), 2011-2012. The grants will total \$57,814.00 for two schools, Bryan Hill Elementary and Jefferson Elementary School. Each grant has two one-year renewal options. The program will be operated by Grace Hill Settlement House.

BACKGROUND: The test scores for both Bryan Hill and Jefferson were below the State average in Communication Arts, Math and Science. Bryan Hill and Jefferson are in the Promise Neighborhood boundaries. This grant will enhance after school programs by providing counseling services to students whose person and family issues interfere with their academic and emotional progress during the school day and in the after school program.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.A.3.d

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

Fund Source: Fund 292	Non-GOB	Requisition #:
Amount: \$57,814.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$57,814.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Community Education

Requestor: Judith King

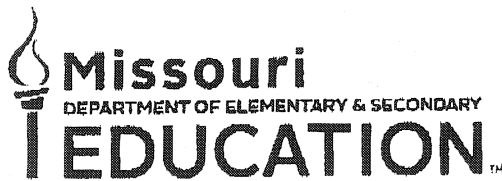

John Windom, Exec. Dir., Community Education

 11/3/2011
Dr. Nicole Williams, Dep. Supt., Academics


Angela Banks, Budget Director


Enos Moss, CFO/Treasurer


Dr. Kelvin R. Adams, Superintendent



Office of Early and Extended Learning

Chris L. Nicastro, Ph.D. • Commissioner of Education
Kathy R. Thornburg, Ph.D. • Assistant Commissioner

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

September 6, 2011

Dr. Kelvin Adams
Superintendent
St. Louis 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 School Age Community (SAC) Afterschool Program. We are pleased to inform you that your application has been approved for the next three years, beginning September 6, 2011 and extending to June 30, 2014. Awards must be renewed annually 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 6, 2011 and concluding June 30, 2012. 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 30, 2011.

Additionally, all programs awarded a SAC grant are required to attend a grantee meeting October 6, 2011; at the Harry S Truman Building, 301 West High Street, Jefferson City, Mo. Registration starts at 9:30 a.m. A block of rooms are being held under "DESE Grantee Meeting" at the Baymont Inn & Suites. Please call 573-636-5231 if reservations are needed. More information pertaining to this required meeting will be disseminated to the primary contact person and posted on the Afterschool Portal in the coming weeks.

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 School Age Community/Afterschool Program, please contact Cindy Heislen, Director of Extended Learning at (573) 522-2627 of your forfeiture by Friday, September 30, 2011.

Congratulations and best wishes for the new school year.

Sincerely,

Kathy Thornburg, Ph. D.
Assistant Commissioner
Office of Early and Extended Learning

c: Vernice Hicks-Prophet

Enclosures

Phone 573-522-2627 • Fax 573-522-3726 • eltext.dese.mo.gov



STATE OF MISSOURI
DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
Request for Proposal
Grant NO. SAC11-12
TITLE: School Age Community Program Grant (SAC) (Federal, CCDF)



ATTACHMENT ONE

CONTACT PERSON: Kim Wolf
PHONE NO.: (573) 522-2627
E-MAIL: kim.wolf@dese.mo.gov

ISSUE DATE: Monday, May 16, 2011

RETURN PROPOSAL NO LATER THAN: 3:00 p.m. Tuesday, June 28, 2011 (Must be in our office, not postmarked)

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

RETURN PROPOSAL TO:

MAILING ADDRESS (U.S. Mail):

SCHOOL AGE COMMUNITY PROGRAM
EXTENDED LEARNING
DEPT OF ELEMENTARY AND SECONDARY ED
P.O. BOX 480
BRYAN HILL CITY MO 65102-0480

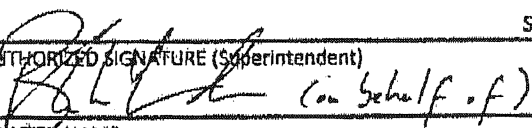
STREET ADDRESS (Courier Service):

SCHOOL AGE COMMUNITY PROGRAM
EXTENDED LEARNING
DEPT OF ELEMENTARY AND SECONDARY ED
205 BRYAN HILL STREET (7TH FLOOR)
BRYAN HILL CITY MO 65101




Grant Period: Date of Award – June 30, 2012

The grantee 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 grantee further agrees that the language of this Application shall govern in the event of a conflict with his/her proposal. The grantee 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 grantee and the DESE.

SIGNATURE REQUIRED

AUTHORIZED SIGNATURE (Superintendent) 		DATE June 23, 2011
PRINTED NAME Kelvin R. Adams, Ph.D.		TITLE Superintendent
DISTRICT NAME St. Louis Public Schools		
DISTRICT COUNTY CODE 115-115	SITE NAME Bryan Hill Elementary School	
MAILING ADDRESS 2128 Gano		CITY, STATE, ZIP St. Louis, MO 63107
PHONE NO. (314) 534-0370	E-MAIL ADDRESS (Required) kelvin.adams@slps.org	

NOTICE OF AWARD (STATE USE ONLY)

ACCEPTED BY STATE OF MISSOURI AS FOLLOWS: 	
TITLE for Chris L. Nicastro, Ph.D., Commissioner of Education	DATE 9/6/2011
Total Amount Awarded: \$28,907.00  	

BUDGET

Year One Request and Renewal Projected Estimates

1. All figures **MUST** be rounded to the nearest dollar. Make certain all figures and calculations are correct.
2. Funding for a School Age Community Afterschool Grant is limited to one full award per funding year, per School Age Community afterschool site/school building. Funding up to, but not exceeding \$30,000 per site or \$60,000 per district for multiple sites may be awarded.

BUDGET CATEGORY	YEAR ONE Dollars Requested	OTHER FUNDS/IN-KIND (If applicable)
Salaries	\$7200 @ 10 time allocated to project	\$
Benefits	Figured at <u>23</u> % \$1656	\$
Travel and Transportation	\$	\$
Materials/Supplies		\$
Equipment	\$	\$
Professional Development (educational training/conferences)	\$	\$
Purchased Services	\$15,600	\$
Accreditation (see page 11 in guidance/requirements)	\$	\$
Other	\$	\$
SUBTOTAL Direct Costs	\$24,456	\$
Indirect Costs (Do not include equipment category amount in this calculation. see page 11 in guidance/requirements)	Figured at <u>18.2</u> % \$5,450 4,451	Figured at <u> </u> % \$
TOTAL (Direct PLUS Indirect Costs)	\$29,916 28,907	\$



STATE OF MISSOURI
DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
Request for Proposal
Grant NO. SAC11-12
TITLE: School Age Community Program Grant (SAC) (Federal, CCDF)



ATTACHMENT ONE

CONTACT PERSON: Kim Wolf
PHONE NO.: (573) 522-2627
E-MAIL: kim.wolf@dese.mo.gov

ISSUE DATE: Monday, May 16, 2011

RETURN PROPOSAL NO LATER THAN: 3:00 p.m. Tuesday, June 28, 2011 (Must be in our office, not postmarked)

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

RETURN PROPOSAL TO:

MAILING ADDRESS (U.S. Mail):

SCHOOL AGE COMMUNITY PROGRAM
EXTENDED LEARNING
DEPT OF ELEMENTARY AND SECONDARY ED
P.O. BOX 480
JEFFERSON CITY MO 65102-0480

STREET ADDRESS (Courier Service):

SCHOOL AGE COMMUNITY PROGRAM
EXTENDED LEARNING
DEPT OF ELEMENTARY AND SECONDARY ED
205 JEFFERSON STREET (7TH FLOOR)
JEFFERSON CITY MO 65101

Grant Period: Date of Award – June 30, 2012

The grantee 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 grantee further agrees that the language of this Application shall govern in the event of a conflict with his/her proposal. The grantee 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 grantee and the DESE.

SIGNATURE REQUIRED

AUTHORIZED SIGNATURE (Superintendent) <i>Kevin R. Adams</i> (on behalf of)		DATE June 23, 2011
PRINTED NAME Kelvin R. Adams, Ph.D.		TITLE Superintendent
DISTRICT NAME St. Louis Public Schools		
DISTRICT COUNTY CODE 115-115	SITE NAME Jefferson Elementary School	
MAILING ADDRESS 1301 Hogan Street		CITY, STATE, ZIP St. Louis, MO 63106
PHONE NO. (314) 231-2459	E-MAIL ADDRESS (Required) kelvin.adams@slps.org	

NOTICE OF AWARD (STATE USE ONLY)

ACCEPTED BY STATE OF MISSOURI AS FOLLOWS: <i>Robin Coffman</i>	
TITLE for Chris L. Nicastro, Ph.D., Commissioner of Education	DATE 9/6/2011
Total Amount Awarded: \$ 28,907.00 <i>LM</i> <i>KW</i>	

St. Louis - Jefferson

ATTACHMENT ELEVEN-A

BUDGET		
Year One Request and Renewal Projected Estimates		
1. All figures MUST be rounded to the nearest dollar. Make certain all figures and calculations are correct. 2. Funding for a School Age Community Afterschool Grant is limited to one full award per funding year, per School Age Community afterschool site/school building. Funding up to, but not exceeding \$30,000 per site or \$60,000 per district for multiple sites may be awarded.		
BUDGET CATEGORY	YEAR ONE Dollars Requested	OTHER FUNDS/IN-KIND (If applicable)
Salaries	\$7200 @ 10 time allocated to project	\$
Benefits	Figured at <u>23</u> % \$1656	\$
Travel and Transportation	\$	\$
Materials/Supplies		\$
Equipment	\$	\$
Professional Development (educational training/conferences)	\$	\$
Purchased Services	\$15,600	\$
Accreditation (see page 11 in guidance/requirements)	\$	\$
Other	\$	\$
SUBTOTAL Direct Costs	\$24,456	\$
Indirect Costs (Do not include equipment category amount in this calculation. see page 11 in guidance/requirements)	Figured at <u>18.2</u> % \$5,460 4,451	Figured at <u> </u> % \$
TOTAL (Direct PLUS Indirect Costs)	\$29,916 28,907	\$



EXTENDED LEARNING
AFTERSCHOOL PROGRAM

CONTACT INFORMATION SHEET



This individual will be listed as the *primary* grant contact person for the grant award period. By submitting this form, the grant contact person understands and agrees to all of the following:

1. All requests for information or questions from the state agency concerning the approved grant will be directed to this individual;
2. This individual (at a minimum) is required to read the DESE Portal for Afterschool Programs no less than once per week for any announcements, updates, changes, or other pertinent information regarding the awarded grant from the state agency;
3. This individual is responsible for informing all program staff of appropriate grant information received directly from the state agency and/or posted on the DESE Portal for Afterschool Programs; and,
4. If any information on this form changes at any time, programs must resubmit this form immediately and as often as necessary.
5. An *alternate* contact person must be identified who can be reached in absence of primary contact person.

Grantee Name St. Louis Public School District		Grant Type <input type="checkbox"/> 21 st CCLC <input checked="" type="checkbox"/> SAC	Cohort Number <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input type="checkbox"/> 7
Primary Contact Being Replaced		Effective Date of Contact Person Change	
New Primary Contact Name Vernice Hicks-Prophet		Title Associate V.A. of Schools & Community Partnerships	
Organization/Agency (if different than Grantee Name) Grace Hill Settlement House		Email (Print clearly-be sure numbers do not resemble letters) VHicks-Prophet@GraceHillSettlement.org	
City, State and Zip St. Louis, MO 63106	Phone Number (314) 584-6883	Ext. 	Fax Number (314) 584-6907
Alternate Contact Name Theresa Dolan	Alternate Contact Phone Number (314) 584-6909	Ext. 	Alternate Contact Email TDolan@GraceHillSettlement.org
Signature of New Contact Person Vernice Hicks-Prophet			Date 9/27/11
FOR DEPARTMENT USE ONLY - DO NOT COMPLETE ____ Assigned Supervisor ____ DESE Portal ____ Main Database		PLEASE COMPLETE AND RETURN TO: Afterschool Program Extended Learning Department of Elementary and Secondary Education P.O. Box 480 Jefferson City, MO 65102-0480 Phone: 573-522-2627 Fax: 573-522-3726	



BOARD RESOLUTION

Date: November 1, 2011

Agenda Item : 12-06-11-09

To: Dr. Kelvin R. Adams, Superintendent

Action: ☒

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

Action to be Approved: Purchase of Good (s)

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

SUBJECT: To approve a sole source purchase from Pearson Psychological Corporation for psychological educational assessment and evaluation test kits, supplemental protocols and scoring software for use by school psychological educational assessment services personnel and school social workers District wide for an amount not to exceed \$5,437.72.

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

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

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: Objective 1.D.

