

# **BOARD MEETING**

**THURSDAY, JANUARY 20, 2011**

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# **A G E N D A**

## **SPECIAL ADMINISTRATIVE BOARD**

**MR. RICK SULLIVAN**

**MS. MELANIE ADAMS**

**MR. RICHARD GAINES**

## **SUPERINTENDENT OF SCHOOLS**

**DR. KELVIN R. ADAMS**

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# SPECIAL ADMINISTRATIVE BOARD MEETING

**THURSDAY, JANUARY 20, 2011 -6:00PM**

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

# AGENDA

- 1) Call to Order
- 2) Roll Call
- 3) Pledge of Allegiance
- 4) Public Comments
- 5) Student/Staff Recognition(s)
- 6) Superintendent's Report
  - a) Information Items
    - Food Services
    - Proposition S
  - b) Action Items
    - Consent Agenda
- 8) Board Member Updates
- 9) Adjournment

NOTES:

[illegible]



**ST. LOUIS PUBLIC SCHOOL DISTRICT  
SUPERINTENDENT'S REPORT  
January 20, 2011**

**1.0 Preliminary**

**1.1 CONSENT AGENDA**

- 1.2**
- a) Information Items
    - Food Services
    - Proposition S
  - b) Business Items – Action Required
    - Consent Agenda

**Due to the inclement weather, the January 11, 2011 meeting was cancelled. Therefore, the January 11<sup>th</sup> business items will be presented here at tonight's meeting.**

**01-11-11-01** To receive the audit report offered by the Phi Delta Kappa Curriculum Management Services Incorporated (PDK-CMSI).

**01-11-11-02** To approve the use of the Superintendent's Book Club funds to purchase book sets for elementary schools for the period January 2011 through May 2011 at a cost not to exceed \$414,000.  
**FUNDING SOURCE:** Non-GOB

**01-11-11-03** To approve a contract renewal with Ranken Technical College for the Dual Enrollment Program for the period January 12, 2011 through June 30, 2011 at a cost not to exceed \$55,460.  
**FUNDING SOURCE:** GOB

**01-11-11-04** To approve a contract renewal with Linhardt Consulting Services to provide a program review of the Career and Technical Education Program for the period January 12, 2011 through June 30, 2011 at a cost not to exceed \$8,100.  
**FUNDING SOURCE:** GOB

**01-11-11-05** To approve a sole source contract renewal with Showroom Shine to provide presentations on entrepreneurship for selected Career and Technical Education students for the period January 12, 2011 through June 30, 2011 at a cost not to exceed \$5,000.  
**FUNDING SOURCE:** Non-GOB

**01-11-11-06** To ratify the emergency purchase of World Languages replacement textbooks from Pearson Learning in the amount of \$10,842.92.  
**FUNDING SOURCE:** GOB

**01-11-11-07** To ratify the emergency purchase of replacement Social Studies and Music textbooks from McMillan/McGraw-Hill in the amount of \$11,538.12.  
**FUNDING SOURCE:** GOB

**01-11-11-08** To approve the purchase of 30 Frequency Modulation Systems from Oticon, Inc. for deaf/hard of hearing students at a cost not to exceed \$33,145.  
**FUNDING SOURCE:** Non-GOB

**01-11-11-09** To approve a sole source purchase of reading instructional materials and software from Scientific Learning for the Oak Hill Elementary School at a cost not to exceed \$14,650.  
**FUNDING SOURCE:** GOB

- 01-11-11-10** To approve the payment of the examination fees for the May 2011 student examinations through the International Baccalaureate Diploma Program (IBDP) at a cost not to exceed \$21,093. The IBDP prepares students for university education.  
**FUNDING SOURCE:** GOB
- 01-11-11-11** To approve the November 2010 Monthly Budget Transaction Report.
- 01-11-11-12** To approve the final cost of the Early Retirement Incentive Program (ERIP) in the amount of \$9,522,000.
- 01-11-11-13** To approve participation in the Early Retirement Reinsurance Program (ERRP) through payment of monthly reporting fees to United Health Care/Medco for the plan year 2010 at an annual cost not to exceed \$37,100.
- 01-11-11-14** To ratify a Memorandum of Understanding between the St. Louis Public Schools (District) and the American Federation of Teachers – St. Louis (AFT-St. Louis) to establish the *St. Louis Plan* for the period July 1, 2009 through June 30, 2012.  
**FUNDING SOURCE:** There is no cost associated with this request
- 01-11-11-15** To approve Memorandum of Understanding with the American Federation of Teachers – St. Louis (AFT-St. Louis) to establish certain work rules to govern formation and operation of schools in need of improvement.  
**FUNDING SOURCE:** There is no cost associated with this request
- 01-11-11-16** To approve a contract with Hilliker Corporation LLC for Real Estate Services for the period January 12, 2011 through June 30, 2011. The cost will be based on commission (percentage of sale price) for each property.
- 01-11-11-17** To approve a contract with Charles E. Jarrell Contracting Company for air conditioning upgrades at Mullanphy Elementary School. The services are to be completed between January 12, 2011 and October 15, 2011 at the cost of \$1,935,221, plus 10% contingency of \$193,523 for a total cost not to exceed \$2,128,744.  
**FUNDING SOURCE:** Non-GOB

## **JANUARY 20, 2011 ITEMS FOR ACTION**

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- 01-20-11-01** To approve a contract renewal with Belcan InfoServices to provide temporary technical personnel to support intranet, email accounts and server administration for the period January 21, 2011 through June 30, 2011 at a cost not to exceed \$50,000.  
**FUNDING SOURCE:** GOB
- 01-20-11-02** To approve a contract renewal with BTU, LLC for e-Rate consulting services for the period February 1, 2011 through January 31, 2012 at a cost not to exceed \$86,000.  
**FUNDING SOURCE:** GOB
- 01-20-11-03** To approve a contract amendment with Scantron Corporation so that the number of questions on the benchmarks developed reflects the State EOC benchmarks questions. The cost for this additional service is not to exceed \$13,000. Board Resolution 07-06-10-07 previously approved the development of the benchmarks in the amount of \$55,000 with the total cost of this contract now being \$68,000. The period for these services remains the same.  
**FUNDING SOURCE:** GOB

01-20-11-04

To approve a contract with Phi Delta Kappa to provide professional development to staff on curriculum writing, writing curriculum and guiding the curriculum process for the period January 26, 2011 through June 30, 2011 at a cost not to exceed \$68,300.

**FUNDING SOURCE:** Non-GOB

## **FEBRUARY 3, 2011 ITEMS FOR CONSIDERATION**

02-03-11-01

To approve the December 2010 Monthly Budget Transaction Report.

02-03-11-02

To approve a Memorandum of Understanding with Hopewell Center to provide specialized services that will improve students' functioning in school and create strong connections between home and school.

**FUNDING SOURCE:** There is no cost associated with this request

02-03-11-03

To approve of a Memorandum of Understanding with the St. Louis Science Center to provide professional development workshops to teachers that focuses on math challenge activities that can be done at school and home. Student and families will also be encouraged to participate in family math night at selected school sites.

**FUNDING SOURCE:** There is no cost associated with this request

**January 11, 2011**





## BOARD RESOLUTION

Date: November 19, 2010  
To: Dr. Kelvin R. Adams, Superintendent  
From: Dr. Carlinda Purcell, Dep. Supt., Academics

Agenda Item : 01-11-11-01

Information: ☐

Action: ☒

### Action to be Approved: Receipt of Audit Report

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

**SUBJECT:** To receive the audit report offered by the International Curriculum Management Audit Center/Phi Delta Kappa, Inc. performed December 2009-April 2010.

**BACKGROUND:** From December 2009-April 2010, the 12 auditors assigned to St. Louis Public Schools, under the leadership of lead auditor, Dr. James Scott, reviewed a multitude of documents and resources from the district. In January 2010, the auditors spent one week in St. Louis Public Schools visiting every school/classroom, and conducting focus groups with central office and school-based personnel. They also continued to study documents, triangulating all their findings to the written, taught and assessed curriculum. In the spring of the year, the District received a draft of the Audit report, with a final document in July and a subsequent presentation of the major findings to key staff members in August 2010. Internal staff has initiated conversations to begin the process and address the 82 recommendations contained in the report.

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

Department: Academics

Requestor: Dr. Carlinda Purcell

Dr. Carlinda Purcell, Dep. Supt., Academics

  
Angela Banks, Interim Budget Director

  
Enos Moss, CFO/Treasurer

  
Dr. Kelvin R. Adams, Superintendent

Revised 09/27/2010

Reviewed By:

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**Executive Summary**  
**Curriculum Management Audit for St. Louis Public Schools**  
**Phi Delta Kappa Curriculum Management Services Incorporated (PDK-CSMi)**  
**November 2010**

This Executive Summary features an overview of the methodology, key findings, and recommendations of the Phi Delta Kappa Curriculum Management Services Incorporated (PDK-CMSi) curriculum management assessment of St. Louis Public Schools. In November 2009, the Special Administrative Board approved a resolution to contract with PDK-CMSi to conduct a curriculum management audit. Superintendent Kelvin Adams wanted to undertake this audit, believing the feedback and written report would provide guidance and create a coherent focus for the District to increase achievement and improve school performance. Additionally, Dr. Adams chose to undertake this initiative to objectively examine and continue to advance the quality of education delivered to *all* students.

### **Audit Background and Scope of Work**

The Curriculum Management Audit is a process that was developed by Dr. Fenwick W. English and first implemented in 1979 in the Columbus Public Schools, Ohio. The audit is based upon generally-accepted concepts pertaining to effective instruction and curricular design and delivery, some of which have been popularly referred to as the “effective schools research.”

A Curriculum Management Audit is an independent examination of three data sources: documents, interviews, and site visits. These are gathered and triangulated, or corroborated, to reveal the extent to which a school district is meeting its goals and objectives, whether they are internally or externally developed or imposed. A public report is issued as the final phase of the auditing process.

The audit’s scope is centered on curriculum and instruction, and any aspect of operations of a school system that enhances or hinders its design and/or delivery. The audit is an intensive, focused, “postholed” look at how well a school system such as St. Louis Public Schools (SLPS) has been able to set valid directions for pupil accomplishment and well-being, concentrate its resources to accomplish those directions, and improve its performance, however contextually defined or measured, over time.

The Curriculum Management Audit does not examine any aspect of school system operations unless it pertains to the design and delivery of curriculum. For example, auditors would not examine the cafeteria function unless students were going hungry and, therefore, were not learning. It would not examine vehicle maintenance charts, unless buses continually broke down and children could not get to school to engage in the learning process. It would not be concerned with custodial matters, unless schools were observed to be unclean and unsafe for children to be taught.

The Curriculum Management Audit centers its focus on the main business of schools: teaching, curriculum, and learning. Its contingency focus is based upon data gathered during the audit that impinges negatively or positively on its primary focus. These data are reported along with the main findings of the audit.

In some cases, ancillary findings in a Curriculum Management Audit are so interconnected with the capability of a school system to attain its central objectives, that they become major, interactive

forces, which, if not addressed, will severely compromise the ability of the school system to be successful with its students.

The Curriculum Management Audit has established itself as a process of integrity and candor in assessing public school districts. It has been presented as evidence in state and federal litigation concerning matters of school finance, general resource managerial effectiveness, and school desegregation efforts in Kansas, Kentucky, New Jersey, and South Carolina. The audit served as an important data source in state-directed takeovers of school systems in New Jersey and Kentucky. The Curriculum Management Audit has become recognized internationally as an important, viable, and valid tool for the improvement of educational institutions and for the improvement of curriculum design and delivery.