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

Fund Source: 828-00-272-2332-6411	Non-GOB	Requisition #: 10126573
Amount: \$5,437.72		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$5,437.72	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600011971

Department: PEAS/SPED

Requestor: Joseph 'Chip' Jones

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

Dr. Nicole Williams, Dep. Supt., Academics

Angela Banks, Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Joseph 'Chip' Jones	Date: October 26, 2011
Department / School: SpEd/PEAS	Phone Number: 314-345-2250
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
Goods are sold only through this vendor and trademark and copyright law protected	
Vendor Name: Pearson Psychological Corp.	Email: Tiffany.Laszlo@Pearson.com
Vendor Contact: Tiffany Laszlo	Phone Number 800-1627-7271, ext 267052
Justification Information	
1. Why the uniquely specified goods are required?	
Goods used to conduct psychological educational assessments for the purpose of identifying students disabilities.	
2. Why good or services available from other vendors /competitors are not acceptable?	
Materials are sold through their publishing company. They are protected through trademark and copyright laws. They are not available through competitor publishers.	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
Due to the large number of material being requested for purchase, the district sales representative has given a 10% discount on the order. The companies proposal is attached.	
4. List the Names of other Vendors contacted & Price Quotes:	
Material listed on SAP Purchase Requisition are only available through the vendor listed above.	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
Your sole source request will not be approved without the required signatures below:	
Department Head	Date
CFO	Date
Superintendent	Date

Sole Source Checklist

1. Check one of the following:

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

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

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

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

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

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

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

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

- Document a search for additional suppliers

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

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

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

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

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

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

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

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

- Sole supplier (i.e. Regional Distributor)

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

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

- Complete Emergency Purchase Form

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

PROPOSAL / PROFORMA INVOICE

PEARSON
5601 Green Valley Drive 4th floor
Bloomington, MN 55437-1099

Federal ID No. 41-0850527
An Equal Opportunity Employer

Submitted by TIFFANY LASZLO
Phone: (800) 627-7271 ext. 267052
Fax: (800) 632-9011

Proposal Date: 21-Oct-2011

Purchase Order Number: SANC21102011

Customer Phone: EFFORT CODE T8L

Preliminary Order No: 207745

Account No: 636381-7-4361285

Customer

SANCERIA THOMAS MED
Saint Louis Public Schools
Admin Bldg
801 N 11th St
St Louis MO 63101

Product Number	Description	Qty Ordered	List Unit Price*	Unit Price	Extended Price
31039	VINELAND-II TEACHER FORM ASST	1	269.70	242.73	242.73
31031	VINELAND-II TEACH RTG FORM MAN	5	88.10	79.29	396.45
31067	V-II TRAINING CD-SURVEY & EXP	1	110.10	99.09	99.09
30020	BASC-2 TRS-P HAND SCR ENG (25)	4	35.60	32.04	128.16
30031	BASC-2 TRS-C CE ENG (25)	2	29.70	26.73	53.46
30032	BASC-2 TRS-A CE ENG (25)	4	29.70	26.73	106.92
30023	BASC-2 PRS-P HAND SCOR ENG(25)	4	35.60	32.04	128.16
30024	BASC-2 PRS-C HAND SCOR ENG(25)	4	35.60	32.04	128.16
30035	BASC-2 PRS-A CE ENG (25)	3	29.70	26.73	80.19
30036	BASC-2 SRP-INTRVIEW CE ENG(25)	3	29.70	26.73	80.19
0158048059	DEVEREUX BRS SCHOOL FM KIT	1	232.95	209.66	209.66
0158048067	DEVEREUX BRS SCHOOL FRM MNL	1	123.25	110.93	110.93
0158048075	DEVEREUX BRS SCH RS CHLD AD-25	2	59.75	53.78	107.56
0158048083	DEVEREUX BRS SCH RS ADOL AD-25	2	59.75	53.78	107.56
0158984730	WIAT-III SOFT CASE KIT WITH SA	1	685.00	616.50	616.50
0158984773	WIAT-III PREK/K RF/RB COMBO-50	2	60.90	54.81	109.62
0158984846	WIAT-III ENHANC RF/RB COMBO-50	2	118.75	106.88	213.76

Authorization, Price and Terms

Prices effective for 30 days from proposal date.

I authorize Pearson to ship this order at the prices listed above, FOB Origin, applying balance net 30 days payment terms for US orders. Prepayment required for all international orders. Also applied are the standard terms and conditions and the terms of the Qualification policy published in the 2011 Pearson catalog and on the Pearson web site links:

www.pearsonassessments.com/top/quallevels.htm and www.pearsonassessments.com/top/termscond.htm

Authorized Signature: _____

Title: _____ Date: _____

PROPOSAL / PROFORMA INVOICE

PEARSON
5601 Green Valley Drive 4th floor
Bloomington, MN 55437-1099

Federal ID No. 41-0850527
An Equal Opportunity Employer

Submitted by TIFFANY LASZLO
Phone: (800) 627-7271 ext. 267052
Fax: (800) 632-9011

Proposal Date: 21-Oct-2011

Purchase Order Number: SANC21102011

Preliminary Order No: 207745

Customer Phone: EFFORT CODE T8L

Account No: 636381-7-4361285

Product Number	Description	Qty Ordered	List Unit Price*	Unit Price	Extended Price
0158983998	WIAT-II REC FMS RV&RSP BKS 25@	4	83.25	74.93	299.72
0890420270	DSM-IV DSKRF DIAG CRTRIA(SP)	21	49.95	44.96	944.16
0158979079	WISC-IV RECORD FORMS- 25	4	115.00	103.50	414.00
0158979087	WISC-IV RESP BKLT #1- 25	4	74.00	66.60	266.40
0158982878	WISC-IV I RECORD FORMS-25	2	148.00	133.20	266.40
0158982894	WISC-IV I RESP BKLTs #3-25	2	66.00	59.40	118.80

Estimated Taxes: 0.00

Estimated Freight/Shipping: 209.14

Total in US dollars: \$5,437.72



Board Resolution

Date: November 8, 2011

Agenda Item: 1206-11-10

To: Dr. Kelvin R. Adams, Superintendent

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

Action: X

Action to be Approved:

X Purchase a Good/Service

Other Transaction Descriptors: _____

SUBJECT:

To approve the purchase of leveled classroom libraries by individual buildings during the period December 7, 2011 to May 30, 2012 with a total dollar limitation of \$500,000.00. The books may be purchased through vendors selected during the Vendor Fair (potential vendors listed on the attached page). The funds used to purchase the books will be a combination of Federal and GOB Building funds.

BACKGROUND:

All elementary and some middle schools have established leveled book rooms. In order to continue to provide additional materials with which to differentiate instruction, it is necessary to also establish leveled classroom libraries. These leveled classroom libraries will include materials to address specific identified needs for each building/classroom identified through the item benchmark analysis of the MAP tests. Additionally, classroom libraries allow students the opportunity to develop skills in the selection of 'just right' books. The library collection also provides breadth and depth to content topics. Students gain experience in using multiple texts allowing them to compare perspectives and information which is a life skill.

A Vendor Fair will be held on Nov. 28, 2011 from 4-7pm to allow principals, curriculum supervisors and other District personnel to view the leveled classroom library materials and provide their input in the selection of approved vendors. Principals and members of their leadership teams will be provided a protocol to guide their selection of materials for leveled classroom libraries. Based upon the input of the District staff, a final approved list of vendors will be distributed to ensure that the District strategy is followed when purchasing leveled classroom library materials.

Accountability Plan Goal: Goal I: Student Performance

Objective/Strategy:

I.A.1., and I.A.2.

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

Fund Source: Various - - - -

Amount: \$ 500,000.00

Requisition #:

Fund Source: - - - -

Amount:

Requisition #:

Fund Source: - - - -

Amount:

Requisition #:

Cost not to Exceed: \$ 500,000.00

Pending Funding Availability Vendor #: Various

Department: Academic Office

Angela Banks, Budget Director

Dr. Diane Cox, Exec. Dir., School Improvement

Dr. Nicole Williams, Dep. Supt., Academics

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

Leveled Books Publishers

<p>Please order all leveled books from these publishers as they have been reviewed and evaluated to ensure appropriate quality and leveling. Additionally these reps are committed to helping you develop a leveled book room to specifically meet your building needs.</p>	<p>Kaeden P.O. Box 16190 Rocky River, Ohio 44116 Fax 1-440-356-5081 Phone 1-800-890-7323</p>
<p>HeinemannClassroom Carla Nieman St. Louis, MO 314-835-1014-office 314-308-5346- cell canieman@aol.com</p>	<p>Perfection Learning/Mondo/BeBop/Okapi Angie Selk Phone: 866-252-6580 ext 1111 (toll free) 785-608-1103 Fax: (785) 836-2067 aselk@perfectionlearning.com</p>
<p>National Geographic Pat Lewis St. Charles, MO 63303 314-973-7412 plewis@ngsp.com</p>	<p>Pioneer Valley Educational Press 31 Hidden Meadow Rd. Amherst, MA 01002 Fax 412-548-4914 Phone 888-482-3906 www.pvep.com</p>
<p>Rigby 6277 Sea Harbor Drive Orlando, FL 32887 Fax 1-800-427-4429 Phone 1-800-822-8661 Kim Cantino, Sales Representative Phone: 866-548-2590 (toll free) 314-471-9690 cell Fax: 636-305-9684 kimberly.cantino@hnhpub.com</p>	<p>Sundance/Newbridge Publishers 1 Beeman Road, P.O. Box 740 Northborough, MA 01531 1-800-343-8204 1-800-456-2419 fax Judy Smith Phone: 636-795-4711 Fax: 636-938-7515 jasmith@sundancepub.com</p>
<p>Mary Ruth Books Debbie White 18660 Ravenna Road Building #2 Chagrin Falls, OH 44023 Phone: 877-834-1105 Fax: 800-951-4077 admin@maryruthbooks.com</p>	<p>Wright Group (Pearson Learning) 220 E. Daniieldale Road, DeSoto, TX 75115 1-800-648-2970. Heidi Dushur 773-633-0868 Heidi_Dushur@mcgraw-hill.com</p>
<p>Rosen Publishing - David and Vicki Landeau Phone/fax: 636-296-9739 Phone: 866-840-6400 (toll free) dlandeau@hotmail.com vlandeau@hotmail.com</p>	<p>Richard C. Owen P.O. Box 585 Katonah, NY 10536 Fax 1-914-232-3977 Phone 1-800-5588</p>
<p>Hameray Publisher/Learner Classroom/ David Robinson-Sales Rep 1552 Parkside Drive Liberty, Missouri 64068 816-716-7546 ddrobbo@aol.com</p>	

Leveled Classroom Libraries/Literature Circle/Mentor Text Publishers

Many publishers listed above also provide quality texts for literature circles. Publishers listed below can assist you with the types of books indicated.

<p>These publishers are committed to working with you to develop outstanding classroom libraries, literature discussion sets and mentor texts for use with your students. While other materials are available from these companies please limit your purchase to only leveled classroom libraries, literature discussion sets and mentor texts at this time as other materials have not been reviewed for quality.</p>	<p>Schoolwide, Inc. - Russ Cohen Vice President 65 Orville Drive Bohemia, NY 11716 1-800-261-9964 ext 14 rdcohen@schoolwide.com www.schoolwide.com This company does an outstanding job of creating customized booksets for schools. In addition to having one of the best quality leveled classroom libraries (they never substitute titles) for the money and if you want a set of books that address a certain genre or literature characteristic they do an excellent job of identifying and developing customized book sets.</p>
<p>Scholastic – Victoria Baker 203-837-0935</p> <p>Scholastic can provide quality book sets for literature circles. She also can provide classroom library sets aligned with MSIP Social Studies and Science GLEs that have not been reviewed for quality but have been aligned with the GLEs. <u>Please do not purchase leveled books from Scholastic as they have not undergone the review process to ensure quality that the publishers materials listed above.</u></p>	<p>Children's Plus Inc. Melanie Nesser 800-230-1279 – office 314-225-5405 – cell 800-896-7213 – fax melanienesser@yahoo.com www.childrensplusinc.com This company provides books that have library binding. This type of binding will cut down significantly on your replacement costs. This is particularly good for your literature discussion sets.</p>
<p>Learner Classroom - David Robinson 1552 Parkside Drive Liberty, Missouri 64068 816-716-7546 - cell ddrobbo@aol.com This company has leveled classroom sets on specific topics that are already leveled into easy, medium and challenging levels in subject area topics.</p>	<p>BookSource - Carla Nieman St. Louis, MO 314-835-1014-office 314-308-5346- cell canieman@aol.com This company provides classroom library sets but does substitute titles without notifying the customer.</p>
<p>Left Bank Books – Kris Kleindienst 399 N. Euclid Avenue St. Louis, MO 63108 Phone: 314.367.6731 Fax: 314.367.3256 Kris@left-bank.com</p>	

Leveled Classroom Libraries

The District has expended considerable time and effort in supporting schools in the development of leveled book rooms in all elementary buildings and some middle schools. In order to continue the District's movement in support of increased student achievement, to continue the movement toward more differentiated instruction and provide resources for students to have materials to meet their individual literacy needs, it is now time to begin to consider supporting each elementary and middle school classroom in the creation of a leveled classroom library. The following text outlines some of the pertinent research findings as well as an overview of the differences between leveled book room and leveled classroom libraries materials.

It has long been known that the ability to comprehend what is read is directly related to the amount of reading which occurs (Cunningham & Stanovich, 1997). Research has also shown that the amount of text read is directly related to the acquisition of content knowledge when non-fiction books are readily available to students in a classroom library (Stanovich & Cunningham, 1993). Further we know that to help students become intrinsically motivated to read the following is necessary: 1) teaching students how and allowing them to select 'just right' books of interest; 2) allow for student choice in book selection; 3) ensuring access to a wide variety of text genres and types that are interesting and developmentally appropriate to student age ranges and interests; 4) providing a variety so that the texts have personal relevance to individual students (Block & Pressley, 2002; Smith & Wilhelm, 2002). According to Miller, 2002, "Students should be reading high quality children's literature that is "likely to prompt thinking and discussion, have believable, compelling characters who talk the way real people talk, do things real people do, and deal with real childhood issues" (p. 47).

Finally, research that students in classrooms with high-quality classroom libraries read 50 percent more than students who do not have access to a library in the classroom (Booksource, 2003; Hunter, 1999).

Fountas and Pinnell (2001) stress the importance of building a varied collection so students can develop their reading skills as well as expand their worlds. "Classroom libraries need to include a variety of texts of various formats, genres, and types, including texts that can be applied to study in a range of content areas. Narrative and expository texts on a range of topics should be plentiful, and environmental print should be included in order to appeal to a range of interests and to expose students to different text formats and types of print. Availability of selections for students reading at, above, or below grade level is critical, including many books easy enough for students to "sail through" independently" (Fountas & Pinnell, 2006, p.518). One rule of thumb on how many books to include is to plan for a minimum of 10 books for every child in the classroom, with no less than 100 books (Fractor, Woodruff, Martinez, & Teale, 1993; Reutzel & Fawson, 2002).

On the following page is an overview that reflects the differences between these two resources for increasing student achievement in reading: leveled book rooms and leveled classroom libraries.

<u>Purpose and Use of Leveled Book Rooms:</u>	<u>Purpose and Use of Leveled Classroom Libraries</u>
<ul style="list-style-type: none"> Purpose is to provide resources for teachers to use in Guided Reading 	<ul style="list-style-type: none"> Purpose is to provide materials to expose students to quality children's literature and content areas
<ul style="list-style-type: none"> Resource to use in addressing specific student needs in learning to read 	<ul style="list-style-type: none"> Helps 'front load' content area knowledge to improve student achievement levels
<ul style="list-style-type: none"> Used by teacher only during Guided Reading groups 	<ul style="list-style-type: none"> Used by students to provide resources to read throughout the day
<ul style="list-style-type: none"> Collection is grounded in the developmental reading needs of students 	<ul style="list-style-type: none"> Collection is grounded in quality materials directly related to grade level GLEs
<ul style="list-style-type: none"> Collection is leveled based on reading processes development needs of students 	<ul style="list-style-type: none"> Collection is based on student interest and decisions to create a varied collection grounded in quality children's fiction and expository text related to content topics of grade levels
<ul style="list-style-type: none"> Teachers select books for specific purposes for use in Guided Reading groups at a student's instructional level 	<ul style="list-style-type: none"> Students select books based on 'just right' level for independent reading
<ul style="list-style-type: none"> Collection requires a variety of fiction and non-fiction texts 	<ul style="list-style-type: none"> Collection requires a variety of fiction and non-fiction texts as well as other textual materials such as periodicals and technical books
<ul style="list-style-type: none"> Collection provides leveled materials across all grade levels within the building 	<ul style="list-style-type: none"> Collection contains materials two years above and two years below the classroom grade level



BOARD RESOLUTION

Date: November 3, 2011

Agenda Item 12-06-11-11

To: Dr. Kelvin R. Adams, Superintendent

Action: ☒

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

Action to be Approved: Purchase of Good (s)

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

SUBJECT: To approve the purchase of reading materials from the vendors shown below for the Reading is Fundamental (RIF) program. The cost of the reading materials will not exceed \$15,000.00.

BACKGROUND: RIF volunteers have worked with St. Louis Public Schools for over 20 years by presenting powerful story reading and distribution of books and dictionaries to students. Funds are donated by National RIF Foundation, area contributors, individual contributors and St. Louis Public Schools to support the program. The District has allocated as much as \$17,000.00 in previous years; however, this request is for \$15,000.00. In prior years this program has been supported through Title I. A history of the SLPS RIF Program is attached and includes the schools where the program will be operated this year.

The vendors to be used for the reading materials are: Scholastic, Inc. and Book Source, Inc.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.A.

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

Fund Source: 847-00-110-2218-6411	GOB	Requisition #: 10126574
Amount: \$15,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$15,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: Various

Department: Academics

Requestor:

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

Dr. Nicole Williams, Dep. Supt., Academics

Angela Banks, Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

READING IS FUNDAMENTAL ST. LOUIS INC HISTORY

Reading is Fundamental [RIF] is the oldest and largest nonprofit children's and family literacy organization in the nation. Its programs are supported through a contract with the U.S. Department of Education, national foundations, corporations, local organizations and interested individuals. RIF has as its mission to motivate America's children to read often and well through early involvement in their lives. RIF Book Distributions are opportunities for children to hear a wide genre of literature read aloud to them after which they select new books, at no cost to them or their families. This book selection process is designed to enhance and/or initiate their home libraries. RIF came into being in Washington, D.C. over forty years ago and continues to conduct the program from that central location. Carol Rasco, the President and CEO of RIF, served as a literacy advocate during several presidential administrations prior to this position. RIF's main source of money is from the Inexpensive Book Distribution Program, which falls under Title X of the Elementary and Secondary Education Act of 1965. During the 2010-11 year all RIF groups were called upon to petition Congress not to eliminate RIF from their budget, with the result of only partial funding through the period of June, 2011 to December, 2011.

RIF St. Louis Inc. has served students in the St. Louis Public Schools since 1969. It started as a summer program, but quickly expanded to the full academic year. Our program is on a rotation cycle to all of the elementary schools and due to reduced numbers of elementary schools we are able to visit on a biennial schedule. In the 2010-11 school year we distributed approximately 31,000 books to 9,900 students in all Pre-Schools, 19 elementary schools and the Juvenile Detention Center at Griscom. The RIF ST. Louis Inc. program is implemented by 5-6 teams of approximately 90 volunteers. We select the schools on the basis of when they were last visited, contact the principal to request approval for servicing the school, request signing of an Agreement of Services and meet with the designated school contact person prior to beginning the program. Teams of volunteers service the designated schools one day a week for a period of three weeks, visiting every classroom for fifteen minutes to read a story, then taking the students to a school distribution site (*library, classroom*) where they select a new book to take home to start and/or add to a personal library. In the last few years we have added several supplemental books to our distribution, a dictionary and a geographical fun facts reference, which have been well received. A separate Pre-School Team visits every school site that is not on the cycle for the current year to read to the students, assist with the first book distribution and leave 2 additional sets of books for distribution, at the teacher's discretion, later in the school year. In addition to the elementary schools a team visits the St. Louis Juvenile Detention Center at Griscom every Thursday morning (*except Thanksgiving and Winter Break*), reading to six groups of juveniles and giving them the opportunity to select a new book, of their own choice, every week they are at the center.

RIF St. Louis has no administrative costs since our work is done by volunteers. Grant money and donations are used for purchasing books, postage and publication of an annual newsletter. The St. Louis Public School District donates space at a school site [*currently Cote Brillante*] for the **RIF Jane Allen Bookroom**. This space is used to shelve books from which the captains select titles for their distributions, store books for future distributions and hold small group meetings. The SLPS District also provides service to transport the preboxed, labeled books from the Cote Brillante site to schools that will be serviced.

Since its inception the St. Louis Public School District has contributed approximately 20% of RIF St. Louis' yearly budget through federally funded monies. Representation from the district has always been in effect on the board and on the volunteer teams. The current board representative is Dr. Paula Knight and previous SLPS representatives, Florence Gillespie and Dolores B. Malcolm, now retired, still serve on the board. The RIF Board meets on a regular basis throughout the year for monthly updates on school distributions and to handle the group's business.

2011-2012 RIF TEAM ASSIGNMENTS

HAYNES/PATTERSON - Mon

Adams - 298

Buder - 387

Dunbar - 244

Hodgen - 272

1201

HUDGINS - Wed [bks in bkrm]

Kennard - 365

Monroe - 317

Oak Hill - 374

Shaw VPA - 375

1431

DAVIS - Thurs

Mullanphy - 474 [Nov-bkrm bks]

Stix ECC -532 *Faith DesPeres Site*

Woodward - 295

Gateway IL - 474 [old number]

BRASCH/SHER - Mon

Jefferson - 275

Laclede - 289

Washington Montessori - 434

Nance - 375

1373

GRONAU/WILSON - Tues

Mason -418 rvd 9/11

Meramec - 230

Wilkinson ECC @ Roe - 195

Lyon @ Blow [Gr K-8] - 400** chnge to kg-5

1243

ADDITIONAL SCHOOL

(Haynes/Patterson Team - Mon)

Humboldt Academy of Higher Learning
[Gr 3-4] - 160



BOARD RESOLUTION

Date: November 1, 2011

Agenda Item : 12-06-11-12

To: Dr. Kelvin R. Adams, Superintendent

Action: ☒

From: Nahed Chapman, Exec. Dir., ESOL

Action to be Approved: Purchase of Good (s)

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

SUBJECT: To approve a sole source purchase from Scholastic Education for System 44 materials for Roosevelt High School and the International Welcome School at a cost not to exceed \$59,502.00.

BACKGROUND: System 44 is designed for our most challenged older, struggling readers (those reading at BR-400 Lexiles in elementary; BR-600 Lexiles in secondary). System 44 helps students understand that the English language is a finite system of 44 sounds and 26 letters that can be mastered. The program invites students to unlock this system and join the community of readers. Through a combination of teacher-led and software-based instruction, students are guided along a systematic path from phonemic awareness to fluent reading. Multiple points of entry allow students to work at the appropriate level based on their performance on the Scholastic Phonics Inventory (SPI).

Accountability Plan Goals: Goal I: Student Performance

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

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

Fund Source: 838-AJ-292-3411-6421	Non-GOB	Requisition #:
Amount: \$59,502.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$59,502.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600013873

Department: ESOL Program

Requestor:

Nahed Chapman, Exec. Dir., ESOL

Dr. Nicole Williams, Dep. Supt., Academics

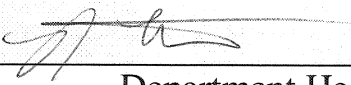
Angela Banks, Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Nahed Chapman	Date: October 27, 2011
Department / School: International Welcome School	Phone Number: 314-776-1686
<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)	
System 44 is a tiered reading intervention program from Scholastic, Inc.	
Vendor Name: Scholastic, Inc.	Email:
Vendor Contact:	Phone Number
Justification Information	
1. Why the uniquely specified goods are required?	
The use of System 44 is consistent with the use of Read 180 throughout the District.	
2. Why good or services available from other vendors /competitors are not acceptable?	
Scholastic, Inc. is the only vendor that produces the Read 180 tiered reading intervention program. System 44 is one tier of the Reading 180 program.	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
None.	
4. List the Names of other Vendors contacted & Price Quotes:	
None.	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
Your sole source request will not be approved without the required signatures below:	
	11/3/2011
Department Head	Date
CFO	Date
Superintendent	Date

Sole Source Checklist

1. Check one of the following:

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

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

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

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

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

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

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

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

- Document a search for additional suppliers

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

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

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

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

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

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

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

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

- Sole supplier (i.e. Regional Distributor)

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

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

- Complete Emergency Purchase Form

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

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



PRICE QUOTATION

Scholastic Education Central Region
300 Madsen Drive, Suite 102, Bloomingdale, IL 60108
Phone: (800) 225-4625 Fax: (630) 282-9002

Prepared for: Nahed Chapman, St. Louis Public Schools 801 N. 11th Street St. Louis, MO 63101	Prepared by: Kathi Kemp Account Executive (314) 302-1274 kkemp@scholastic.com	Date: 10/25/2011
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Description or Title	ISBN #	Unit Price	QTY	Subtotal	Discount	Total
International Welcome School: System 44 Secondary Program including Comprehensive Teaching System, Installation Software, 20 SRI licenses, 20 SRC! licenses, 60 SPI licenses, Paperback and Audiobook Library, Decodable Digest (20 copies), 44Books (20 copies), Flip Chart and 4 Word Building Kits	511234	\$17,500.00	1	\$17,500.00	\$0.00	\$17,500.00
Roosevelt High School: System 44 Secondary Program including Comprehensive Teaching System, Installation Software, 20 SRI licenses, 20 SRC! licenses, 60 SPI licenses, Paperback and Audiobook Library, Decodable Digest (20 copies), 44Books (20 copies), Flip Chart and 4 Word Building Kits	511234	\$17,500.00	1	\$17,500.00	\$0.00	\$17,500.00
Classroom Setup Services for READ 180/System 44 (one day)	QRW-504442	\$2,899.00	2	\$5,798.00	\$0.00	\$5,798.00
System 44 Follow-up Implementation Training (up to 20 participants, 7 hours)	540348	\$2,899.00	1	\$2,899.00	\$0.00	\$2,899.00
In-Classroom Support Visit for Literacy Programs (2 participants maximum)	990104	\$2,099.00	5	\$10,495.00	\$0.00	\$10,495.00
Premium Product Maintenance and Support Plan for 11-20 schools (one year, price per school)	951725	\$2,950.00	2	\$5,900.00	\$590.00	\$5,310.00
Subtotal				\$60,092.00	\$590.00	\$59,502.00
				Shipping & Handling		\$0.00
				Sales Tax		\$0.00
				TOTAL		\$59,502.00

Prices are valid for 90 days.