The Curriculum Management Audit represents a “systems” approach to educational improvement; that is, it considers the system as a whole rather than a collection of separate, discrete parts. The interrelationships of system components and their impact on overall quality of the organization in accomplishing its purposes are examined in order to “close the loop” in curriculum and instructional improvement.

A curriculum audit is designed to reveal the extent to which officials and professional staff of a school district have developed and implemented a sound, valid, and operational system of curriculum management. Such a system, set within the framework of adopted board policies, enables the school district to make maximum use of its human and financial resources in the education of its students. When such a system is fully operational, it assures the district taxpayers that their fiscal support is optimized under the conditions in which the school district functions.

This audit provides an intensive examination of how well SLPS has been able to establish valid directions for student achievement and well being, concentrate its resources to accomplish those directions, as well as improve its organizational performance over time. During the audit process, PDK-CMSi performed an independent examination employing multiple data sources in SLPS, including documents, interviews, curricular and other artifacts, as well as site visits to schools. Data from school and classroom observations, research of relevant documentation, and interviews with staff and community have been assessed and triangulated by PDK-CMSi in a manner that has produced a series of findings with a level of detail and specificity resulting in targeted recommendations for the Superintendent and the Special Administrative Board (SAB).

### **Audit Process and Methodology**

The audit process is strategically and effectively designed to examine the written, taught, and assessed aspects of the curriculum including the leadership, process, and controls that are in place to successfully manage the primary objective of improving student performance and academic achievement. To that end, Phi Delta Kappa auditors compiled data from school visitations during the week of January 25-29 2010, with observations in every classroom staffed with a teacher. Document analysis was performed off-site, as was the detailed analyses of findings and site visit data. In addition, auditors interviewed the Superintendent of Schools; all members of the Special Administrative Board of St. Louis Public Schools; central office level administrators, coordinators, and resource teachers; the president of the Local 420 AFT; SLPS principals at all levels; many members of school district community stakeholder advisory groups; and parents and interested community members who accepted the Superintendent’s invitation to meet with auditors during the site visit. The audit also included an extensive review of school system documentation, which was both directly and indirectly related to curriculum and its delivery.

Comparing data and information obtained from the above diverse sources provided data triangulation to reinforce the validity of the findings and assist in the development of meaningful

recommendations.

### **Standards and Findings**

The PDK-CMSi Curriculum Management Audit used the data sources described above in the evaluation of the five general management standards. These standards describe organizational characteristics that represent an ideal, yet attainable, management system. The five standards concern Governance and Control, Direction and Clientele Expectations, Connectivity and Consistency, Assessment and Feedback, and Productivity and Efficiency. Related findings are grouped under each of these standards, which form the benchmark against which St. Louis Public Schools' existing curricular practices were reviewed. Basically, the findings detail the status of the school system in fulfilling its expectations, goals, and objectives.

#### **Standard 1: The school district demonstrates its control of resources, programs, and personnel.**

Quality control is the fundamental element of a well-managed educational program. It is one of the major premises of local educational control within any state's educational system.

The critical premise involved is that, via the will of the electorate, a local board of education establishes local priorities within state laws and regulations. A school district's accountability rests with the school board and the public.

Through the development of an effective policy framework, a local school board provides the focus for management and accountability to be established for administrative and instructional staffs, as well as for its own responsibility. It also enables the district to make meaningful assessments and use student learning data as a critical factor in determining its success.

Although educational program control and accountability are often shared among different components of a school district, ultimately fundamental control of and responsibility for a district and its operations rests with the school board and top-level administrative staff.

#### **Standard 2: The school district has established clear and valid objectives for students.**

A school system meeting this audit standard has established a clear, valid, and measurable set of pupil standards for learning and has set the objectives into a workable framework for their attainment.

Unless objectives are clear and measurable, there cannot be a cohesive effort to improve pupil achievement in the dimensions in which measurement occurs. The lack of clarity and focus denies to a school system's educators the ability to concentrate scarce resources on priority targets. Instead, resources may be spread too thin and be ineffective in any direction. Objectives are, therefore, essential to attaining local quality control via the school board.

#### **Standard 3: The school district demonstrates internal consistency and rational equity in its program development and implementation.**

A school system meeting this Curriculum Management Audit standard is able to show how its program has been created as the result of a systematic identification of deficiencies in the achievement and growth of its students compared to measurable standards of pupil learning.

In addition, a school system meeting this standard is able to demonstrate that it possesses a focused and coherent approach toward defining curriculum and that, as a whole, it is more effective than the sum of its

parts, i.e., any arbitrary combinations of programs or schools do not equate to the larger school system entity.

The purpose of having a school system is to obtain the educational and economic benefits of a coordinated and focused program for students, both to enhance learning, which is complex and multi-year in its dimensions, and to employ economies of scale where applicable.

**Standard 4: The school district uses the results from system-designed and/or adopted assessments to adjust, improve, or terminate ineffective practices or programs.**

A school system meeting this audit standard has designed a comprehensive system of assessment/testing and uses valid measurement tools that indicate how well its students are achieving designated priority learning goals and objectives. Common indicators are:

- A formative and summative assessment system linked to a clear rationale in board policy;
- Knowledge, local validation, and use of current curricular and program assessment best practices;
- Use of a student and program assessment plan that provides for diverse assessment strategies for varied purposes at all levels—district, school, and classroom;
- A way to provide feedback to the teaching and administrative staffs regarding how classroom instruction may be evaluated and subsequently improved;
- A timely and relevant data base upon which to analyze important trends in student achievement;
- A vehicle to examine how well specific programs are actually producing desired learner outcomes or results;
- A data base to compare the strengths and weaknesses of various programs and program alternatives, as well as to engage in equity analysis;
- A data base to modify or terminate ineffective educational programs;
- A method/means to relate to a programmatic budget and enable the school system to engage in cost-benefit analysis; and
- Organizational data gathered and used to continually improve system functions.

A school district meeting this audit standard has a full range of formal and informal assessment tools that provide program information relevant to decision making at classroom, building (principals and school-site councils), system, and board levels.

A school system meeting this audit standard has taken steps to ensure that the full range of its programs is systematically and regularly examined. Assessment data have been matched to program objectives and are used in decision making.

**Standard 5: The school district has improved productivity.**

Productivity refers to the relationship between system input and output. A school system meeting this standard of the PDK-CMSi Curriculum Management Audit is able to demonstrate consistently improved pupil outcomes, even in the face of diminishing resources. Improved productivity results when a school system is able to create a consistent level of congruence between major variables in achieving enhanced results and in controlling costs.

## RECOMMENDATIONS

The following are the overarching recommendations derived from the analysis of the findings. It is important to note that, in structuring these recommendations, PDK-CMSi explicitly distinguishes the administrative role and responsibilities of the superintendent from the policy making and monitoring functions of the board of education. Also of importance, the recommendations are in a prioritized order according to their “criticality” as related to systemic improvement. From these recommendations, the Superintendent will develop an action plan and take necessary steps to improve the structure, content and delivery of the curriculum for SLPS.

**Recommendation 1:** Rapidly shift to a curriculum-driven budgeting process that links curricular programs, plans, and priorities to available resources. Take immediate steps to get the district out of insolvency by aligning revenues with expenditures

**Recommendation 2:** Develop, document, and execute a curriculum management process to establish control of the curriculum. The process should include the following aspects of curriculum management: design, delivery, monitoring, student and program evaluations, and professional development to support curriculum delivery.

**Recommendation 3:** For more effective organization and employment of human resources, stabilize leadership and key staff, prepare job descriptions for all employees, revise the table of organization, and staff it to increase curriculum supervision capacity.

**Recommendation 4:** Define and clarify the scope, responsibilities, cycles, and products of the district’s policy management and planning systems to improve understanding and access for the staff and institutionalize these two systems.

**Recommendation 5:** Comply with board policies to eliminate achievement gaps and provide equal access and equity for students; monitor district operations and correct practices that do not support policy.

## Conclusion

The PDK-CSMi audit team has suggested numerous steps for improving all areas in which the current status of the District did not meet PDK-CSMi audit criteria. While additional actions might be developed by the district leadership and staff to implement these recommended changes, most of the recommendations offered have a history of success in similar school systems. To-date, the Superintendent has developed a framework for addressing the 5 bold recommendations and 82 sub-recommendations. Implementing the recommendations from the audit and developing the necessary processes and frameworks can lead to an improved curriculum as well as bring about improved organizational effectiveness and overall district improvement.

The auditors recognized the immense challenges facing the St. Louis Public Schools. However, they also note a broad base of dedicated and competent staff to meet these challenges. The administrative team considers the attainment of the goals require refocused efforts, but expresses confidence that the

desired outcomes can be achieved.







## BOARD RESOLUTION

Date: December 9, 2010

To: Dr. Kelvin R. Adams, Superintendent

From: Dr. Carlinda Purcell, Dep. Supt., Academics

Agenda Item : 01-11-11-02

Information: ☐

Action: ☒

Action to be Approved: RFP/Bid

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

Previous Board Resolution # 09-30-10-07

**SUBJECT:** To approve the use of the funds for the Superintendent's Book Club Grant that were previously accepted by the Board to purchase book sets for elementary schools to be in the schools beginning in January 2011. The total cost of the book purchases will not exceed \$414,000.00. Publishing companies will be selected on a competitive basis through a bidding process to ensure that the lowest costs are achieved on selections made by the Superintendent.

**BACKGROUND:** The purpose of the Superintendent's Book Club is to create a District-wide "love" for reading. It is intended to use same book reading in grade levels K-1, 2-3, and 4-5 to encourage cross conversations across grade levels and schools District-wide. The Superintendent and Central Office will serve as readers in a selected classroom in each school in the District on a monthly basis. Books will be housed in the school's library and distributed to classrooms to align with academic plans for the classroom. A committee will design lesson plans that will be used across the District and teachers will have differentiated choices of instructional strategies that will increase the likelihood of proficiency. Book selections are based on the content and/or skills as reflected in the pacing guide. This grant will increase the number of books in each school (150 for K-1, 150 for 2-3, and 150 for 4-5); however, this will only reflect 9 individual book selections for the library catalog. The public library is a partner.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1.A

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

Fund Source: 847-VJ-291-2218-6421	Non-GOB	Requisition #: TBD
Amount: \$414,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$414,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: Various

Department: Academic Office

Requestor: Sheila Smith-Anderson

  
Angela Banks, Interim Budget Director

  
Enos Moss, CFO/Treasurer

  
Dr. Carlinda Purcell, Dep. Supt., Academics

  
Dr. Kelvin R. Adams, Superintendent

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## BOARD RESOLUTION

Date: December 6, 2010  
To: Dr. Kelvin R. Adams, Superintendent  
From: Dr. Carlinda Purcell, Dep. Supt., Academics

Agenda Item : 01-11-11-03  
Information: ☐  
Action: ☒

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 02-25-10-07  
Prior Year Cost \$38,075.00

**SUBJECT:** To approve a contract renewal with Ranken Technical College for the Dual Enrollment Program with selected Career and Technical Education students for the period January 12, 2011 through June 30, 2011 at a cost not to exceed \$55,460.00. The number of students has increased from 9 in the 2009-10 school year to 15 for the 2010-11 year.

**BACKGROUND:** The Division of Career and Technical Education, in conjunction with Ranken Technical College, will provide creative solutions to offering career and technical programs not currently available through the District. The goal of the program is to engage qualified Career and Technical Education students in superior hands-on training, college coursework, and workplace skills that will lead to future successful employment in high demand, high paying careers.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1.B.7.b

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

Fund Source: 826-U7-110-2492-6311	GOB	Requisition #: 10121588
Amount: \$55,460.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$55,460.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600003744

Department: Career and Technical Ed.