Terms and Conditions: State law requires that sales tax be added to our order unless we have a sales tax exemption certificate on file. Scholastic's terms are FOB shipping point unless otherwise noted on the purchase order. Customers must notify Scholastic in writing no less than five (5) business days in advance of any cancellation or rescheduling of training, in-classroom support, or other onsite services. If such notice is not received by Scholastic, customers will be charged (or forfeit prepayment) for cancelled or missed days. Unless otherwise noted, all services must be delivered within 24 months of purchase.

A breakthrough foundational reading program for our most challenged students in Grades 3-12+.

System 44® was designed for our most challenged older, struggling readers (those reading at BR-400 Lexiles in elementary; BR-600 Lexiles in secondary). Intentionally metacognitive, System 44 helps students understand that the English language is a finite system of 44 sounds and 26 letters that can be mastered. The program invites students to unlock this system and join the community of readers.

Through a combination of teacher-led and software-based instruction, students are guided along a systematic path from phonemic awareness to fluent reading. Multiple points of entry allow students to work at the appropriate level based on their performance on the *Scholastic Phonics Inventory (SPI)*.

Research-Based Instruction

System 44 includes research-based features designed for our most challenged older readers including:

- An efficient, reliable, and valid **computer-based assessment** called the *Scholastic Phonics Inventory (SPI)*, which can be used for screening and placement purposes.
- **Explicit instruction** that covers the building blocks of the English language, including phonological and phonemic awareness, phonics, morphology, and orthography, and connects them to meaning.
- **Software** that provides the individualized, repeated practice that builds fluency and adapts automatically and continuously to data being captured by curriculum-embedded assessment, ensuring that every student moves efficiently through the program.
- A **comprehensive teaching system** developed for teachers of older students that includes multiple strategies for instruction and grounds teachers' work in reliable research and best practices.
- A Teaching Guide that presents **direct teaching, teacher modeling, guided and independent practice and application**, as well as opportunities for preteaching and reteaching as needed for specific students. Best-practice **structured engagement routines** involve all students in concept-building, using academic language, and generating and sharing ideas.
- **Varied reading opportunities**, including decodable text, independent reading libraries, and scaffolded reading experiences on the computer.
- Age-appropriate, academically aligned **nonfiction content and high-quality literature** that spans multiple genres and connects to the content areas.
- Content and technology that **engage students in their own learning**, increase accountability, and reward sustained effort.



PROGRAM COMPONENTS

TEACHER MATERIALS

- Teaching Guide
- 44Book
- Classroom Library Poster
- The System of Sounds and Spellings Poster
- Teaching Resources for System 44 Library (Upper Elementary OR Secondary)
- Decodable Digest
- Sound & Articulation DVD
- Screening, Assessment, and Reporting Guide
- Flip Chart
- Word Building Kit (4 Kits)

SOFTWARE LICENSES

- System 44 Software Licenses (20)
- Scholastic Phonics Inventory (SPI) Licenses (60)
- Scholastic Reading Inventory (SRI) Licenses (20)
- Scholastic Reading Counts! (SRC!) Licenses (20)

STUDENT MATERIALS & LIBRARIES

- 44Book (20 copies)
- Decodable Digest (20 copies)
- Paperback Library (180 books: 36 titles, 5 copies of each)
- Audiobook Library (180 audiobooks: 36 titles, 5 copies of each)

IMPLEMENTATION AND PROFESSIONAL DEVELOPMENT

- 1 Day of In-Person Implementation Training
- Comprehensive Training Kit

After an initial System 44 program purchase, add-on materials and licenses may be purchased separately for replacement or expansion.



BOARD RESOLUTION

Date: November 1, 2011

Agenda Item : 12-06-11-x3

To: Dr. Kelvin R. Adams, Superintendent

Action: ☒

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

Action to be Approved: Purchase of Good (s)

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

SUBJECT: To approve the sole source purchase of 22 iMac desktop computers and monitors (11 each) from Apple, Inc. for the Career and Technical Graphic Arts Programs at Central VPA High School and C. C. Miller Career Academy in an amount not to exceed \$37,660.12.

BACKGROUND: In an effort to prepare Career and Technical Education students enrolled in the Graphics Arts Program for careers in the industry we want to provide the students with the best possible equipment. iMac computers are the standard computers for professions in the Graphic Design and Multi Media industry. The purchase of these machines will give students the advantage of learning on the same machines they will use upon entering this job market.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.B.2.a

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

Fund Source: 826-KZ-252-1381-6542	Non-GOB	Requisition #: 10126629, 10126627
Amount: \$37,660.12		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$37,660.12	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600005984

Department: Career and Technical Ed.

Requestor: Tim M. Murrell

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

Dr. Nicole Williams, Dep. Supt., Academics

Angela Banks, Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

Apple Inc. Education Price Quote

Customer:	Kelvin Carter ST LOUIS CITY SCHOOL DISTRICT 3143454456 phone email	Apple Inc:	Matt Guenther 12545 Riata Vista Circle MS: 198-9IES Austin, TX 78727-6524 512-6746878 ph 866/845-2999 fax mguenther@apple.com email
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Apple Quote:
Quote Date: 01-NOV-2011
Quote Valid Until: 09-DEC-2011

Quote Comments:

	Part Number	Details & Comments	Qty	Unit List Price	Unit Disc. Price	Extended Disc. Price
1	S3128LL/A	AppleCare Protection Plan for iMac - Auto-enroll	22	119.00	115.43	2,539.46
2	MC769LL/A	iPad 2 with Wi-Fi 16GB - Black	2	499.00	499.00	998.00
3	Z0M6	iMac 27-inch, 2.7GHz Quad-Core Intel Core i5 065-0255 1TB Serial ATA Drive 065-0248 2.7GHz Quad-Core Intel Core i5 065-0251 4GB 1333MHz DDR3 SDRAM - 2x2GB 065-8998 AMD Radeon HD 6770M 512MB GDDR5 065-8995 Accessory kit 065-0349 Apple Keyboard with Numeric Keypad (English) + User's Guide 065-0343 Apple Mouse.	22	1,599.00	1,551.03	34,122.66
Edu List Price Total						38,794.00
- Total Discount						1,133.88
Extended Disc. Sub Total						37,660.12
- eWaste Fee / Recycling Fee						0.00
Extended Disc. Total Price*						37,660.12

*In most cases Extended discounted Total price does not include Sales Tax
*If applicable, eWaste/Recycling Fees are included. Standard shipping is complimentary

Completing your order is easy:

*Reference Apple Quote number on your Purchase Order
*Fax a copy of this quote along with your Purchase Order to 866/845-2999:

Apple Inc.
12545 Riata Vista Circle
MS: 198-9IES
Austin, TX 78727-6524

THIS IS A QUOTE FOR THE SALE OF PRODUCTS OR SERVICES. YOUR USE OF THIS QUOTE IS SUBJECT TO THE FOLLOWING PROVISIONS:

- ANY ORDER THAT YOU PLACE IN RESPONSE TO THIS QUOTE WILL BE GOVERNED BY (1) ANY CONTRACT IN EFFECT BETWEEN APPLE INC. ("APPLE") AND YOU AT THE TIME YOU PLACE THE ORDER OR (2), IF YOU DO NOT HAVE A CONTRACT IN EFFECT WITH APPLE CLICK HERE TO APPLY FOR A CONTRACT.
- IF YOU USE YOUR FORM OF PURCHASE ORDER TO PLACE AN ORDER IN RESPONSE TO THIS QUOTE, APPLE REJECTS ANY TERMS SET OUT ON THE PURCHASE ORDER THAT ARE INCONSISTENT WITH OR IN ADDITION TO THE TERMS OF YOUR AGREEMENT WITH APPLE.
- YOUR ORDER MUST REFER SPECIFICALLY TO THIS QUOTE AND IS SUBJECT TO APPLE'S ACCEPTANCE.
- UNLESS THIS QUOTE SPECIFIES OTHERWISE, IT REMAINS IN EFFECT UNTIL 09-DEC-2011 UNLESS APPLE WITHDRAWS IT BEFORE YOU PLACE AN ORDER, BY SENDING NOTICE OF ITS INTENTION TO WITHDRAW THE QUOTE TO YOUR ADDRESS SET OUT IN THE QUOTE. APPLE MAY MODIFY ANY PROVISION OF THIS QUOTE, OR CANCEL ANY ORDER

YOU PLACE PURSUANT TO THIS QUOTE, IF THIS QUOTE CONTAINS A TYPOGRAPHIC OR OTHER ERROR.

SEA #

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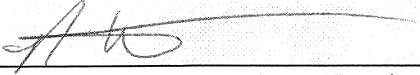
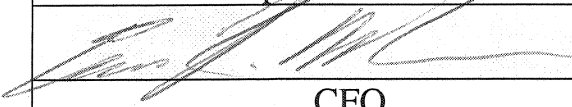
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Document rev 9.6

Date of last revision – January 18, 2011



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Tim M. Murrell	Date: 10-27-11
Department / School: Career & Tech. Ed.	Phone Number: 314-345-4530
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
The Apple iMac desktops sold by the vendor are standards for the industry of Multimedia/Graphic Design.	
Vendor Name: Apple Inc.	Email:
Vendor Contact: Matt Guenther	Phone Number: 512-674-6878
Justification Information	
1. Why the uniquely specified goods are required?	
The Apple iMac's great font and color handling and bright displays make them ideal for design work. The iMac has long been considered the computer for graphic design, and the systems have historically been known to be the best for going from screen to print, something graphic designer's need to do for every printed project.	
2. Why good or services available from other vendors /competitors are not acceptable?	
The Apple iMac is the industry standard and training on other equipment would be less beneficial for the students and would not prepare them for transition to the workplace.	
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:	
	11/4/2011
Department Head	Date
	11/4/11
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: November 1, 2011

Agenda Item : 12-06-11-14

To: Dr. Kelvin R. Adams, Superintendent

Action: ☒

From: Nahed Chapman, Exec. Dir., ESOL

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 12-16-10-02

Prior Year Cost \$38,684.49

SUBJECT: To renew the authorization of the Lutheran Association for Special Education (LASE) and the English Tutoring Project as Title III vendors to provide English for Speakers of Other Languages (ESOL) Services for non-public schools in St. Louis City and to approve contracting with both vendors. The services will be for the period December 17, 2011 through June 30, 2012. The cost of the services will not exceed \$27,797.68.

BACKGROUND: Under Title III, SLPS is given the responsibility for providing ESOL Services to the parochial school English Language Learners in the City of St. Louis. SLPS will provide the services through the two vendors listed above. The vendors will provide an assessment of each student upon the start of service to create a baseline and benchmark assessment to monitor progress. The vendors will then provide tutoring in the English language and professional development for ESOL program teachers and administrators.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.A.