Requestor: Tim M. Murrell

Angela Banks, Interim Budget Director

Dr. Carlinda Purcell, Dep. Supt., Academics

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

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## Request for Contract Renewal Form

Date of Submittal:12/2/2010
Name of Department Head submitting Request: Tim Murrell
Name of Contract: Ranken Technical College
Purpose of Contract: To provide a Dual Enrollment Program for selected Career and Technical Education students.
Are there changes versus prior year contract X Yes <input type="checkbox"/> No
If Yes explain Changes: The number of students has increased from 9 to 15 and the cost has risen as a result.
Total Cost of Contract (estimated cost of expenses inclusive): \$55,460
Vendor Name: Ranken Technical College Vendor Number:600003744
Start Date of Contract: 1/12/2011
Expiration Date of Contract: 6/30/2011
Department Responsible for Vendor Performance Monitoring: Career and Technical Education
Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Date:
Superintendent Signature

Please attach the Vendor Performance Report and Proposed Contract



## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: December 1, 2010	
Dept / School: Career & Technical Ed.		Reported By: Shonda Gray	
Vendor: Ranken Technical College		Vendor #: 600003744	
Contract # / P.O. #:		Contract Name Consultant Agreement w/Ranken	
Contract Amount: \$ 38,075.00		Award Date: January 11, 2010	
Purpose of Contract (Brief Description): Provide Career and Technical programs not currently available in the District. Provides hands-on-training and workplace skills to lead to future employment.			
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (please attach additional sheets if necessary). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory			
Category	Rating	Comments (Brief)	
Quality of Goods / Services	5 4 3 2 1		
Timeliness of Delivery or Performance	5 4 3 2 1		
Business Relations	5 4 3 2 1		
Customer Satisfaction	5 4 3 2 1		
Cost Control	5 4 3 2 1		
Average Score	5.0	Add above ratings: divide the total by the number of areas being rated.	
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.			
Please Check		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

## **St. Louis Public Schools ands Ranken Technical College** **Collaborative Technical Program**

### **Mission**

The St. Louis Public School District's Division of Career and Technical Education, in conjunction with its community partners, will provide creative solutions to offering career and technical programs not currently available through the District.

### **Goal**

The goal of the program is to engage District students in superior hands-on training, college coursework and workplace skills that will lead to future successful employment in high demand, high paying careers.

### **Ranken Programs**

*Automotive Maintenance Technology (AMT)* – The AMT program provides students with hands-on training and instruction in diagnosing and repairing automotive problems and malfunctions. The program develops student proficiencies in the following areas:

- Engine Repair \*
- Automatic transmission/transaxle
- Manual drivetrain and axles
- Suspension and steering
- Brakes
- Electrical/electronic systems\*
- Heating and air conditioning
- Engine performance

*Industrial Technology* – This program provides overall instruction, hands-on training and experience in the practices and skills needed for operating and maintaining many facilities, including universities, hospitals, hotels and industrial \*businesses. The program develops student proficiencies in the following areas:

- Basic electricity
- Introduction to Heating, Ventilation, and Air Conditioning
- Advanced HVAC
- Introduction to Welding\* first semester option 1 for spring semester start
- Basic Pipefitting and Plumbing
- Carpentry Maintenance
- Hydraulics\* first semester option 1 for spring semester start
- Welding (TIG and MIG)\*first semester option 1 for spring semester start
- Machining Fundamentals

- Mechanical Systems
- National Electrical Code, Motor Controls and Programmable Logic Controllers (PLC)

*Heating, Ventilation, Air Conditioning, and Refrigeration Technology* – This program provides hands-on, practical experience in installing, troubleshooting and repairing residential and commercial refrigeration, air conditioning, and heating equipment. The program develops students in the following areas:

- Basic refrigeration
- Introduction to electrical
- Sheet metal fabrication
- Piping
- House wiring
- Domestic systems
- Commercial refrigeration and heating
- Residential heating and air conditioning
- Commercial icemakers

### **Program Design**

Students selected for the program would attend classes at their home school, for four periods in the morning. Transportation would be provided to take students to Ranken, where they will attend classes each afternoon.

### **Program Implementation**

It is proposed that the program begin at the start of Ranken's Spring 2011 Semester which runs from January 10 through May 12, 2011 based on space available in courses.

### **Student Selection Process**

SLPS students from any high school are eligible to apply and would be selected for the program based on the following criteria:

- Career interests
- A personal interview with a Ranken admissions representative, Kevin Andert.
- An appropriate cutscore on the required placement test (ACT Compass) administered by Ranken or appropriate ACT score in Reading and Math.
- ACT minimum scores of MTH 17 and Reading 13 are needed to enter any program, including AMT, without remediation. ACT COMPASS placement scores of MTH 44 and Reading 75 are needed to enter any program, including AMT, without remediation. See attached listing of Ranken ACT COMPASS placement scores as a reference.

- On target for graduation from SLPS, as verified in writing by the student's guidance counselor
- A student performance contract signed by the student, his or her parent or guardian and the principal

### **Assessment Components**

1. An attendance rate of 95% for each student in the program. Students will comply with Ranken's written attendance policy as specified in the Ranken Student Handbook.
2. 75% of students who, upon completion of the first semester of classes and upon high school graduation, will decide to pursue this course of study at Ranken Technical College, at their own cost or seek enrollment at other post-secondary programs at their own costs.
3. 75% cohort pass rate on industry-level certification exams.

### **Costs Based on 15 Students for One Semester (costs are calculated on spring 2011 figures. All costs are subject to change.)**

Tuition ½ time	\$48,600	(pd by SLPS)
Student activity fee	\$750	(pd by SLPS)
Books	\$3,860	(pd by SLPS)
Lab fee	\$2,250	(pd by SLPS)
Tuition ½ time	\$0	(pd by Ranken during first semester)
Registration fee	\$0	(pd by Ranken during first semester)
Application fee	\$0	(pd by Ranken during first semester)
Testing	\$0	(pd by Ranken during first semester)
Tutoring	\$0	(pd by Ranken during first semester)
Tool box	\$0	(pd by Ranken during first semester)
Total	<u>\$55,460</u>	(pd by SLPS)

Note - if a student needs to lease a laptop for his/her INT coursework because they chose not to use Ranken's fee computer access, cost is \$250 per student per semester pd by SLPS.







## BOARD RESOLUTION

Date: December 6, 2010

To: Dr. Kelvin R. Adams, Superintendent

From: Dr. Carlinda Purcell, Dep. Supt., Academics

Agenda Item : 01-11-11-04

Information: ☐

Action: ☒

Action to be Approved: Contract Renewal

Other Transaction Descriptors: RFP/Bid 010-0910  
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 01-26-10-25

Prior Year Cost \$8,100.00

**SUBJECT:** To approve a contract renewal with Linhardt Consulting Services for the review of the Career and Technical Education Program at a cost not to exceed \$8,100.00 for the period January 12, 2011 through June 30, 2011.

**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 program. 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 #: 10121589
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. Carlinda Purcell, Dep. Supt., Academics

  
Angela Banks, Interim Budget Director

  
Enos Moss, CFO/Treasurer

  
Dr. Kelvin R. Adams, Superintendent

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## Request for Contract Renewal Form

Date of Submittal:12/2/2010
Name of Department Head submitting Request: Tim Murrell
Name of Contract: Linhardt Consulting Services
Purpose of Contract: To provide a review of the Career and Technical Education program.
Are there changes versus prior year contract <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes explain Changes:
Total Cost of Contract (estimated cost of expenses inclusive): \$8,100
Vendor Name: Linhardt Consulting Services Vendor Number:600007514
Start Date of Contract: 1/12/2011
Expiration Date of Contract: 6/30/2011
Department Responsible for Vendor Performance Monitoring: Career and Technical Education
Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Date:
Superintendent Signature

Please attach the Vendor Performance Report and Proposed Contract



## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: December 2, 2010	
Dept / School: Career & Technical Ed.		Reported By: Paul Cady	
Vendor: Linhardt Consulting Services		Vendor #: 600007514	
Contract # / P.O. #:		Contract Name: Consultant Agreement w/Linhardt	
Contract Amount: \$ 8,100.00		Award Date: January 12, 2010	
<b>Purpose of Contract (Brief Description):</b> Development of a program effectiveness review system plus guidance in development of Enhancement Grant and Federal/State funding issues.			
<b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory			
Category	Rating	Comments (Brief)	
Quality of Goods / Services	5 4 3 2 1		
Timeliness of Delivery or Performance	5 4 3 2 1		
Business Relations	5 4 3 2 1		
Customer Satisfaction	5 4 3 2 1		
Cost Control	5 4 3 2 1		
Average Score	5	Add above ratings: divide the total by the number of areas being rated.	
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.			
Please Check		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

# 2011 Project Proposal

St. Louis Public Schools  
Career and Technical Education

## Program Effectiveness Review 2011 Schedule, Activities, and Budget

**Scope of Project:** Review, redesign if necessary, and administer the District's Program Effectiveness Review System for all Career and Technical Education programs; assist with the development of a 2012 Enhancement Grant application; and, if necessary, assist with curriculum development for the Career and Technical Education programs; including the following primary activities:

Date	Activities	Time	Cost*
January thru June	Review and possibly revise the District's Program Effectiveness Review System.	1 day	\$ 400
	Develop the 2012 Enhancement Grant application and needed curriculum for new and existing Career and Technical Education programs.	8 days	\$3,200
	Administer the 2011 Program Effectiveness Review, including: 1. Preparation of documents; 2. Meeting with District staff regarding the 2011 Program Effectiveness Review. 3. Administering the student survey, instructor survey, and advisory committee survey; and district data collection retrieval for all programs being reviewed; 4. Preparation of the final individual program and District reports; and 5. Preparation of all data summaries to focus District operated program improvement efforts.	11.25 days	\$ 4,500
		<b>Total</b>	<b>\$ 8,100</b>

\* Related miscellaneous costs are included.

Linhardt Consulting  
Fred Linhardt, EdD  
215 Eastwood Drive  
Jefferson City, MO 65101-3925  
573/636-5041  
[flinhardt@mchsi.com](mailto:flinhardt@mchsi.com)





## BOARD RESOLUTION

Date: December 6, 2010  
To: Dr. Kelvin R. Adams, Superintendent  
From: Dr. Carlinda Purcell, Dep. Supt., Academics

Agenda Item : 01-11-11-05

Information: ☐

Action: ☒

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 02-11-10-09

Prior Year Cost \$5,000.00

**SUBJECT:** To approve a sole source contract renewal with Showroom Shine to provide presentations on entrepreneurship for selected Career and Technical Education students during the period January 12, 2011 through June 30, 2011 at a cost not to exceed \$5,000.00.

**BACKGROUND:** Career and Technical Education is always seeking ways to enhance the relevance of our instruction. We are constantly looking for ways to bring the world of work into our program courses to make what is taught, applicable to what is expected in the work world. These young entrepreneurs have shown a talent for success and willingness to share their philosophy with the students of St. Louis Public Schools. Their book "The Young Entrepreneur's Guide to Success," will be the guide for the presentations for those selected program courses in Career and Technical Education.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1.B.7.b

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

Fund Source: 826-KZ-251-1394-6319	Non-GOB	Requisition #: 10121575
Amount: \$5,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$5,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600013938

Department: Career and Technical Ed.

Requestor: Tim M. Murrell

Angela Banks, Interim Budget Director

Dr. Carlinda Purcell, Dep. Supt., Academics

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

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## Request for Contract Renewal Form

Date of Submittal: 12/2/2010
Name of Department Head submitting Request: Tim Murrell
Name of Contract: Showroom Shine
Purpose of Contract: To give presentations on entrepreneurship to selected Career and Technical Education students.
Are there changes versus prior year contract <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes explain Changes:
Total Cost of Contract (estimated cost of expenses inclusive): \$5,000
Vendor Name: Showroom Shine Vendor Number: 600013938
Start Date of Contract: 1/12/2011
Expiration Date of Contract: 6/30/2011
Department Responsible for Vendor Performance Monitoring: Career and Technical Education
Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Date:
Superintendent Signature

Please attach the Vendor Performance Report and Proposed Contract





## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>	Report Date: December 1, 2010
Dept / School: Career & Technical Ed.	Reported By: Shonda Gray
Vendor: Showroom Shine	Vendor #: 600013938
Contract # / P.O.#: 4500151912	Contract Name: Consultant Agreement w/Showroom Shine
Contract Amount: \$ 5,000	Award Date: February 12, 2010

**Purpose of Contract (Brief Description):**

Presentations for selected Career and Technical Education programs.

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

Category	Rating	Comments (Brief)
Quality of Goods / Services	<div style="text-align: center;"> 5 4 3 2 1 </div>	
Timeliness of Delivery or Performance	<div style="text-align: center;"> 5 4 3 2 1 </div>	
Business Relations	<div style="text-align: center;"> 5 4 3 2 1 </div>	
Customer Satisfaction	<div style="text-align: center;"> 5 4 3 2 1 </div>	
Cost Control	<div style="text-align: center;"> 5 4 3 2 1 </div>	
Average Score	<div style="text-align: center;">5.4</div>	Add above ratings: divide the total by the number of areas being rated.

Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.

Please Check    Yes ☒    No ☐



# REQUEST FOR SOLE SOURCE PURCHASE

<b>Requestor:</b> Tim M. Murrell	<b>Date:</b> 12/06/2010
<b>Department / School:</b> Career and Technical Education	<b>Phone Number:</b> (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>	
<b>Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)</b>	
Provide ten presentations to selected Career and Technical Education students based on their book "The Young Entrepreneur's Guide to Success."	
<b>Vendor Name:</b> Showroom Shine	<b>Email:</b>
<b>Vendor Contact:</b> Sylvester Chisom	<b>Phone Number</b> 314-324-3581
<b>Justification Information</b>	
<b>1. Why the uniquely specified goods are required?</b>	
<b>2. Why good or services available from other vendors /competitors are not acceptable?</b>	
Presentations directly from the authors of the source document.	
<b>3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)</b>	
N/A	
<b>4. List the Names of other Vendors contacted &amp; Price Quotes:</b>	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
<b>Your sole source request will not be approved without the required signatures below:</b>	
<i>Farhana Turcel</i> Department Head	<i>12/7/10</i> Date
CFO	Date
Superintendent	Date

### Sole Source Checklist

1. Check one of the following:

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

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

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

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

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

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

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

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

- Document a search for additional suppliers

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

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

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

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

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

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

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

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

- Sole supplier (i.e. Regional Distributor)

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

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

- Complete Emergency Purchase Form

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

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

Vendor # 600013238

Acct # 251-1304  
826-K2-251  
6319



(314)324-3581  
6114 Bermuda Dr., Normandy, MO 63135  
[www.ShowroomShineDetailing.com](http://www.ShowroomShineDetailing.com)

10/21/574

## Price Quote

**Customer:** St. Louis Public School District Career & Tech Education Dept.

**Item:** Young & Successful Speaking Engagement  
"7 steps to inspire success through entrepreneurship"

**Quantity:** 10

**Cost Per Unit:** \$500

**Total Cost:** \$5000





## BOARD RESOLUTION

Date: December 3, 2010  
To: Dr. Kelvin R. Adams, Superintendent  
From: Dr. Carlinda Purcell, Dep. Supt., Academics

Agenda Item : 01-11-11-06  
Information: ☐  
Action: ☒

Action to be Approved: Purchase of Good (s)

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

**SUBJECT:** To ratify the emergency purchase of World Languages replacement textbooks from Pearson Learning in an amount not to exceed \$10,842.92.

**BACKGROUND:** Due to a new course offering at one of the middle schools; split classes and increases in elective offerings; ample textbooks were not in the District; therefore, new textbooks had to be ordered.

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

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

Fund Source: 847-00-110-2218-6421	GOB	Requisition #: 10121437
Amount: \$5,179.35		
Fund Source: 847-00-110-2218-6421	GOB	Requisition #: 10121436
Amount: \$5,663.57		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$10,842.92	<input type="checkbox"/> Pending Funding Availability	Vendor #: 60005234

Department: Curr and Instruction

Requestor: Sheila Smith-Anderson

Carlinda Purcell  
Dr. Carlinda Purcell, Dep. Supt., Academics

Angela Banks

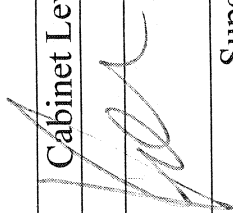

Angela Banks, Interim Budget Director

Enos Moss  
Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

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# EMERGENCY PURCHASE REQUEST (Non-Construction)

Requestor: Sheila Smith-Anderson	Date: November 23, 2010
Department / School: C&I	Phone Number 345.2479
Description of Emergency	
Describe the service, materials or equipment required:	
Communication Arts / World Languages – See Attached List	
Total Cost: \$ 5,179.35	
Method of Solicitation (Check appropriate box):	
<input type="checkbox"/> Quotes were obtained (see attached) <input checked="" type="checkbox"/> Quotes were not obtained (see attached for reason(s) continuation process	
Name of Selected Vendor: Pearson Learning/Scott	
<input checked="" type="checkbox"/> Is Selected Vendor MWD Certified <i>My signature acknowledges that I have received the above emergency request and I concur that these goods and/or services are of an unusual and compelling urgency that will cause serious injury, financial or other impact if not procured immediately</i>	
Cabinet Level Administrator	Date
	
Superintendent	Date

**Comments:**

Content Area	Title	Vendor	School	Grade	TE	SE	ISBN #	Price	Total Cost
Communication A	The Actor in	Pearson Prentice H	Soldan	9-12	1		0-306-6267	\$0.00	\$0.00
Communication A	You	Pearson Prentice H	Soldan	9-12		30	0-205-5420	\$35.47	\$1,064.10
World Languages	Spanish 1A	Pearson Prentice H	McKinley	6-8		10	0-13-36917	\$53.97	\$539.70
World Languages	Spanish 1A	Pearson Prentice H	Carr Lane	6-8		54	0-13-36917	\$53.97	\$2,914.38
World Languages	Spanish 1A	Pearson Prentice H	801 N 11th -	6-8		5	0-13-36917	\$53.97	\$269.85
									\$4,788.03
									391.32
									S&H
									\$5,179.35

10/21/37

Page #

6 00005 234

Vendor Code #



Content Area	Title	Vendor	School	Grade	TE	SE	ISBN #	Price	Total Cost
Communication A	Reading Street	Pearson Sc	801 N 11th	5		30	SE0328243	\$57.33	\$1,719.90
Communication A	Hall Prentice	Pearson Sc	L'Ouverture	8		25	0-13-36299	\$94.97	\$2,374.25
Communication A	Hall Prentice	Pearson Sc	Peabody	8		3	0-13-36299	\$94.97	\$284.91
Communication A	Hall Prentice	Pearson Sc	801 N 11th	8		5	0-13-36299	\$94.97	\$474.85
Communication A	Literature	Pearson Sc	Peabody	7		3	0-13-36299	\$94.97	\$284.91

\$5,138.82  
524.75  
\$5,663.57

S&H

Order  
606065234

10/2/1436  
#  
Signature





## BOARD RESOLUTION

Date: December 6, 2010

To: Dr. Kelvin R. Adams, Superintendent

From: Dr. Carlinda Purcell, Dep. Supt., Academics

Agenda Item : 01-1111-07

Information: ☐

Action: ☒

Action to be Approved: Purchase of Good (s)

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

**SUBJECT:** To ratify the emergency purchase of replacement Social Studies and Music textbooks from McMillan/McGraw - Hill at a cost not to exceed \$11,538.12.

**BACKGROUND:** Due to a new course offering at one of the middle schools, split classes and increases in elective offerings, ample textbooks were not in the District; therefore, new textbooks had to be ordered.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.A.1

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

Fund Source: 847-00-110-2218-6421	GOB	Requisition #: 10121441
Amount: \$11,538.12		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$11,538.12	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600000291

Department: Curr and Instruction

Requestor: Sheila Smith-Anderson

Dr. Carlinda Purcell, Dep. Supt., Academics

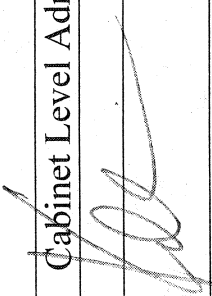
Angela Banks  
Angela Banks, Interim Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

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# EMERGENCY PURCHASE REQUEST (Non-Construction)

Requestor: Sheila Smith-Anderson	Date: November 23, 2010
Department / School: C&I	Phone Number 345.2479
Description of Emergency	
Describe the service, materials or equipment required:	
Social Studies / Music – See Attached List	
Total Cost: \$ 11,538.12	
Method of Solicitation (Check appropriate box):	
<input type="checkbox"/> Quotes were obtained (see attached)	
<input type="checkbox"/> Quotes were not obtained (see attached for reason(s) continuation process	
Name of Selected Vendor: MacMillan/McGraw-Hill	
<input type="checkbox"/> Is Selected Vendor MWD Certified	
<i>My signature acknowledges that I have received the above emergency request and I concur that these goods and/or services are of an unusual and compelling urgency that will cause serious injury, financial or other impact if not procured immediately</i>	
Cabinet Level Administrator	Date
	
Superintendent	Date
	11/23/10

**Comments:**

Content Area	Title	Vendor	School	Grade	TE	SE	ISBN #	Price	Total Cost
Social Studies	Macmillan/McGraw	Macmillan/Ames		K	1		21498067	\$731.43	\$731.43
Social Studies	Macmillan/McGraw	Macmillan/Buder		3		50	21492646	\$51.15	\$2,557.50
Social Studies	Macmillan/McGraw	Macmillan/801 N 11th		3		5	21492646	\$51.15	\$255.75
Social Studies	Macmillan/McGraw	Macmillan/Buder		3	2		21492743	\$128.16	\$256.32
Social Studies	Macmillan/McGraw	Macmillan/Stix		3	2		21492743	\$128.16	\$256.32
Social Studies	McDougal Littell	McDougal Carr Lane		7		20	6.19E+08	\$60.75	\$1,215.00
Social Studies	McDougal Littell	McDougal		7		5	6.19E+08	\$60.75	\$303.75
Music	Spotlight on Music - Piano Accomp.	Macmillan/Peabody		1		1	978-0-02-2	\$86.67	\$86.67
Music	Spotlight on Music	Macmillan/Peabody		2	1		978-0-02-2	\$125.91	\$125.91
Music	Spotlight on Music	Macmillan/Peabody		3	1		978-0-02-2	\$125.91	\$125.91
Music	Spotlight on Music	Macmillan/Wilkinson		3	1		978-0-02-2	\$125.91	\$125.91
Music	Spotlight on Music	Macmillan/Wilkinson		3		30	978-0-02-2	\$65.55	\$1,966.50
Music	Spotlight on Music - Piano Accomp.	Macmillan/Wilkinson		3		1	978-0-02-2	\$100.08	\$100.08
Music	Spotlight on Music	Macmillan/Peabody		4	1		978-0-02-2	\$125.91	\$125.91
Music	Spotlight on Music - Piano Accomp.	Macmillan/Peabody		4		1	978-0-02-2	\$100.08	\$100.08

60000 x 91  
 10/21/41  
 10/21/41

Music	Spotlight on Music - <i>Electronic</i>	MacMillian, Cote Brilla	6		1	978-0-02-2	\$1,742.76	\$1,742.76	
Music	Spotlight on Music - <i>Piano</i>	MacMillian, Peabody	8		1	978-0-02-2	\$82.89	\$82.89	
Music	Spotlight on Accomp.	MacMillian, Peabody	1			978-0-02-2	\$108.18	\$108.18	
Music	Spotlight on Music	MacMillian, Peabody	1	1		978-0-02-2	\$699.06	\$699.06	
Music	Spotlight on Music - <i>CD Set</i>	MacMillian, Wilkinson	3		1	978-0-02-2	\$11,538.12	\$11,538.12	

\$10,965.93  
 572.19  
 S&H





## BOARD RESOLUTION

Date: December 3, 2010

To: Dr. Kelvin R. Adams, Superintendent

From: Dr. Carlinda Purcell, Dep. Supt., Academics

Agenda Item : 01-11-11-08

Information: ☐

Action: ☒

Action to be Approved: RFP/Bid

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

**SUBJECT:** To approve the purchase of thirty (30) Frequency Modulation (FM) systems from Oticon Inc. The FM systems are for deaf/hard of hearing students. The cost will not exceed \$33,145.