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

Fund Source: 838-YL-622-3411-6312	Non-GOB	Requisition #: 10125851 & 10125852
Amount: \$27,797.68		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$27,797.68	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600012933 & 600014317

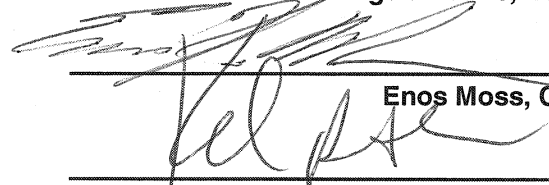
Department: ESOL Program

Requestor:


Nahed Chapman, Exec. Dir., ESOL

 11/3/2011
Dr. Nicole Williams, Dep. Supt., Academics


Angela Banks, Budget Director


Enos Moss, CFO/Treasurer


Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: October 27, 2011	
Dept / School: ESOL Bilingual Migrant Program		Reported By: Nahed Chapman	
Vendor: English Tutoring Project		Vendor #: 600012933	
Contract # / P.O. #: 4500156094		Contract Name: Title III Services	
Contract Amount: \$ 22,973.16		Award Date: 12/16/10	
Purpose of Contract (Brief Description): To provide English for Speakers of Other Languages (ESOL) Services for non-public schools in St. Louis City.			
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	Add above ratings: divide the total by the number of areas being rated.	
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.			
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: October 27, 2011	
Dept / School: ESOL Bilingual Migrant Program		Reported By: Nahed Chapman	
Vendor: Lutheran Association for Special Educations (LASE)		Vendor #: 600014317	
Contract # / P.O. #: 4500156093		Contract Name: Title III Services	
Contract Amount: \$ 25,287.28		Award Date: 12/16/10	
Purpose of Contract (Brief Description): To provide English for Speakers of Other Languages (ESOL) Services for non-public schools in St. Louis City.			
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	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: November 1, 2011

Agenda Item : 12-06-11-15

To: Dr. Kelvin R. Adams, Superintendent

Action: ☒

From: Nahed Chapman, Exec. Dir., ESOL

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 06-16-11-59

Prior Year Cost \$26,800.00

SUBJECT: To approve a sole source contract renewal with Webster University to design and deliver elementary math content training for up to 64 teachers, relative to the Sheltered Instruction Observation Protocol (SIOP) Model for the period December 10, 2011 through September 30, 2012 at a cost not to exceed \$50,205.00.

BACKGROUND: This is the second year of a three year contract. Webster University will design and deliver math content training for 64 participating teachers, in collaboration with the other partners of the Success for ELLs grant. The training will include pre- and post-content assessments, two Saturday full day math institutes, and a week-long summer Math Academy. Webster University will also select a subgroup of 10 teachers to participate in an intensive focus group study and be mentored as elementary math teacher leaders. They will further offer graduate credit for the summer Math Academy. The purpose is to deepen teachers' math content knowledge, and in effect, improve ELL students' math performance, as measured through both MAP performance and teacher assessment, which are evaluation requirements of the grant. Design and implementation of the SLPS model will be May, 2011 through spring 2013.

Accountability Plan Goals: Goal I: Student Performance

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

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

Fund Source: 838-VU-292-1152-6319	Non-GOB	Requisition #: 10126622
Amount: \$50,205.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$50,205.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600006323

Department: ESOL Program

Requester:

Nahed Chapman, Exec. Dir., ESOL

Dr. Nicole Williams, Dep. Supt., Academics

Angela Banks, Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: October 27, 2011	
Dept / School: ESOL Bilingual Migrant Program		Reported By: Nahed Chapman	
Vendor: Webster University		Vendor #: 600006323	
Contract # / P.O. #: 4500157594		Contract Name: Sheltered Instruction Observation Protocol Training	
Contract Amount: \$ 26,800.00		Award Date: 6/16/11	
Purpose of Contract (Brief Description): To design and deliver elementary math content training relative to the Sheltered Instruction Observation Protocol (SIOP) Model to 64 teachers.			
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory			
Category	Rating	Comments (Brief)	
Quality of Goods / Services	5 X4 3 2 1		
Timeliness of Delivery or Performance	X5 4 3 2 1		
Business Relations	5 X4 3 2 1		
Customer Satisfaction	X5 4 3 2 1		
Cost Control	X5 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

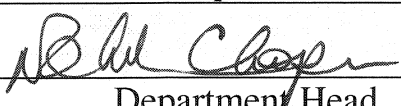

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor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



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Nahed Chapman	Date: October 26, 2011
Department / School: ESOL Program	Phone Number: #664-1066
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
Design and presentation of two math-content/SIOP-informed Saturday Institutes and a five day summer Math Academy, as well as the coaching of potential math teacher-leaders and the conferral of teacher credit hours for participants, all in collaboration with the other partners and presenters of the Math Success for ELLs grant initiative.	
Vendor Name: Webster University	Email: www.webster.edu
Vendor Contact: Dr. Brenda Fyfe	Phone Number#314-968-7490
Justification Information	
1. Why the uniquely specified goods are required?	
The Math Success for ELLs grant requirement stipulated partnership with a university having both a strong math and education program, through which long-term sustainability of the grant initiative model could be established, beyond the term of the grant.	
2. Why good or services available from other vendors /competitors are not acceptable?	
There is no other university in the St. Louis region as strong in providing teacher training for ELL instruction. The expertise Webster provides to the implementation of Sheltered Instruction Observation Protocol (SIOP) training with a mathematics focus, and the follow-up commitment for subsequent grant years, to integrate this training into teacher preparation and in-service programs at the university, in addition to providing coaching and the creation of a cadre of math teacher leaders, could not be found elsewhere.	
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:	
	10-26-11
Department Head	Date
	11/4/11
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: November 1, 2011

Agenda Item : 12-06-11-16

To: Dr. Kelvin R. Adams, Superintendent

Action: ☒

From: Nahed Chapman, Exec. Dir., ESOL

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 06-16-11-58

Prior Year Cost \$35,000.00

SUBJECT: To approve a sole source contract renewal with Pearson, Inc., Teacher Education and Development Group, to deliver an overview of the Sheltered Instruction Observation Protocol (SIOP) Model to 30 administrators, and SIOP Math Enrichment training to 64 teachers during the period January 1, 2012 through September 30, 2012 at a cost not to exceed \$35,000.00.

BACKGROUND: This is the second year of a three year contract. Pearson, Inc. will provide a three day training of the national SIOP (Sheltered Instruction Observation Protocol) Model specific to the instruction of math to English Language Learners (ELLs), plus a one day administrators' overview. The purpose is to extend the ability of teachers to effectively provide math instruction to their ELLs, as measured annually through both the students' MAP performance and teacher assessment, under the evaluation requirements of the Success for ELLs grant, of which this training is a part.

Accountability Plan Goals: Goal I: Student Performance

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

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

Fund Source: 838-VU-292-1152-6319	Non-GOB	Requisition #: 10126620
Amount: \$35,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$35,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600006008

Department: ESOL Program

Requestor:



Nahed Chapman, Exec. Dir., ESOL

 11/3/2011

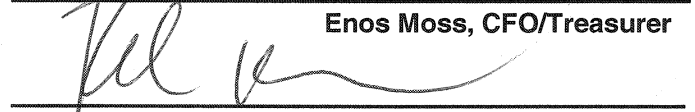
Dr. Nicole Williams, Dep. Supt., Academics



Angela Banks, Budget Director



Enos Moss, CFO/Treasurer



Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: October 27, 2011	
Dept / School: ESOL Bilingual Migrant Program		Reported By: Nahed Chapman	
Vendor: Pearson, Inc.		Vendor #: 600006008	
Contract # / P.O. #: 4500157595		Contract Name: Sheltered Instruction Observation Protocol (SIOP) Training	
Contract Amount: \$ 35,000.00		Award Date: 6/16/11	
Purpose of Contract (Brief Description): To deliver a three day initial overview of the Sheltered Instruction Observation Protocol (SIOP) Model to 64 teachers.			
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory			
Category	Rating	Comments (Brief)	
Quality of Goods / Services	X5 4 3 2 1		
Timeliness of Delivery or Performance	X5 4 3 2 1		
Business Relations	X5 4 3 2 1		
Customer Satisfaction	X5 4 3 2 1		
Cost Control	X5 4 3 2 1		
Average Score	5.0	Add above ratings: divide the total by the number of areas being rated.	
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.			
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

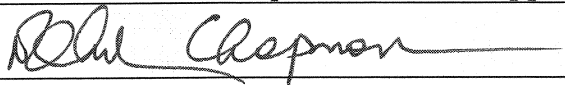
Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor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

Performance Categories Descriptions

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



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Nahed Chapman	Date: October 26, 2011
Department / School: ESOL Program	Phone Number: #664-1066
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
Three days of SIOP (Sheltered Instruction Observation Protocol) - Math Enrichment training for teachers and one day of SIOP Training for Administrators, summer, 2012.	
Vendor Name: Pearson	Email: matt.kattman@pearson.com
Vendor Contact: Matt Kattman	Phone Number #612-850-8045
Justification Information	
1. Why the uniquely specified goods are required?	
No other method for sheltered instruction provides teachers with a systematically organized and measureable, well-articulated model for the high-quality instruction of English Language Learners (ELLs) in the content-areas, while being shown to effectively address the needs of all students in the diverse classroom. Furthermore, the requirements of the Math Success for ELLs grant initiative require teachers be trained specifically in the application of sheltered instructional methods to the instructional delivery of math to ELL students.	
2. Why good or services available from other vendors /competitors are not acceptable?	
Pearson is the the sole source of materials and training for the trainings offered. No other sheltered instruction training provides a math content-specific application of the Sheltered Instruction Observation Protocol (SIOP) Model, necessary to meet the requirement for measureable implementation of sheltered instruction, according to the Math Success for ELLs grant initiative.	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
See attachment.	
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	10-26-11 Date
CFO	Date
Superintendent	Date

JRC

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: November 1, 2011

Agenda Item : 12-06-11-17

To: Dr. Kelvin R. Adams, Superintendent

Action: ☒

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

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 01-11-11-04

Prior Year Cost \$8,100.00

SUBJECT: To approve a sole source contract renewal with Linhardt Consulting Services for development of a program effectiveness system plus guidance in development of Enhancement Grant and Federal/State funding issues. The contract is for a cost not to exceed \$8,100.00 for the period beginning December 7, 2011 through June 30, 2012.

BACKGROUND: The Division of Career and Technical Education annually engages in a system-wide effort for program improvement. This is in compliance with MSIP and DESE guidelines under the Carl Perkins federal vocational funds. This effort includes the development of a program effectiveness review system, the implementation of the review system with all 60+ technical teachers, ongoing feedback and monitoring, and analysis of service delivery. Service also includes guidance in development of the Enhancement Grant and Federal/State funding issues.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1.B.2.a

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

Fund Source: 826-00-110-2421-6319	GOB	Requisition #: 10126493
Amount: \$8,100.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$8,100.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600007514

Department: Career and Technical Ed.

Requestor: Tim M. Murrell

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

Dr. Nicole Williams, Dep. Supt., Academics

Angela Banks, Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: October 27, 2011	
Dept / School: Career & Technical Education		Reported By: Paul Cady	
Vendor: Linhardt Consulting Services		Vendor #: 600007514	
Contract # / P.O. #: 4500156977		Contract Name: Consultant Agreement	
Contract Amount: \$ 8,100.00		Award Date: 1/11/11	
Purpose of Contract (Brief Description): Development of a program effectiveness review system plus guidance in development of Enhancement Grant and Federal/State funding issues.			
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory			
Category	Rating	Comments (Brief)	
Quality of Goods / Services	X5 4 3 2 1		
Timeliness of Delivery or Performance	X5 4 3 2 1		
Business Relations	X5 4 3 2 1		
Customer Satisfaction	X5 4 3 2 1		
Cost Control	X5 4 3 2 1		
Average Score	5.0	Add above ratings: divide the total by the number of areas being rated.	
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.			
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

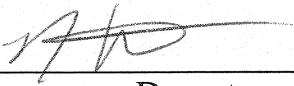
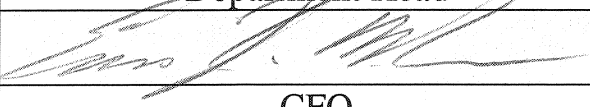
Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor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

Performance Categories Descriptions

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



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Tim M. Murrell	Date: October 29, 2011
Department / School: Career & Tech. Ed.	Phone Number: 314-345-4530
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
Provide a neutral evaluation of Career & Technical Education Programs, development, review, monitoring, as well as aid with State and Federal funding issues ie Perkins Grant, Enhancement Grant.	
Vendor Name: Frederick J. Linhardt	Email: flinhardt@mchsi.com
Vendor Contact: see above	Phone Number: 573-636-5041
Justification Information	
1. Why the uniquely specified goods are required?	
Mr. Linhardt has worked with DESE with Career & Technical Programs for years. He has hands on knowledge of DESE requirements and has been our division contact at DESE. Mr. Linhardt is very knowledgeable with state and federal regulations/guidelines and is very familiar with our programs, as well as the structure and development of this division.	
2. Why good or services available from other vendors /competitors are not acceptable?	
Exclusive knowledge of our divisional programs and prior DESE experience directly relating to Career & Technical Education.	
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:	
	11/4/2011
Department Head	Date
	11/4/11
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: November 9, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Sharonica Hardin, Chief Human Resource Officer

Agenda Item :

12-06-11-18

Action:



Action to be Approved: Policy Adoption/Change

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

SUBJECT: To adopt and approve a Policy Statement of the Special Administrative Board of the Transitional School District of the City of St. Louis (SAB) in Relation to Working Conditions for Teachers, Secretarial/Clerical and Paraprofessional Employees for the period July 1, 2011 through June 30, 2014 voted on and approved by AFT St. Louis, Local 420 on November 12, 2011.

BACKGROUND: Whereas the District has been in negotiations with the AFT St. Louis, Local 420 as the exclusive bargaining representative for all regulation, full-time employees in the job classification known as Teachers, Secretarial/Clerical and Paraprofessional Employees; and Whereas those negotiations have resulted in the agreement of the parties on terms for a policy statement to govern the relationship between the parties from July 1, 2011 until June 30, 2014; the SAB hereby authorizes, adopts and approves the Policy Statement of the Special Administrative Board of the Transitional School District of the City of St. Louis in Relation to Working Conditions for Teachers, Secretarial/Clerical and Paraprofessional Employees for the period July 1, 2011 through June 30, 2014.

Accountability Plan Goals: Goal II: Highly Qualified Staff

Objective/Strategy: II.E.1

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

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

Department: Human Resources

Requestor: Sharonica Hardin

Sharonica Hardin / Charles W. Simms
Sharonica Hardin, Chief Human Resource Officer

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

Angela Banks
Angela Banks, Budget Director

Enos Moss
Enos Moss, CFO/Treasurer

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



BOARD RESOLUTION

Date: November 9, 2011

Agenda Item : 12-06-11-19

To: Special Administrative Board

Action: ☒

From: Dr. Kelvin R. Adams, Superintendent

Action to be Approved: Contract Renewal

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

Previous Resolution Number: 11-16-10-07
Previous Amount: \$27,000

SUBJECT: To approve a contract renewal with John Bardgett & Associates, Inc. to provide consulting services relative to legislative solutions for the period December 1, 2011 through May 31, 2012 at a cost not to exceed \$24,000.

BACKGROUND: John Bardgett & Associates, Inc. has demonstrated effectiveness in working with legislative issues that concerns the District.

Accountability Plan Goals: Goal V: Governance

Objective/Strategy:

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

Fund Source: 800-00-110-2311-6319	GOB	Requisition #: 10126741
Amount: \$24,000		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$24,000	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600014291

Department: Superintendent's Office

Requestor:

Angela Banks, Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/>		Report Date: 11/9/11
Dept / School: Superintendent's Office		Reported By: Dr. Kelvin Adams
Vendor: John Bardgett & Associates, Inc.		Vendor #: 600014291
Contract # / P.O. #: 4500154778		Contract Name: same as vendor
Contract Amount: \$ 27,000		Award Date: 11/16/10
Purpose of Contract (Brief Description): Consulting services relative to legislative solutions		
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 <u>4</u> 3 2 1	
Timeliness of Delivery or Performance	5 <u>4</u> 3 2 1	
Business Relations	5 <u>4</u> 3 2 1	
Customer Satisfaction	5 <u>4</u> 3 2 1	
Cost Control	5 <u>4</u> 3 2 1	
Average Score	4	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		



BOARD RESOLUTION

Date: November 2, 2011

Agenda Item : 12-06-11-20

To: Dr. Kelvin R. Adams, Superintendent

Action: ☒

From: Sharonica Hardin, Chief Human Resource Officer

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 07-07-11-04

Prior Year Cost \$26,000.00

SUBJECT: To approve a contract renewal with Cheryl V. Ward to serve as the Manager of the St. Louis Plan at a cost not to exceed \$26,000.00 beginning January 3, 2012 through June 30, 2012.

BACKGROUND: Cheryl Ward has been the manager of the St. Louis Plan for 18 months. She devotes her best efforts on a full time basis to guide the activities of the St. Louis Plan office and program. The St. Louis Plan provides mentoring and coaching for probationary teachers in an effort to help them toward being highly qualified teachers.

Accountability Plan Goals: Goal II: Highly Qualified Staff

Objective/Strategy: II.A

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

Fund Source: 991-UV-110-1151-6319	GOB	Requisition #: 10126462
Amount: \$26,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$26,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600013214

Department: Human Resources

Requestor: Sharonica Hardin

Sharonica Hardin/Charles H. Simmons
Sharonica Hardin, Chief Human Resource Officer

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

Angela Banks
Angela Banks, Budget Director

Enos Moss
Enos Moss, CFO/Treasurer

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



Vendor Performance Report

Type of report: Final Mid-term X	Report Date: October 27, 2011	
Dept / School: Human Resources	Reported By: Sharonica Hardin	
Vendor: Cheryl Ward	Vendor #: 600013214	
Contract # / P.O. #: 4500158122	Contract Name: Manager, St. Louis Plan	
Contract Amount: \$ 26,000.00	Award Date: 0707/11	
Purpose of Contract (Brief Description): To provide administrative leadership to the St. Louis Plan office.		
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	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes X <input 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: November 1, 2011

Agenda Item: 12-06-1121

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. : 06-30-11-15
 Prior Contract Cost \$ 50,000.00

SUBJECT:

To approve a contract renewal with Belcan InfoServices to provide temporary technical personnel to be used in the Technology Department to support intranet, email accounts, and server administration. The contract is for the period January 1, 2012 through June 30, 2012 at a cost not to exceed \$50,000.00.

BACKGROUND:

The contract with Belcan InfoServices is used in lieu of hiring additional full-time SLPS employees. It also gives SLPS the flexibility to use personnel with the necessary skill set needed at any given point in time. Belcan InfoServices specializes in providing temporary and direct hire technical personnel. Currently a need has been identified for an individual with the technical knowledge to support the SLPS intranet, email accounts and assist with server administration.

Accountability Plan Goal: Goal III: Facilities, Resources Support

Objective/Strategy:

III.A.

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

Fund Source: 981 - 75 - 110 - 2828 - 6319
 Amount: \$ 50,000.00

GOB

Requisition #: 10126592

Fund Source: - - - -
 Amount:

Requisition #:

Fund Source: - - - -
 Amount:

Requisition #:

Cost not to Exceed: \$ 50,000.00

Pending Funding Availability Vendor #: 600013993

Department: Technology Services

Cheryl VanNoy, Exec. Dir., Technology Services

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

Angela Banks, Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>	Report Date: October 27, 2011	
Dept / School: Information Technology	Reported By: Cheryl VanNoy	
Vendor: Belcan Infoservices	Vendor #: 600013993	
Contract # / P.O. / #: 4500157903	Contract Name: Temporary Technical Services	
Contract Amount: \$ 50,000.00	Award Date: 06-30-11	
Purpose of Contract (Brief Description): To provide temporary technical personnel to be used in the Technology Department to support intranet, email accounts and server administration.		
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	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: November 2, 2011

Agenda Item: 12-16-11-22

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. # 12-16-10-12
 Prior Year Cost \$ 81,000.00

SUBJECT:

To approve a contract renewal with Group Basis, Inc. to provide SAP system maintenance, implementation and problem resolution services for the period of January 1, 2012 through December 31, 2012 at a cost not to exceed \$81,000.00.

BACKGROUND:

The District's main Business Information System is the SAP America Enterprise System. SLPS has used the SAP Software System since 1998 and has used Group Basis to provide Technical Support services for the last three years. Under this agreement, Group Basis will continue to provide on-going SAP Basic support, proactive maintenance, and expert problem resolution in the District's SAP environment.

Accountability Plan Goal: Goal III: Facilities, Resources Support

Objective/Strategy:

III.A.

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

Fund Source: 981 - 75 - 110 - 2828 - 6319
 Amount: \$ 81,000.00

GOB

Requisition #: 10126593

Fund Source: - - - -
 Amount:

Requisition #:

Fund Source: - - - -
 Amount:

Requisition #:

Cost not to Exceed: \$ 81,000.00

Pending Funding Availability Vendor #: 600012197

Department: Technology Services

Angela Banks
 Angela Banks, Budget Director

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

Enos Moss
 Enos Moss, CFO/Treasurer

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

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



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: October 27, 2011	
Dept / School: Information Technology		Reported By: Cheryl VanNoy	
Vendor: Group Basis		Vendor #: 600012197	
Contract # / P.O. #: 4500155888		Contract Name: SAP maintenance & support	
Contract Amount: \$ 81,000.00		Award Date: 12/16/10	
Purpose of Contract (Brief Description): For SAP maintenance and implementation services.			
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory			
Category	Rating	Comments (Brief)	
Quality of Goods / Services	X5 4 3 2 1		
Timeliness of Delivery or Performance	X5 4 3 2 1		
Business Relations	X5 4 3 2 1		
Customer Satisfaction	X5 4 3 2 1		
Cost Control	X5 4 3 2 1		
Average Score	5	Add above ratings: divide the total by the number of areas being rated.	
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.			
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



Board Resolution

Date: November 2, 2011

Agenda Item: 12-06-11-23

To: Dr. Kelvin R. Adams, Superintendent

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

Action: X

Action to be Approved:

X Contract Renewal
 Previous Bd. Res. # 12-16-10-11
 Prior Year Cost \$ 268,225.12

Other Transaction Descriptors:

SUBJECT:

To approve a contract renewal with SAP America to provide the license, maintenance and support services for the SAP financial system and the BSI Payroll Tax software for the period January 1, 2012 to December 31, 2012 at a cost not to exceed \$276,466.87.

BACKGROUND:

The District's main Business Information System is the SAP America System. SLPS has used the SAP Software System since 1998 and upgraded its license in 2001. The SAP System is the financial system utilized by SLPS for budgeting, accounting, purchasing and all other financial functions. Also included in the contract is processing maintenance for the BSI U.S. Payroll Tax software that is used in conjunction with the SAP software.

Accountability Plan Goal: Goal III: Facilities, Resources Support

Objective/Strategy:

III.A.

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

Fund Source: 981 - 75 - 110 - 2828 - 6441

GOB

Requisition #:

Amount: \$ 276,466.87

Fund Source: - - - -

Requisition #:

Amount:

Fund Source: - - - -

Requisition #:

Amount:

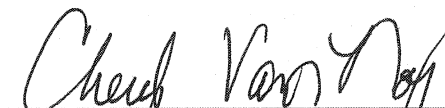
Cost not to Exceed: \$ 276,466.87

Pending Funding Availability Vendor #: 600005771

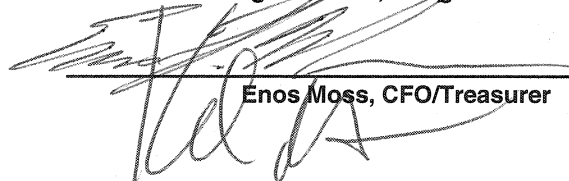
Department: Technology Services



Angela Banks, Budget Director



Cheryl VanNoy, Exec. Dir., Technology Services



Enos Moss, CFO/Treasurer



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



Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: October 27, 2011	
Dept / School: Information Technology		Reported By: Cheryl VanNoy	
Vendor: SAP		Vendor #: 600005771	
Contract # / P.O. #: 4500155887		Contract Name: SAP Maintenance	
Contract Amount: \$268,225.12		Award Date: 12/16/10	
Purpose of Contract (Brief Description): SAP license and maintenance for the financial system and payroll tax program.			
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory			
Category	Rating	Comments (Brief)	
Quality of Goods / Services	5 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	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: November 1, 2011

Agenda Item: 12-06-11-24

To: Dr. Kelvin R. Adams, Superintendent

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

Action: X

Action to be Approved:

Other Transaction Descriptors: _____

X

Contract Renewal

Previous Bd. Res. # 01-20-11-02

Prior Year Cost \$ 86,000.00

SUBJECT:

To approve a contract renewal with BTU, LLC for E-Rate consulting services to facilitate both the planning and submission of E-Rate applications to be provided February 1, 2012 through January 31, 2013 at a cost not to exceed \$86,000.00. This is the second renewal of the two-year option.

BACKGROUND:

BTU was selected as the District's E-Rate consultant through an RFP in 2009. This contract will be the last renewal of the three year contract. BTU has assisted SLPS in responding to the USAC audit and been instrumental in the efforts to secure the E-Rate funding for the years 2007-2010. In addition, BTU assists in the filing of the necessary forms and documents to ensure that SLPS continues to receive E-Rate funding in the future.

Accountability Plan Goal: Goal III: Facilities, Resources Support

Objective/Strategy:

III.A.