**BACKGROUND:** Use of a sound-field FM amplification system allows the teacher to maximize listening and learning opportunities in the classroom. The FM system transmits the teacher's voice directly to the student at a constant level, ensuring the teacher's voice is heard above the level of background noise, regardless of the distance from the student allowing the teacher to move freely around the classroom.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: Objective D

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

Fund Source: 828-7N-720-1249-6411	Non-GOB	Requisition #:
Amount: \$33,145.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$33,145.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: TBD

Department: Special Education

Requestor: Dr. Joseph "Chip" Jones

Carlinda Purcell  
Dr. Carlinda Purcell, Dep. Supt., Academics

Angela Banks

Angela Banks, Interim Budget Director

Enos Moss

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

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**Sales Quote SQ04812**

Page 1

St. Louis Public Schools  
Gallaudet School  
1616 S Grand Blvd  
Saint Louis, MO 63104-1306  
United States of America

Sales Quote No. . . . . SQ04812  
Sales Quote Date . . . . . 11/04/10

Billto No. . . . . 2712631  
Customer No. . . . . 2712631  
External Customer No. . . .  
Customer's Reference. . . .  
Contact . . . . . GAYLE SANTUCCI  
Price Group . . . . . Pediatric Portfolio  
Contact Via . . . . . Fax  
Payment Terms . . . . . NET 60  
Sales Quote Valid until . . . 12/04/10

**Sell-To Customer** St. Louis Public Schools  
Gallaudet School  
GAYLE SANTUCCI  
1616 S Grand Blvd  
Saint Louis, MO 63104-1306

**Delivery Address** St. Louis Public Schools  
Gallaudet School  
GAYLE SANTUCCI  
1616 S Grand Blvd  
Saint Louis, MO 63104-1306

**ST. LOUIS**

**Amigo Arc Receiver**  
Color: User Selectable -all avail. choices sent with uni  
Program to use with Audio Devices  
Two Year Standard Amigo Warranty (1st yr L/D)

**ST. LOUIS**

**Amigo T30 Transmitter**  
Color: Black Silver Battery: AA  
Omni Lapel Microphone  
Two Year Standard Amigo Warranty (1st yr L/D)

**ST. LOUIS**

**Amigo T31 Transmitter**  
Color: Black Silver Battery: AA  
Omni Lapel Microphone  
Two Year Standard Amigo Warranty (1st yr L/D)

**Shipping and Handling - Advanced Products**

Qty.	Unit Price	Gross Amount	Discount %	Amount
30 EACH	595.00	17,850.00		17,850.00
30 2 Yea				0.00
29 EACH	499.00	14,471.00		14,471.00
29 EACH	80.00	2,320.00	100	0.00
29 2 Yea				0.00
1 EACH	799.00	799.00		799.00
1 EACH	80.00	80.00	100	0.00
1 2 Yea				0.00
1 EACH	25.00	25.00		25.00

<b>Total \$</b>	<b>33,145.00</b>
<b>Tax Amount</b>	<b>0.00</b>
<b>Total \$ Incl. Sales Tax</b>	<b>33,145.00</b>

Additional Terms : Method of Shipment : DHL 2 days  
Payment Terms : Net 30 days

Hearing Aids and Personal FM Systems should be fit by state licensed hearing care professionals.

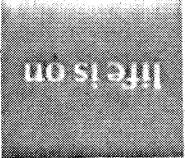
Thank you for your request for quotation. To ensure proper processing of your order, please refer to the sales quote number at the top of the quote when submitting purchase order.

To place this order, please call 888-OTI-PED1 (684-7331) or fax your order to 732-560-0760.

All appropriate taxes and shipping charges will be added at the time of shipment

Oticon Inc. 1.800.526.3921 Main  
29 Schoolhouse Road 1.732.560.1220  
Somerset, NJ 08873 1.732.560.0029 Fax

26



November 10, 2010

St. Louis Public Schools  
 Department of Special Education  
 801 N 11th Street  
 St. Louis, Mo 63103

**Phonak Hearing Systems**  
 4520 Weaver Parkway  
 Warrenville, IL 60555-3927  
 P: 888-777-7316, 5293  
 Fax: 630-393-7400  
[www.phonak.com](http://www.phonak.com)

Description	Part Number	Qty	List Price	Total	30+ Unit Price	Total
inspiro transmitter w/ILapel Includes: (1) inspiro (2yr warranty) (1) Power Supply (1) miniUSB programming cable (1) iLapel microphone (1) Audio Cable Trade-UP	052-0184	30	\$ 983.00	\$ 29,490.00	\$ 789.00	\$ 23,670.00
MyLink+ Dynamic FM Receiver (2 yr wty) Trade-UP	TIN100	18	\$ 699.00	\$ 20,970.00	\$ (100.00)	\$ (1,800.00)
Shipping Charge		1	\$ 16.99	\$ 16.99	\$ 16.99	\$ 16.99
Total			\$ 50,476.99	\$ 50,476.99	\$ 38,236.99	\$ 38,236.99

**Trade-UP**  
 When taking advantage of the trade-up program Phonak requires that the school program list the trade-up on their purchase order as shown on the above quotation, including the serial numbers and manufacturer of the products that are being trade in. The school program can either send their trade-up equipment with the purchase order or after the receipt of the new products.

**Right-of-Return Policy:**  
 All hearing instruments may be returned up to 60 days from date of invoice unless otherwise stated on the invoice.  
 Open cartons of hearing aid batteries are not returnable for credit.

Payment Terms: Net 30 days from date of invoice.  
 Delivery: 14 days after receipt of purchase order.  
 Quotation valid until December 31, 2010.





## BOARD RESOLUTION

Date: November 18, 2010

To: Dr. Kelvin R. Adams, Superintendent

From: Dr. Carlinda Purcell, Dep. Supt., Academics

Agenda Item: 01-11-11-09

Information: ☐

Action: ☒

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 of reading instructional materials and software from Scientific Learning for the Oak Hill Elementary School at a cost not to exceed \$14,650.00.

**BACKGROUND:** Oak Hill Elementary has a diverse student population with a wide range of language and reading skills. The most recent communication arts MAP results show attainment of safe harbor targets in all subgroups except their English Language Learners (ELL). The staff feels the use of Scientific Learning's Reading Assistant program will help to build foundation skills needed for reading given its ELL conventions. The Reading Assistant accompanying software provides acoustically modified speech to help students' vocabulary development and motivation for reading.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I. A. 1

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

Fund Source: 560-AM-640-1127-6441	Non-GOB	Requisition #: 10121394
Amount: 14,650.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$14,650.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600013067

Department: Oak Hill Elementary

Requestor: Hollie Russell-West

Carlinda Purcell  
Dr. Carlinda Purcell, Dep. Supt., Academics

Angela Banks  
Angela Banks, Interim Budget Director

Enos Moss  
Enos Moss, CFO/Treasurer

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

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# REQUEST FOR SOLE SOURCE PURCHASE

<b>Requestor:</b> Holly Russell-West	<b>Date:</b> November 2, 2010
<b>Department / School:</b> Oak Hill	<b>Phone Number:</b> 314-4810420
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
<b>Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)</b>	
Reading Assistant is one of Scientific Learning's intervention products that builds processing skills needed for reading. The unique element of Reading Assistant is the software component for English Language Learners, which is the targeted audience for the product at the Oak Hill Elementary School. The technology uses acoustically modified speech to help students with learning comprehension and phonological accuracy and fluency for building reading skills. The product is web-based and provides online training, progress monitoring and instructional support via WebEx sessions to teachers. Oak Hill has the technology available to use the Reading Assistant materials.	
<b>Vendor Name:</b> Scientific Learning - Fast Forward	<b>Email:</b> <a href="http://www.scientificlearning.com">www.scientificlearning.com</a>
<b>Vendor Contact:</b> James Smith	<b>Phone Number:</b> 888-358-0212
<b>Justification Information</b>	
<b>1. Why the uniquely specified goods are required?</b>	
All subgroups in this ethnically diverse school made AYP or showed improvement on the most recent MAP results, except English Language Learners. Analysis of school data identified the need for instructional materials that would not only assist with language proficiency, but also reading proficiency. The unique progress trackers of the Reading Assistant component within this Scientific Learning product provide assessments, internet based data analysis and instructional strategies	
<b>2. Why good or services available from other vendors /competitors are not acceptable?</b>	
Most language and reading based products are not internet based; do not offer online professional development for teachers; and do not provide software technology adapted for English Language Learners.	
<b>3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)</b>	
More than 100 districts in the US and Canada offer success stories about the use of Reading Assistant ( <a href="http://www.scientificlearning.co./results">www.scientificlearning.co./results</a> ). "Students identified as having limited English proficiency had dramatic results from the use of Fast forward software". The product is an intervention solution that increases processing efficiency and builds critical reading skills so schools get the most from their existing instructional approaches.	
<b>4. List the Names of other Vendors contacted &amp; Price Quotes:</b>	
None provided competitive quotes for the software sought. Victoria Baker Scholastic Director of Community and District Wide Partnerships 203-8370935	

Barb Wright  
Pearson-Prentice Hall  
314-5689196  
Debra Sanders  
Sales-Representative – Eastern Missouri  
Glencoe/McGraw-Hill  
636-4483457

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

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

	11/18/10
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.

# Reading Assistant Proposal for Oak Hill School

Prepared by James Mayfield Smith

August 20, 2010

Scientific Learning® 		7 computer workstations	Subscription One Year Site License	Perpetual Site License
Number of Workstations		7 10	Full Site	Full Site
Total Price		\$14,320 <sup>17,400</sup>	\$15,880	\$26,900

PRODUCTS:		4-5 only → 14,650		
Reading Assistant Expanded Edition		Included	Included	Included
Reading Assistant- Content Gr. Band K-3		Included	Included	Included
Reading Assistant- Content Gr. Band 4-5		Included	Included	Included
Reading Assistant/Fast ForWord Headsets with USB Adapter		7	30	30

SERVICES				
Initial On-Site Training		1 day included	1 day included	1 day included
On-Site Follow-up Consulting		1 day included	1 day included	1 day included
Reading Assistant Technology Support, Instructional Support, and Progress Tracker with Reading Progress Indicator		Included	Included	Included
Subsequent Years - Annual Renewal Estimates for Tech Support, Instr. Support, and Progress Tracker		\$3,500		

## Pricing and terms in effect for sixty days from date of proposal.

Additional on-site service days may be purchased at \$2,150 per day.

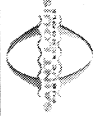
This preliminary proposal is intended only as a basis for discussions. Prior to any purchase, Scientific Learning Corporation will provide a Final Proposal or Purchase Agreement for acceptance by the customer. All purchases are subject to the terms and conditions at [www.scilearn.com/terms](http://www.scilearn.com/terms).

## FOR FULL SITE SUBSCRIPTION LICENSES ONLY:

If Customer purchases under the terms of this Cost Proposal no later than (same date as valid thru date on CP), then the Customer may credit a portion of the price Customer pays for license, support and Progress Tracker access under this proposal against the purchase price for a full site perpetual license that includes the same products(s) and site(s), so long as the perpetual full site conversion is completed within 6 months after the license start date for the licenses described here. The portion credited is 100% for purchases in the first 3 months and 50% in months 4 through 6. The credit will be governed by the terms of the subscription purchase.







## Board Resolution

Date: December 3, 2010  
To: Dr. Kelvin R. Adams, Superintendent  
From: Dr. Carlinda Purcell, Dep. Supt. - Academics

Agenda Item: 01-11-11-10  
Information: \_\_\_\_\_  
Action: X

Action to be Approved: \_\_\_\_\_

☒ Purchase a Good/Service

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

### SUBJECT:

To approve payment of the examination fees for the May 2011 examinations through the International Baccalaureate. The cost of the examination fees is not to exceed \$21,093.

### BACKGROUND:

The International Baccalaureate Diploma Program prepares students for university education by balancing subject breadth and depth, fostering understanding of the interrelationship of knowledge across disciplines, and assessing student learning through multiple formats, including rigorous externally moderated exams with published global standards. On successful completion of the two-year program, students are eligible for admission to universities throughout the world, are able to earn up to a full year of advanced placement in college and are the recipients of numerous scholarships specifically for IB students. The program emphasizes the development of the whole student - intellectually, emotionally and ethically; it aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

Accountability Plan Goal: Goal I: Student Performance

Objective/Strategy:

I.B.10

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

Fund Source:	156	-	FL	-	110	-	1177	-	6311	GOB	Requisition #:	10121602
Amount:	\$				21,093.00							

Fund Source:	-	-	-	-	-	-	-	-	-		Requisition #:	
Amount:												

Fund Source:	-	-	-	-	-	-	-	-	-		Requisition #:	
Amount:												

Cost not to Exceed:	\$	21,093.00		Pending Funding Availability	Vendor #:	600006330
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Department: Metro HS

Requestor: Wilfred Moore

Angela Banks, Interim Budget Director

Eros Moss, CFO/Treasurer

Dr. Carlinda Purcell, Dep. Supt. - Academics

Dr. Kelvin R. Adams, Superintendent



International Baccalaureate  
Americas Global Centre  
7501 Wisconsin Avenue, Suite 200 West  
Bethesda, Maryland 20814  
USA

# Sales invoice Facture Factura

+1 301-202-3000  
+1 301-202-3003  
ibabilling@ibo.org

Judith Gainer  
Metro Academic & Classical High School  
4015 McPherson Avenue  
St Louis  
MO 63108  
United States

Invoice number Numéro de facture Número de factura	10386541
Invoice date Date de la facture Fecha de la factura	24-NOV-10
Purchase order number Numéro du bon de commande Número de orden de compra	
Account number Numéro du compte Número de cuenta	S001323DIP
Page Number Page Pagi	1/1

Item Article Artículo	Description Description Descripción	Quantity Quantité Cantidad	Price Prix Precio	Total Total Total
	Summary for MAY 2011; Exam			21093.00

Payment due by  
Paiement échu près  
Pago debido cerca

24-DEC-10

Payment Due Paiement du A pagar	USD	21,093.00
---------------------------------------	-----	-----------

For authorized schools based in USA please send check payments to:  
Pour les écoles autorisées basées aux États Unis d'Amérique, veuillez transmettre le paiement par chèque à :  
Para los Colegios del Mundo del IB de los Estados Unidos, sírvase enviar los pagos con cheque a:

International Baccalaureate Organization  
Post Office  
PO Box 5950  
New York NY 10087-5950

For authorized schools based in Canada please send check payments to:  
Pour les écoles autorisées basées au Canada, veuillez transmettre le paiement par chèque à :  
Para los Colegios del Mundo del IB de Canadá, sírvase enviar los pagos con cheque a

International Baccalaureate Organization  
PO Box 15081 Station "A"  
Toronto, Ontario, M5W 1C1 Canada

For Wire Transfer details and candidate school payments please visit IB website  
Pour les transferts bancaires ainsi que pour les paiements des écoles candidates, veuillez vous référer au site internet de IB  
Si desea más información sobre los giros bancarios o sobre los pagos a colegios solicitantes visite el sitio web público del IB  
<http://www.ibo.org/offices/profsupport/finance/index.cfm>

Please quote school account number and invoice number on all payments  
Veuillez indiquer le numéro de compte de l'établissement et le numéro de facture pour tous les paiements adressés à l'IB.  
Todos los pagos realizados al IB deben incluir el número de cuenta del colegio y el número de factura

Please send a copy of this invoice with your payment  
Veuillez joindre une copie de cette facture a votre paiement  
Se ruega adjuntar a su pago una copia de esta factura



## IBIS - Registration fees Summary

**School : 001323 - Metro Academic & Classical High School**
**Please print this page and send it with your payment**

The information in this report is based on the registration data as at 1 December 2010 for your MAY 2011 registrations . All figures are shown in your assigned payment currency of USD

No. of items	Fee Description	Fee	Total
<b>Fees incurred before first registration deadline</b>			
<b>Examination fees</b>			
57	Registration fee per candidate - before first deadline	141	8037
136	Registration fee per subject	96	13056
	<b>Examination fees total</b>		<b>21093</b>
	<b>Total</b>		<b>21093</b>
	<b>Total amount payable</b>		<b>21093</b>

**Payment** (deadline 15 December)

**Please print this page and send it with your payment**

You should send payment by cheque to:

IB North America

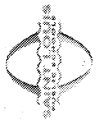
**For US Schools:**
**Please remit copy of IBIS registration form with payment to this address:**

International Baccalaureate  
Post Office P.O. Box #5950  
New York, NY 10087-5950  
USA

**Or by Bank/Wire transfer to:-**

JP Morgan Chase Bank NY  
(Swift code: CHASUS33)  
Int'l Agencies Banking  
270 Park Avenue, 43rd Floor  
New York 10017  
Account Number: 6302 3078 47 Sort code: 00 00 2





## Board Resolution

Date: December 7, 2010  
To: Dr. Kelvin R. Adams, Superintendent  
From: Enos K. Moss, CFO/Treasurer

Agenda Item: 01-11-11-11  
Information: \_\_\_\_\_  
Action: X

Action to be Approved:

X Financial Report Approval

Other Transaction Descriptors:

Monthly Report Approval

### SUBJECT:

Monthly Board Transaction Report for November 2010.

### BACKGROUND:



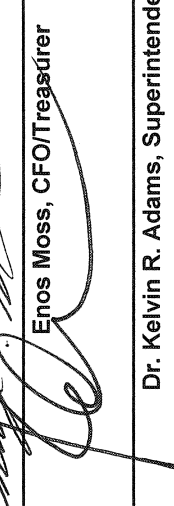
Accountability Plan Goal: Goal III: Facilities, Resources Support

Objective/Strategy:

III.D.

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

Fund Source: Amount:	-	-	-	-	-	Requisition #:
Fund Source: Amount:	-	-	-	-	-	Requisition #:
Fund Source: Amount:	-	-	-	-	-	Requisition #:
Cost not to Exceed:	\$	-	-	-	-	Pending Funding Availability Vendor #:

  
Angela Banks, Interim Budget Director  
  
Enos Moss, CFO/Treasurer  
  
Dr. Kelvin R. Adams, Superintendent



Monthly Budget Report  
 Dates: 11-01-2010 - 11-30-2010  
 Fiscal Year: 2010 - 2011

## 110-INCIDENTAL

1 SAP Hierarchy Doc #: 0501788981  
 SAP Entry Doc #: 0501788943

From:	110-1111	-	847-NC-110	-	6421	
To:	110-1111	-	820-NC-110	-	6421	
Control No:	B1011-1165					
From Amount:	42,614.69-					
To Amount:	42,614.69					

Text: Transfer of workbook/textbook dollars to 820 as a part of expenditure reduction measures for fiscal year 2010/2011. 11.19.10

2 SAP Hierarchy Doc #: 0501788982  
 SAP Entry Doc #: 0501788944

From:	110-1131	-	847-NC-110	-	6421	
To:	110-1131	-	820-NC-110	-	6421	
Control No:	B1011-1165					
From Amount:	143,969.57-					
To Amount:	143,969.57					

Text: Transfer of workbook/textbook dollars to 820 as a part of expenditure reduction measures for fiscal year 2010/2011. 11.19.10

3 SAP Hierarchy Doc #: 0501788976  
 SAP Entry Doc #: 0501788938

From:	110-2332	-	828-00-110	-	6383	
To:	110-2332	-	828-00-110	-	6384	
	110-1272	-	847-00-110	-	6261	
	110-1272	-	847-00-110	-	6231	
	110-1272	-	847-00-110	-	6411	
	110-1272	-	847-00-110	-	6149	
Control No:	B1011-1163					
From Amount:	7,744.56-					
To Amount:	7,744.56					

Text: Transfer of Special Ed dollars to cover supply and a temporary examiner for the Gifted Office. Dollars in Special Education account

7,210.50-  
 534.06-  
 143.10  
 390.96  
 2,100.00  
 5,110.50



Monthly Budget Report  
 Dates: 11-01-2010 - 11-30-2010  
 Fiscal Year: 2010 - 2011

will be unused (13,500 total). Once dollars have been transferred to 847 to be used in the manner specified above, the remaining funds (5,755.44) will be moved to the central budget account (820) to be used for expenditure reduction purposes. 11.19.10

4 SAP Hierarchy Doc #: 0501788854  
 SAP Entry Doc #: 0501788816

From:	110-1381	-	826-KK-110	-	6411	1,800.00-
To:	110-1381	-	826-00-110	-	6383	1,800.00
Control No:	B1011-1030					
From Amount:	1,800.00-					
To Amount:	1,800.00					

Text: Transfer funds to pay for expected travel cost for ACTE in Las Vegas, NV in December 2-4, 2010. Michael Haggen is attending.