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

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

GOB

Requisition #: 10126591

Amount: \$ 86,000.00

Fund Source: - - - -

Requisition #:

Amount:

Fund Source: - - - -

Requisition #:

Amount:

Cost not to Exceed: \$ 86,000.00

Pending Funding Availability Vendor #: 600013980

Department: Technology Services



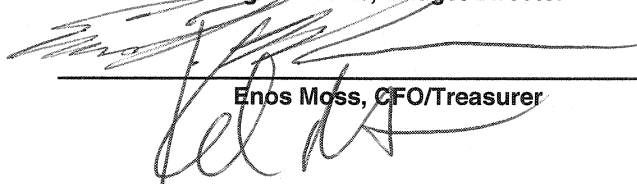
Cheryl VanNoy, Exec. Dir., Technology Services



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



Angela Banks, Budget Director



Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: October 27, 2011	
Dept / School: Information Technology		Reported By: Cheryl VanNoy	
Vendor: BTU Consultants		Vendor #: 600013980	
Contract # / P.O. #: 4500156339		Contract Name: E-Rate Consulting Services	
Contract Amount: \$ 86,000.00		Award Date: 1/20/11	
Purpose of Contract (Brief Description): E-Rate consulting services to assist with planning and submission of applications for future funding requests.			
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory			
Category	Rating	Comments (Brief)	
Quality of Goods / Services	X5 4 3 2 1		
Timeliness of Delivery or Performance	X5 4 3 2 1		
Business Relations	X5 4 3 2 1		
Customer Satisfaction	X5 4 3 2 1		
Cost Control	X5 4 3 2 1		
Average Score	5	Add above ratings: divide the total by the number of areas being rated.	
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.			
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			

VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

Performance Ratings Guidelines

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

Performance Categories Descriptions

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



BOARD RESOLUTION

Date: November 2, 2011

Agenda Item : 12-06-11-25

To: Dr. Kelvin R. Adams, Superintendent

Action: ☒

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

Action to be Approved: Contract

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

RFP/Bid # 022-1112

SUBJECT: To approve a contract with Huffman Security Company, Inc. to provide window shade replacement at five schools for Proposition S bond construction. This work shall begin on November 26, 2011 and be completed by January 27, 2012 at a cost not to exceed \$102,896.00 which includes a 10% contingency of \$9,354.00.

BACKGROUND: The current window shades throughout the District are in very poor condition. Shades are needed to enhance the classroom environment for instruction. The contractor will design-build the window shade replacement projects at five schools; Long, Kennard, Kottmeyer, Adams and Wilkinson. These schools are packaged together as part of a project to replace all window shades in the District. This is the 4th package of schools for shade replacement. This work will not be performed while students are in class. This work will be funded by the Proposition S Bond Program under the upgrade of building envelopes estimated at \$18,000,000.00. With this project approved, the balance of the building envelopes budget is \$9,723,892.00.

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	Non-GOB	Requisition #: 10126500
Amount: \$102,896.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$102,896.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600014632

Department: Operations

Requestor: Tom Goodrich

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

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

Angela Banks

Angela Banks, Budget Director

Enos Moss

Enos Moss, CFO/Treasurer

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



November 1, 2011

MEMORANDUM

TO: Rick Schaeffer: Purchasing Office

FROM: Roger L. CayCe

RE: Bid Evaluation Record for RFP# 032-1112 Window Shade Replacement Bid Pack #4 for Proposition S Bond Construction

The evaluation began at 10/11/11, 10:00 a.m. and was concluded at 10/26/11 4:00 p.m. The evaluation committee consisted of the following:

Roger L. CayCe	Executive Director of Operations	SLPS
Tom Goodrich	Project Manager	SLPS
Mike Dobbs	Project Manager	SLPS
Yvonne Green	Project Manager	SLPS
Ronald Roberts	Construction Manager	Kwame Building Group

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

Company Name	Bid Amount	Overall Score	Award (Y/N)
D & L Painting and Drywall, LLC	\$120,730.00	310	No
Huffman Security	\$93,542.10	400	Yes
Halcyon Shades	\$106,154.30	378	No

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

Roger L. CayCe
Executive Director of Operations
Operations Department

NAME: Roger L. CayCe

BID SUMMARY FOR RFP 032-1112 WINDOW SHADE INSTALLATION PACKAGE #4 IN 5 SCHOOLS						
Contractor	Price	M/WBE Participation	SLPS Past Performance	Use of "p" Card Included in Pricing	Vendor's Experience	Scores
Huffman Security	\$93,542.10	43% MBE 0% WBE	Good	Yes		
Score	Max 40% (40)	Max 30% (30)	Max 10% (10)	Max 10% (10)	Max 10% (10)	100%
Halcyon Shades	\$106,154.30	37% MBE 0% WBE	Good	Yes		
Score	Max 40% (35)	Max 30% (30)	Max 10% (10)	Max 10% (10)	Max 10% (10)	95%
D & L Painting and Drywall, LLC	\$120,730.00	40% MBE 60% WBE	Good	No		
Score	Max 40% (30)	Max 30% (30)	Max 10% (10)	Max 10% (0)	Max 10% (10)	80%
Score	Max 40% ()	Max 30% ()	Max 10% ()	Max 10% ()	Max 10% ()	0

NAME: Tom Goodrich

BID SUMMARY FOR RFP 032-1112 WINDOW SHADE INSTALLATION PACKAGE #4 IN 5 SCHOOLS						
Contractor	Price	M/WBE Participation	SLPS Past Performance	Use of "p" Card Included in Pricing	Vendor's Experience	Scores
Huffman Security	\$93,542.10	43% MBE 0% WBE	Good	Yes		
Score	Max 40% (40)	Max 30% (30)	Max 10% (10)	Max 10% (10)	Max 10% (10)	100%
Halcyon Shades	\$106,154.30	37% MBE 0% WBE	Good	Yes		
Score	Max 40% (38)	Max 30% (30)	Max 10% (10)	Max 10% (10)	Max 10% (10)	98%
D & L Painting and Drywall, LLC	\$120,730.00	40% MBE 60% WBE	Good	No		
Score	Max 40% (25)	Max 30% (30)	Max 10% (10)	Max 10% (0)	Max 10% (10)	75%
Score	Max 40% ()	Max 30% ()	Max 10% ()	Max 10% ()	Max 10% ()	0

NAME: Mike Dobbs

BID SUMMARY FOR RFP 032-1112 WINDOW SHADE INSTALLATION PACKAGE #4 IN 5 SCHOOLS						
Contractor	Price	M/WBE Participation	SLPS Past Performance	Use of "p" Card Included in Pricing	Vendor's Experience	Scores
Huffman Security	\$93,542.10	43% MBE 0% WBE	Good	Yes		
Score	Max 40% (40)	Max 30% (30)	Max 10% (10)	Max 10% (10)	Max 10% (10)	100%
Halcyon Shades	\$106,154.30	37% MBE 0% WBE	Good	Yes		
Score	Max 40% (35)	Max 30% (30)	Max 10% (10)	Max 10% (10)	Max 10% (10)	95%
D & L Painting and Drywall, LLC	\$120,730.00	40% MBE 60% WBE	Good	No		
Score	Max 40% (35)	Max 30% (30)	Max 10% (10)	Max 10% (0)	Max 10% (10)	85%
Score	Max 40% ()	Max 30% ()	Max 10% ()	Max 10% ()	Max 10% ()	0

NAME: Yvonne Green

BID SUMMARY FOR RFP 032-1112 WINDOW SHADE INSTALLATION PACKAGE #4 IN 5 SCHOOLS						
Contractor	Price	M/WBE Participation	SLPS Past Performance	Use of "p" Card Included in Pricing	Vendor's Experience	Scores
Huffman Security	\$93,542.10	43% MBE 0% WBE	Good	Yes		
Score	Max 40% (40)	Max 30% (30)	Max 10% (10)	Max 10% (10)	Max 10% (10)	100%
Halcyon Shades	\$106,154.30	37% MBE 0% WBE	Good	Yes		
Score	Max 40% (30)	Max 30% (30)	Max 10% (10)	Max 10% (10)	Max 10% (10)	90%
D & L Painting and Drywall, LLC	\$120,730.00	40% MBE 60% WBE	Good	No		
Score	Max 40% (20)	Max 30% (30)	Max 10% (10)	Max 10% (0)	Max 10% (10)	70%
Score	Max 40% ()	Max 30% ()	Max 10% ()	Max 10% ()	Max 10% ()	0



BOARD RESOLUTION

Date: November 1, 2011

Agenda Item : 12-06-11-26

To: Dr. Kelvin R. Adams, Superintendent

Action: ☒

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

Action to be Approved: Contract

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

RFP/Bid # 34-1112

SUBJECT: To approve a contract with Midwestern Design & Construction/Blanton, joint venture to renovate the science lab at Nottingham High School for Proposition S bond construction. This work shall begin on November 16, 2011 and will be completed by January 31, 2012 at a cost not to exceed \$182,600.00 which includes a 10% contingency of \$16,600.00.

BACKGROUND: The current science lab is in very poor condition. Renovating this lab will enhance the classroom environment for instruction. The contractor will design-build the renovation project. This work will be performed while students are not in class. This work will be funded by the Proposition S Bond Program under the upgrade of Science Labs, Libraries and Auditoriums estimated at \$15,000,000.00. With this project approved, the balance of the Science Labs, Libraries and Auditorium budget is \$10,217,328.00.

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	Non-GOB	Requisition #: 10126499
Amount: \$182,600.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$182,600.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600014585

Department: Operations

Requestor: Tom Goodrich

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

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

Angela Banks
Angela Banks, Budget Director

Enos Moss
Enos Moss, CFO/Treasurer

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



November 1, 2011

MEMORANDUM

TO: Rick Schaeffer: Purchasing Office

FROM: Roger L. CayCe

RE: Bid Evaluation Record for PS# 34-1112 Renovate Nottingham High School Science Lab for Proposition S Bond Construction

The evaluation began at 10/10/11, 10:00 a.m. and was concluded at 10/26/11 4:00 p.m. The evaluation committee consisted of the following:

Roger L. CayCe	Executive Director of Operations	SLPS
Tom Goodrich	Project Manager	SLPS
Mike Dobbs	Project Manager	SLPS
Yvonne Green	Project Manager	SLPS
Ron Roberts	Construction Manager	Kwame Building Group

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

Company Name	Bid Amount	Overall Score	Award (Y/N)
Midwestern/Blanton Joint Venture	\$166,000.00	396	Yes
John Kalicak Construction, Inc.	\$224,000.00	237	No

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

Roger L. CayCe
Executive Director of Operations

NAME: Roger L. CayCe

BID SUMMARY FOR PS 34-1112 RENOVATION OF NOTTINGHAM HIGH SCHOOL SCIENCE LAB						
Contractor	Price	M/WBE Participation	SLPS Past Performance	Use of "P" Card Included in Pricing	Vendor's Experience	Scores
Midwestern Design & Construction / Blanton Joint Venture	\$166,000	MBE 73% WBE 0%		Yes		
Score	Max 40% (40)	Max 30% (30)	Max 10% (10)	Max 10% (10)	Max 10% (10)	100%
John Kalicak Construction, Inc.	\$224,000	MBE 1% WBE 2%		Yes		
Score	Max 40% (30)	Max 30% (5)	Max 10% (10)	Max 10% (10)	Max 10% (10)	65%

NAME: Tom Goodrich

BID SUMMARY FOR PS 34-1112 RENOVATION OF NOTTINGHAM HIGH SCHOOL SCIENCE LAB						
Contractor	Price	M/WBE Participation	SLPS Past Performance	Use of "P" Card Included in Pricing	Vendor's Experience	Scores
Midwestern Design & Construction / Blanton Joint Venture	\$166,000	MBE 73% WBE 0%		Yes		
Score	Max 40% (40)	Max 30% (30)	Max 10% (10)	Max 10% (10)	Max 10% (10)	100%
John Kalicak Construction, Inc.	\$224,000	MBE 1% WBE 2%		Yes		
Score	Max 40% (25)	Max 30% (3)	Max 10% (10)	Max 10% (10)	Max 10% (10)	58%

NAME: Mike Dobbs

BID SUMMARY FOR PS 34-1112 RENOVATION OF NOTTINGHAM HIGH SCHOOL SCIENCE LAB						
Contractor	Price	M/WBE Participation	SLPS Past Performance	Use of "P" Card Included in Pricing	Vendor's Experience	Scores
Midwestern Design & Construction / Blanton Joint Venture	\$166,000	MBE 73% WBE 0%		Yes		
Score	Max 40% (40)	Max 30% (30)	Max 10% (6)	Max 10% (10)	Max 10% (10)	94%
John Kalicak Construction, Inc.	\$224,000	MBE 1% WBE 2%		Yes		
Score	Max 40% (25)	Max 30% (3)	Max 10% (10)	Max 10% (10)	Max 10% (10)	58%

NAME: Yvonne Green

BID SUMMARY FOR PS 34-1112 RENOVATION OF NOTTINGHAM HIGH SCHOOL SCIENCE LAB						
Contractor	Price	M/WBE Participation	SLPS Past Performance	Use of "P" Card Included in Pricing	Vendor's Experience	Scores
Midwestern Design & Construction / Blanton Joint Venture	\$166,000	MBE 73% WBE 0%		Yes		
Score	Max 40% (40)	Max 30% (30)	Max 10% (10)	Max 10% (10)	Max 10% (10)	100%
John Kalicak Construction, Inc.	\$224,000	MBE 1% WBE 2%		Yes		
Score	Max 40% (20)	Max 30% (6)	Max 10% (10)	Max 10% (10)	Max 10% (10)	56%



Board Resolution

Date: October 26, 2011

Agenda Item: 12-06-11-27

To: Dr. Kelvin R. Adams, Superintendent

From: Enos K. Moss, CFO/Treasurer

Action: X

Action to be Approved:

X

Financial Report

Other Transaction Descriptors: _____

SUBJECT:

To approve the Monthly Board Transaction Report for September 2011.