5 SAP Hierarchy Doc #: 0501789000  
 SAP Entry Doc #: 0501788962

From:	110-1411	-	847-MY-110	-	6541	24,400.00-
To:	110-1411	-	847-MY-110	-	6411	24,400.00
Control No:	B1011-1194					
From Amount:	24,400.00-					
To Amount:	24,400.00					

Text: Transfer from equipment line to supplies fund line for musical instruments for Langston, Beaumont, and Bunche. 11.30.10

6 SAP Hierarchy Doc #: 0501788978  
 SAP Entry Doc #: 0501788940

From:	110-2218	-	847-00-110	-	6422	52,000.00-
To:	110-2218	-	820-00-110	-	6422	52,000.00
Control No:	B1011-1165					
From Amount:	52,000.00-					
To Amount:	52,000.00					

Text: Transfer of workbook/textbook dollars to 820 as a part of expenditure reduction measures for fiscal year 2010/2011. 11.19.10

Monthly Budget Report  
 Dates: 11-01-2010 - 11-30-2010  
 Fiscal Year: 2010 - 2011

7 SAP Hierarchy Doc #: 0501788900  
 SAP Entry Doc #: 0501788862

From:	110-2522	-	820-00-110	-	6211	409,061.00-
To:	110-2261	-	814-00-110	-	6831	409,061.00
Control No:	B1011-1084					
From Amount:	409,061.00-					
To Amount:	409,061.00					

Text: Re-payment of fiscal year 2008/2009 federal funds for unallowable expenses.

8 SAP Hierarchy Doc #: 0501788857  
 SAP Entry Doc #: 0501788819

From:	110-2316	-	970-00-110	-	6318	567,020.00-
To:	110-2316	-	820-00-110	-	6318	567,020.00
Control No:	B1011-1032					
From Amount:	567,020.00-					
To Amount:	567,020.00					

Text: Legal Services: Transferring excess budget in fiscal year 2010/2011 into 820. Last fiscal year a total of 2,306,669 was spent in this budget line. This fiscal year 2,873,689 was budgeted or a difference of 567,020. Moving this amount to 820 to be used for budget shortfalls in other areas (HR).11.5.10

9 SAP Hierarchy Doc #: 0501788977  
 SAP Entry Doc #: 0501788939

From:	110-2332	-	828-00-110	-	6384	5,465.94-
To:	110-2332	-	828-00-110	-	6383	289.50-
Control No:	B1011-1164					
From Amount:	5,755.44-					
To Amount:	5,755.44					

Text: Transfer of Special Ed dollars to cover supply and a temp examiner for the Gifted Office. Dollars in Special Ed account will be unused (13,500 total). Once dollars have been transferred to 847 to be used in the manner specified above, the remaining funds (5,755.44) will be

Monthly Budget Report  
Dates: 11-01-2010 - 11-30-2010  
Fiscal Year: 2010 - 2011

moved into a central budget account, 820 to be used for expenditure reduction purposes.11.19.10

10 SAP Hierarchy Doc #: 0501788858  
SAP Entry Doc #: 0501788820

From:	110-2316	-	820-00-110	-	6318	487,055.00-
To:	110-2832	-	990-00-110	-	6319	487,055.00
Control No:	B1011-1033					
From Amount:						487,055.00-
To Amount:						487,055.00

Text: Transfer of dollars from 820 (dollars collected from savings in legal line item) to HR to cover the cost of:  
1) the ADP (Automated Data Processing) contract for enrollment and eligibility services \$322,953 from 7/1/10 to 6/30/11 and,  
2) the RBMC (Fringe Benefits Management Company) contract for enrollment and eligibility services \$164,102 from 7/1/2010 to 1/31/11. 11.5.10

Monthly Budget Report  
Dates: 11-01-2010 - 11-30-2010  
Fiscal Year: 2010 - 2011

231-TITLE I IASA 98/99

1 SAP Hierarchy Doc #: 0501788880  
SAP Entry Doc #: 0501788842

From:

To:

231-1127	- 560-DT-231	6371	13,567.53-
231-1127	- 314-DT-231	6371	10,375.17-
231-1127	- 466-DT-231	6371	7,631.73-
231-1127	- 612-DT-231	6371	7,182.81-
231-1127	- 324-DT-231	6371	4,239.85-
231-1127	- 526-DT-231	6371	3,990.45-
231-1127	- 550-DT-231	6371	3,990.44-
231-1127	- 400-DT-231	6371	2,992.83-
231-1127	- 492-DT-231	6371	2,992.83-
231-1127	- 463-DT-231	6371	2,992.83-
231-1127	- 586-DT-231	6371	1,695.94-
231-1127	- 328-DT-231	6371	1,695.94-
231-1127	- 518-DT-231	6371	1,596.18-
231-1127	- 448-DT-231	6371	997.61-
231-1127	- 314-DT-231	6231	718.65
231-1127	- 560-DT-231	6231	939.73
231-1127	- 448-DT-231	6384	997.61
231-1127	- 518-DT-231	6384	1,596.18
231-1127	- 586-DT-231	6384	1,695.94
231-1127	- 328-DT-231	6384	1,695.94
231-1127	- 492-DT-231	6384	2,992.83

Monthly Budget Report  
Dates: 11-01-2010 - 11-30-2010  
Fiscal Year: 2010 - 2011

Control No:	B1011-1063
231-1127	- 463-DT-231
231-1127	- 400-DT-231
231-1127	- 550-DT-231
231-1127	- 526-DT-231
231-1127	- 324-DT-231
231-1127	- 612-DT-231
231-1127	- 466-DT-231
231-1127	- 314-DT-231
231-1127	- 560-DT-231
2,992.83	- 6384
2,992.83	- 6384
3,612.90	- 6143
3,612.90	- 6143
3,838.70	- 6143
6,503.35	- 6143
6,909.70	- 6143
9,393.50	- 6143
12,283.85	- 6143

Text: To transfer 231 Title I International Welcome School funds to set up accounts at various schools. 2010-2011 School Year.

2 SAP Hierarchy Doc #: 0501788997  
SAP Entry Doc #: 0501788959

From:	231-1127	-	814-AM-231	-	6371	54,842.00-
To:	231-1127	-	814-AM-231	-	6381	54,842.00
Control No:	B1011-1191					

From Amount: 54,842.00-  
To Amount: 54,842.00  
Text: To transfer Title I funds to cover membership fees to cooperating school districts for the 10-11 school year. 11.30.10

3 SAP Hierarchy Doc #: 0501788902  
SAP Entry Doc #: 0501788864

[illegible]

Monthly Budget Report  
 Dates: 11-01-2010 - 11-30-2010  
 Fiscal Year: 2010 - 2011

231-1127	-	377-AM-231	-	6242	1,925.14
231-1127	-	377-AM-231	-	6246	1,457.82
231-1127	-	377-AM-231	-	6243	741.30
231-1127	-	377-AM-231	-	6244	133.56
231-2261	-	814-BF-231	-	6244	133.56
231-2261	-	814-BF-231	-	6243	741.30
231-2261	-	814-BF-231	-	6246	1,457.82
231-2261	-	814-BF-231	-	6242	1,925.14
231-2261	-	814-BF-231	-	6245	2,850.54
231-2261	-	814-BF-231	-	6261	10,858.12
231-2261	-	814-BF-231	-	6231	29,665.94
231-2261	-	814-BF-231	-	6241	47,751.48
231-2261	-	814-BF-231	-	6211	62,046.40
231-2261	-	814-BF-231	-	6122	84,310.00
231-2261	-	814-BF-231	-	6123	91,877.00
231-2261	-	814-BF-231	-	6113	104,679.00
231-2261	-	814-BF-231	-	6111	106,924.00

Control No:

B1011-1086

545,220.30-

From Amount:

545,220.30

To Amount:

Text: To transfer Title 1A funds to correct set up of staffing and fringe benefits for central office. 2010-2011 school year.

Monthly Budget Report  
 Dates: 11-01-2010 - 11-30-2010  
 Fiscal Year: 2010 - 2011

251-ADULT BASIC ED 10-11

1 SAP Hierarchy Doc #: 0501788861  
 SAP Entry Doc #: 0501788823

From: 251-1361 - 826-KZ-251 - 6411  
 To: 251-1361 - 826-KZ-251 - 6443  
 Control No: B1011-1035  
 From Amount: 70,778.40-  
 To Amount: 70,778.40  
 Text: To transfer funds to pay for desktop computers at various CTE  
 Business Program locations approved by DESE.

2 SAP Hierarchy Doc #: 0501788862  
 SAP Entry Doc #: 0501788824

From: 251-1381 - 826-KZ-251 - 6411  
 To: 251-1381 - 826-KZ-251 - 6443  
 Control No: B1011-1036  
 From Amount: 100,581.60-  
 To Amount: 100,581.60  
 Text: To transfer funds to pay for desktop computers at various CTE Trade  
 and Industrial Program locations approved by DESE.

ST. LOUIS BOARD OF EDUCATION

Monthly Budget Report  
 Dates: 11-01-2010 - 11-30-2010  
 Fiscal Year: 2010 - 2011

271-PL 94-142 SPEC ED 98

1 SAP Hierarchy Doc #: 0501788869  
 SAP Entry Doc #: 0501788831

From:	271-1232	-	828-00-271	-	6319	2,500.00-
To:	271-2213	-	828-00-271	-	6383	2,500.00
Control No:	B1011-1042					
From Amount:	2,500.00-					
To Amount:	2,500.00					

Text: Monies Needed to reimburse Verniece Wise and Candice Boyd for attending Missouri Council of Administrators of Special Education, 33rd Annual Conference Sept 26-28 in Osage Beach, MO. Colleen and Candice Lindsey are attending "Identifying the Language and Social Needs of a Child with Autism" Workshop Nov 10-12 in Lee Summit, MO.



1 SAP Hierarchy Doc #: 0501788845  
SAP Entry Doc #: 0501788807

From:	To:	Control No:	From Amount:	To Amount:	Text:
291-2214	- 324-UG-291	- 6411	53,099.96	53,099.96	Funds to purchase computers and equipment for SIG.
291-2214	- 324-UG-291	- 6443	20,609.96	20,609.96	
291-2214	- 324-UG-291	- 6541	32,490.00	32,490.00	
B1011-1009			53,099.96	53,099.96	

Monthly Budget Report  
Dates: 11-01-2010 - 11-30-2010  
Fiscal Year: 2010 - 2011

621-TITLE VI 10-11

```

1  SAP Hierarchy Doc #: 0501788996
   SAP Entry Doc #: 0501788958

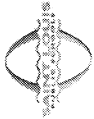
```

[illegible]

From Amount: 143,370.51-  
To Amount: 143,370.51  
Text: To transfer Title III funds to adjust accounts due to staffing salaries and fringes changing. 2010-2011 School Year.







## Board Resolution

Date: December 10, 2010  
To: Dr. Kelvin R. Adams, Superintendent  
From: Sharonica Hardin, Chief Human Resource Officer

Agenda Item: 01-11-11-12  
Information: \_\_\_\_\_  
Action: X

Action to be Approved:

X Program Modification

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

### SUBJECT:

To approve the final cost of the Early Retirement Incentive Program (ERIP) in the amount of \$9,522,000 (the previous amount approved was \$6,356,400). The first year ERIP payout resulted in a cost of \$4,761,000 with a projected net savings of \$3,841,000 in the first year. It is further estimated that the ERIP will result in a cost savings of up to \$8,602,000 over a two year period. The final cost assumes that there will be no additional participants. In addition, the savings estimate assumes no additional replacements or temporary salaries.

### BACKGROUND:

In order to reduce the number of staff which maybe impacted by a reduction in force, the Board approved an Early Retirement Incentive Program (ERIP) on April 30, 2010. The objective of the program was to allow the District to reduce cost associated with the Districts budget deficit, minimize the number of employees who may be impacted by a reduction in force and reduce cost associated with benefits and unemployment claims.

Accountability Plan Goal: Goal II: Highly Qualified Staff

Objective/Strategy:

II.E.1.