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: - - - -

Amount: No Cost

Requisition #:

Fund Source: - - - -

Amount:

Requisition #:

Fund Source: - - - -

Amount:

Requisition #:

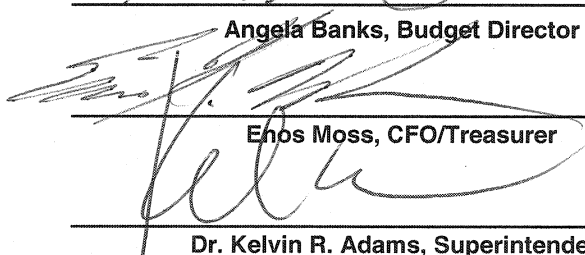
Cost not to Exceed: No Cost

☐ Pending Funding Availability Vendor #:

Department: Finance



Angela Banks, Budget Director



Enos Moss, CFO/Treasurer



Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent

Monthly Budget Report

Dates: 09-01-2011 - 09-30-2011

Fiscal Year: 2011 - 2011

110-TEACHERS FUND

1 SAP Hierarchy Doc #: 0501850280
SAP Entry Doc #: 0501850242

From: 120-1411 - 502-55-120 - 6143 459.36-
To: 110-1411 - 502-55-110 - 6143 459.36

Control No: B1112-0410

From Amount: 459.36-

To Amount: 459.36

Text: To fund non-athletic extra service spreadsheet for non-certificated
employee summer professional development.

2 SAP Hierarchy Doc #: 0501850204
SAP Entry Doc #: 0501850166

From: 120-1151 - 194-00-120 - 6112 33,887.86-
To: 110-2411 - 194-00-110 - 6261 156.67
110-2411 - 194-00-110 - 6231 2,397.06
110-2411 - 194-00-110 - 6149 31,334.13

Control No: B1112-0345

From Amount: 33,887.86-

To Amount: 33,887.86

Text: Transferring funds originally budgeted for full time Social Studies
Teacher to support Part-Time Social Studies Teacher.

3 SAP Hierarchy Doc #: 0501850205
SAP Entry Doc #: 0501850167

From: 120-1151 - 194-00-120 - 6112 15,424.93-
To: 110-2411 - 194-00-110 - 6124 15,424.93

Control No: B1112-0346

From Amount: 15,424.93-

To Amount: 15,424.93

Text: Transferring funds originally budgeted for Full Time Social Studies
Teacher to support a Full Time Family Resource Specialist Position.

Monthly Budget Report
 Dates: 09-01-2011 - 09-30-2011
 Fiscal Year: 2011 - 2011

4 SAP Hierarchy Doc #: 0501850225
 SAP Entry Doc #: 0501850187

From: 120-1151 - 125-00-120 - 6112 1,098.80-
 To: 110-2411 - 125-00-110 - 6149 1,098.80

Control No: B1112-0362

From Amount: 1,098.80-

To Amount: 1,098.80

Text: Transferring funds from salary line to compensate employee as temporary for one week.

5 SAP Hierarchy Doc #: 0501850227
 SAP Entry Doc #: 0501850189

From: 110-2411 - 440-00-110 - 6411 4,000.00-
 To: 110-2411 - 440-00-110 - 6383 4,000.00

Control No: B1112-0363

From Amount: 4,000.00-

To Amount: 4,000.00

Text: Conference Name: Site Visit to Afrikan Centered Education; Dates: 9/23/11; Location: Kansas City, MO; Attendees: List of 24 staff members.

6 SAP Hierarchy Doc #: 0501850171
 SAP Entry Doc #: 0501850133

From: 110-2558 - 918-00-110 - 6344 846,175.00-
 To: 110-2551 - 918-00-110 - 6341 846,175.00

Control No: B1112-0334

From Amount: 846,175.00-

To Amount: 846,175.00

Text: Transfer of budget into correct line item so that Laidlaw contract can be encumbered.

ST. LOUIS BOARD OF EDUCATION

Monthly Budget Report

Dates: 09-01-2011 - 09-30-2011

Fiscal Year: 2011 - 2011

7 SAP Hierarchy Doc #: 0501850254

SAP Entry Doc #: 0501850216

From: 110-2551 - 918-00-110 - 6341

To: 110-2551 - 918-VZ-110 - 6341

Control No: B1112-0384

From Amount: 2,500,000.00-

To Amount: 2,500,000.00

Text: Transfer to fund expansion program.

2,500,000.00-

2,500,000.00

Monthly Budget Report

Dates: 09-01-2011 - 09-30-2011

Fiscal Year: 2011 - 2011

120-INCIDENTAL

- 1 SAP Hierarchy Doc #: 0501850250
SAP Entry Doc #: 0501850212

From:	110-2411	- 183-00-110	- 6384	2,000.00-
	110-2411	- 183-00-110	- 6363	1,500.00-
	110-2411	- 183-00-110	- 6415	1,000.00-
	110-2411	- 183-00-110	- 6383	88.50-
To:	120-1151	- 183-55-120	- 6143	88.50
	120-1151	- 183-55-120	- 6143	1,000.00
	120-1151	- 183-55-120	- 6143	1,500.00
	120-1151	- 183-55-120	- 6143	2,000.00
Control No:	B1112-0381			
From Amount:		4,588.50-		
To Amount:		4,588.50		
Text: To fund extra service for General Education Department Heads.				

- 2 SAP Hierarchy Doc #: 0501850246
SAP Entry Doc #: 0501850208

From:	110-2411	- 183-00-110	- 6415	431.54-
	110-2411	- 183-00-110	- 6384	370.92-
	110-2411	- 183-00-110	- 6383	37.54-
To:	120-1211	- 183-00-120	- 6143	37.54
	120-1211	- 183-00-120	- 6143	370.92
	120-1211	- 183-00-120	- 6143	431.54
Control No:	B1112-0379			
From Amount:		840.00-		
To Amount:		840.00		
Text: To fund extra service for special education department head.				

Monthly Budget Report
Dates: 09-01-2011 - 09-30-2011
Fiscal Year: 2011 - 2011

3 SAP Hierarchy Doc #: 0501850165
SAP Entry Doc #: 0501850127

From: 110-2411 - 502-00-110 - 6411 4,160.89-
To: 120-1411 - 502-55-120 - 6143 4,160.89

Control No: B1112-0325

From Amount: 4,160.89-

To Amount: 4,160.89

Text: To pay teachers for professional development (payroll).

4 SAP Hierarchy Doc #: 0501850202
SAP Entry Doc #: 0501850164

From: 110-2411 - 156-00-110 - 6383 5,202.08-
To: 120-1411 - 156-55-120 - 6231 5,202.08

Control No: B1112-0344

From Amount: 5,202.08-

To Amount: 5,202.08

Text: Extra service pay for the entire year for teachers.

5 SAP Hierarchy Doc #: 0501850231
SAP Entry Doc #: 0501850193

From: 110-2411 - 194-00-110 - 6411 7,145.60-
To: 120-1411 - 194-55-120 - 6143 7,145.60

Control No: B1112-0366

From Amount: 7,145.60-

To Amount: 7,145.60

Text: Non-Athletic Extra Service for Academic Year.

ST. LOUIS BOARD OF EDUCATION
Monthly Budget Report
Dates: 09-01-2011 - 09-30-2011
Fiscal Year: 2011 - 2011

232-Title I IASA 11-12

1 SAP Hierarchy Doc #: 0501850245
SAP Entry Doc #: 0501850207

From:	232-2213	- 814-00-232	- 6381	100,000.00-
To:	232-2213	- 814-00-232	- 6319	100,000.00
Control No:	B1112-0378			
From Amount:		100,000.00-		
To Amount:		100,000.00		

Text: Appropriating funds to correct line item.

ST. LOUIS BOARD OF EDUCATION
 Monthly Budget Report
 Dates: 09-01-2011 - 09-30-2011
 Fiscal Year: 2011 - 2011

252-Adult Basic Ed 1112

1 SAP Hierarchy Doc #: 0501850201
 SAP Entry Doc #: 0501850163

From:	252-2425	- 026-DM-252	- 6143	54,000.00-
To:	252-2425	- 026-DM-252	- 6149	54,000.00
Control No:	B1112-0343			
From Amount:		54,000.00-		
To Amount:		54,000.00		

Text: To correct salary line items in SAP.

ST. LOUIS BOARD OF EDUCATION

Monthly Budget Report

Dates: 09-01-2011 - 09-30-2011

Fiscal Year: 2011 - 2011

272-PL 94-142 SPED 1112

1	SAP Hierarchy Doc #:	0501850133			
	SAP Entry Doc #:	0501850095			
	From:	272-2123	-	828-00-272	- 6319
	To:	272-2132	-	828-00-272	- 6319
	Control No:	B1112-0298			
	From Amount:			82,500.00-	82,500.00-
	To Amount:			82,500.00	82,500.00
	Text: Funds for SPED Contracts.				
2	SAP Hierarchy Doc #:	0501850219			
	SAP Entry Doc #:	0501850181			
	From:	272-2332	-	828-00-272	- 6384
	To:	272-2332	-	828-00-272	- 6383
	Control No:	B1112-0356			
	From Amount:			4,000.00-	4,000.00-
	To Amount:			4,000.00	4,000.00
	Text: 1) Conference: DESE Comm Transition Team Training; Dates: 9/21 - 9/22; Location: Jefferson City, MO; Attendees: Judy Heard 2) Conference: MO CASE Admin Conference; Dates: 9/25 - 9/27; Location: Lake Ozarks, MO; Attendees: Candice Boyd, Regina Hasty, Marily Mimms, and Karen Rush-Sumrall				

ST. LOUIS BOARD OF EDUCATION

Monthly Budget Report

Dates: 09-01-2011 - 09-30-2011

Fiscal Year: 2011 - 2011

292-Mini Federal 1112

1 SAP Hierarchy Doc #: 0501850139
SAP Entry Doc #: 0501850101

From:	292-1151	- 816-V3-292	- 6121	70,000.00-
To:	292-1151	- 816-V3-292	- 6113	70,000.00
Control No:	B1112-0306			
From Amount:		70,000.00-		
To Amount:		70,000.00		
Text: Transfer to proper commitment item for personnel.				

ST. LOUIS BOARD OF EDUCATION

Monthly Budget Report

Dates: 09-01-2011 - 09-30-2011

Fiscal Year: 2011 - 2011

910-Captial Proj-Bond

1

SAP Hierarchy Doc #: 0501850285

SAP Entry Doc #: 0501850247

From:	910-2629	- 905-00-910	- 6333	282,343.00-
To:	910-2611	- 905-VZ-910	- 6443	5,476.00
	910-2611	- 905-VZ-910	- 6411	22,532.00
	910-2611	- 905-VZ-910	- 6541	55,648.00
	910-2611	- 905-VZ-910	- 6419	198,687.00

Control No: b1112-0415

From Amount: 282,343.00-

To Amount: 282,343.00

Text: Prop S transfer to finish purchasing computers printers furniture and interactive boards for pre schools across district. Part of pre k budget.

Monthly Budget Report
 Dates: 09-01-2011 - 09-30-2011
 Fiscal Year: 2011 - 2011
 Fund Summary - Transfers Only

Fund Total From 110-INCIDENTAL	:	3,372,112.07-
To 110-INCIDENTAL	:	3,401,045.95
Fund Total From 120-TEACHERS FUND	:	50,870.95-
To 120-TEACHERS FUND	:	21,937.07
Fund Total From 232-Title I IASA 11-12	:	100,000.00-
To 232-Title I IASA 11-12	:	100,000.00
Fund Total From 252-Adult Basic Ed 1112	:	54,000.00-
To 252-Adult Basic Ed 1112	:	54,000.00
Fund Total From 272-PL 94-142 SPED 1112	:	86,500.00-
To 272-PL 94-142 SPED 1112	:	86,500.00
Fund Total From 292-Mini Federal 1112	:	70,000.00-
To 292-Mini Federal 1112	:	70,000.00
Fund Total From 910-Captial Proj-Bond	:	282,343.00-
To 910-Captial Proj-Bond	:	282,343.00
District Total From	:	4,015,826.02-
To	:	4,015,826.02