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

Fund Source:	-	-	-	-	Requisition #:	
Amount:						
Fund Source:	-	-	-	-	Requisition #:	
Amount:						
Fund Source:	-	-	-	-	Requisition #:	
Amount:						
Cost not to Exceed:	\$	-			Pending Funding Availability	Vendor #:

Department: Human Resources

*Angela Banks*

Angela Banks, Interim Budget Director

Requestor: *Sharonica Hardin*  
Patricia Canada

*Enos Moss*  
Enos Moss, CFO/Treasurer

Sharonica Hardin, Chief Human Resource Officer

Dr. Kelvin R. Adams, Superintendent



## Early Retirement Incentive Program (ERIP) – Retirees Return to Work Analysis

### Background

On April 30, 2010, the SAB approved an Early Retirement Incentive Program; to help offset the number of employees, who would be impacted by a Reduction in Force, reduce unemployment claims and cost associated with a reduction in force. In addition, offering the ERIP would result in a cost savings to the District. The original estimated two year cost associated with offering the ERIP were estimated as listed below:

### Cost Associated with Option I

- Offering the above Option would cost the district \$6,356,400 over two years. This represents \$3,128,200 per year.

### Assumptions for Option 1

- 30% of eligible employees apply
- 50% of eligible employees replaced (this is an high assumption, actual replacement would be lower)
- Zero salary increases first year
- 632 employees will be eligible to take advantage of an incentive if offered

The original assumption above allowed for 30% of eligible employees applying for ERIP. However, 40% of eligible employees or (256) participated in the program. With 40% of the employees participating this increases the cost from **\$6,356,400** over two years to **\$9,522,000** or **\$4,761,000** per year.

### ERIP Return to Work Salary Guidelines:

Salary for returning certificated employees paid based on experience and educational background. The salary for certificated (Teachers) employees will not exceed \$40,000.00, should the employee meet the experience and educational requirements.

The following represents an analysis of employees who participated in ERIP and have returned to work in some capacity:

**21** Employees have returned in varying capacities, of those returning, below is an analysis of which capacities and wages earned:

**1** Returned to work retiree/Teacher

**7** Employees returned as Substitutes

**5** Part- Time

**8** Temporary employees (See attached chart)

Positions	Number of Employees Returning	Hourly wage	Total YTD Earnings
Temporary Psychological Examiner	1	\$34.07	
Temporary Psychological Examiner	1	\$34.07	
Temporary Psychological Examiner	1	\$34.07	
Temporary Director IT	1	\$42.00	
Temporary Director Spec Ed	1	\$40.87	
Temporary Non-Certificated/Food Service	1	\$20.85	
Temporary Teacher/Special Ed	1	\$25.52	
Temporary Clerk Typist/Communication	1	\$17.03/hr	
Part-Time Speech & Language	1	\$34.07	
Part-Time Speech & Language	1	\$34.07	
Part-Time Coordinator/Special Ed	1	\$34.07	
Part-Time Coordinator/Special Ed	1	\$34.07	
Part-time Clerk	1	\$17.04	
Retired Elem/Middle Teacher	1	\$210.95	
<b>Year to Date Earnings by all Returned ERIIP participants</b>			<b>\$293,203.50</b>

One ERIIP participant returned to work in a full time capacity as a retiree return to work, with a year to date salary of \$14,300. We have replaced 117 positions or 40% of the 256 positions vacated by ERIIP participants and maintained a salary savings of \$56,161 between those who have vacated the positions and those who are being hired. This illustrates as positions are replaced, we are hiring replacement staff at a lower compensation level than the employees who retired. The total annual salary for the 256 participants accepting the ERIIP program was **\$14,496,502.69**, and the total annual salary for the 117 replacement staff is **\$5,601,184.00**, which represents an estimated cost savings of **\$8,895,318.69**. Subtracting the earnings of ERIIP participants which returned of **\$293,203.50**, will result in a savings of **\$8,602,115.19 over a two year period**. We anticipate there will be additional positions which will be replaced. We believe maintaining our current strategy of replacing vacancies at a lower salary than those who previously held the position will allow the District to continue to maintain a cost saving. Implementing an ERIIP program was a positive for the District and employees.



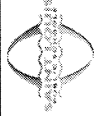
The ERIP program has resulted in a significant cost savings for the District in the following areas:

- Reduction in number of employees impacted by a RIF
- Reduction of replacement salary
- Avoidance of having to pay unemployment claims and cost associated with claims
- Avoidance of any legal issues and cost associated with RIF
- Benefit Cost reductions (i.e. vacation, Paid Time off & medical premiums)

In Summary, while we under estimated the cost of the program and number of participants accepting such program, ERIP has proven to be a success and is estimated to result in a cost savings of **\$8,602,115.19** to the District.







## Board Resolution

Date: December 9, 2010  
To: Dr. Kelvin R. Adams, Superintendent  
From: Sharonica Hardin, Chief Human Resource Officer

Agenda Item: 01-11-11-23  
Information: \_\_\_\_\_  
Action: X

Action to be Approved:  
X New Program

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

### SUBJECT:

To approve SLPS participation in the Early Retirement Reinsurance Program (ERRP) through payment of monthly reporting fees to UHC and Medco for the plan year 2010. The cost is not to exceed an annual cost of \$37,100.00.

### BACKGROUND:

In order to secure reimbursement under the ERRP program, claims data must be submitted to the government. Claims data is maintained with our current medical provider UHC and pharmacy provider Medco. UHC will secure all claims and submit medical/pharmacy claims on the District's behalf. The total 2010 annual cost for Medco is \$9,600 (\$1,800 for the initial setup and \$650 per month for the monthly data file) and UHC 2010 annual cost is \$27,500. Combined total cost for 2010 is estimated at \$37,100.00 and assumes no custom Medco files.

Accountability Plan Goal: Goal II: Highly Qualified Staff Objective/Strategy: II.E.1.

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

Fund Source:	000 - UH - 710 - 2184 - 0000	Non GOB	Requisition #:
Amount:	\$ 37,100.00		
Fund Source:	- - - - -		Requisition #:
Amount:			
Fund Source:	- - - - -		Requisition #:
Amount:			
Cost not to Exceed:	\$ 37,100.00	Pending Funding Availability	Vendor #: Various

Department: Human Resources

Requestor:

Patricia Canada

Angela Banks, Interim Budget Director

Elios Moss, CEO/Treasurer

Sharonica Hardin, Chief Human Resource Officer

Dr. Kelvin R. Adams, Superintendent





Medco Health Solutions, Inc.  
100 Parsons Pond Drive  
Franklin Lakes, NJ 07417  
www.medco.com

06/22/2010

Public School Retirement System of the City of St. Louis  
3641 Olive Street, Suite 300  
St. Louis, MO 63108-3601  
Attn: John Henderson

Re: Agreement Regarding the Early Retiree Reinsurance Program  
Enacted as Part of the Patient Protection and Affordable Care Act

Dear John:

This letter supplements and is made a part of the Integrated Prescription Drug Program Master Agreement (the "Agreement") by and between Medco Health Solutions, Inc. ("Medco") and St. Louis Public Schools ("Sponsor") (together, the "Parties"). Pursuant to the terms of the Agreement, Medco provides certain administrative and other prescription drug program-related services (the "Services") with respect to Sponsor's health benefits plan (the "Plan").

Section 1102 of the Patient Protection and Affordable Care Act (Pub. L. 111-148) establishes a temporary Early Retiree Reinsurance Program (the "Program") that is intended to provide reimbursement to sponsors of group health plans for a portion of their costs of providing employment-based health benefits to early retirees and their eligible spouses, surviving spouses and dependents. This letter sets forth terms by which Medco will assist Sponsor and/or the Plan in seeking reimbursements from the Program.

Medco agrees to perform the specific services described in this letter. These services shall be deemed to be Services and, except as set forth in this letter, shall be subject to the terms of Agreement. Sponsor shall be responsible for all other services relating to the Program that are not specifically assumed by Medco in this letter. To participate in the Program, Sponsor must submit an application to the United States Department of Health and Human Services ("HHS") (the "Application"). The Application must include specified information with respect to the Plan. To receive benefits under the Program, the Plan must provide or arrange for the provision of detailed claims information to HHS or its designee (as applicable, the "Program Administrator").

The Parties agree as follows:

1. Sponsor shall be solely responsible for determining whether individuals qualify under the Program, and shall provide Medco with an accurate list of such individuals, or the Medco group number(s) identifying such individuals, and shall update such list as necessary, in a format reasonably determined and processable by Medco. Medco shall provide Sponsor or the entity designated by Sponsor with the prescription drug claims of such individuals during a period and for a frequency reasonably agreed by the Parties ("Claims Data") so that Sponsor can determine whether the claims are eligible under the Program. The Parties understand and acknowledge that information that it provides to the other will be used to obtain Federal funds. Sponsor is solely responsible for submitting the Claims Data to the Program Administrator, and for all other aspects of the Program, including but not limited to, preparation and submission of the Program application, data aggregation and accumulation; application of rebates to claims, including previously-submitted claims; and any other data or information that HHS may require. In the event that Sponsor instructs Medco to provide the Claims Data to a designated third-party, Sponsor represents and acknowledges that such third-party is a representative of Sponsor. All data and information delivered to SPONSOR under the Program is Confidential Information governed by the Agreement, and may not be transmitted to any third-party unless applicable provisions of the Agreement have been satisfied.
2. Medco shall provide Claims Data in accordance with its privacy and security obligations under applicable law and under the Agreement in its capacity as a business associate within the meaning of the Health Insurance Portability and Accountability Act of 1996, as amended, and the regulations promulgated thereunder ("HIPAA"). The Parties hereby agree that the Claims Data provided by Medco to Sponsor or its designee may include, but will not be limited to, protected health information, as that term is defined under HIPAA, including claims information with a list of early retirees under the Plan for whom claims may be submitted under the Program and documentation of actual costs incurred under the Plan with respect to such claims.
3. Medco shall maintain policies and procedures that are provided or offered to its clients that are designed to detect and reduce fraud, waste and abuse under the Plan. Upon request by the Program Administrator, Medco will produce these policies and procedures, along with appropriate documents or data to substantiate their implementation and effectiveness in a format reasonably determined by Medco to comply with HHS requirements.
4. Medco shall provide Sponsor with the amounts of rebates paid to Sponsor for claims submitted under the Program within a reasonable period of time after such rebates have been paid to Sponsor and after Sponsor has identified the claims for which it has sought reimbursement under the Program. Sponsor has sole responsibility for correcting any information or claims previously provided to HHS or the Program Administrator as a result of such rebates, and shall defend and indemnify Medco for any claims, damages or penalties of any nature for any failure to do so.
5. Medco shall maintain records with respect to the Claims Data and Medco's activities under this Agreement for the period prescribed in the Agreement (but in no event shorter than a period of six (6) years following the end of the plan year in which costs submitted for reimbursement under the Program are incurred) or such longer period as may

otherwise be required by law. Any audit relating to the Program shall be governed by the audit provisions of the Agreement.

6. Medco's fees for the services described in this letter are as follows:
- For files in the Medco defined format: \$1800 for the initial Claims Data setup and distribution in the Medco defined claims layout, plus \$650 for each subsequent monthly Claims Data file.
  - Any customization of such file shall be subject to a charge of \$143 per hour; provided that if such hourly rate is defined in the Agreement, such latter rate shall apply.
  - Fees for providing rebate data, and for any requirements not expressly detailed by HHS regulations or guidance as of June 15, 2010 are to be determined, and shall be based on HHS requirements.

Except as modified by the terms of this letter, the Agreement remains in full force and effect.

Sincerely,

MEDCO HEALTH SOLUTIONS, INC.



By: \_\_\_\_\_  
Anthony J. Palmisano, Jr.

Vice President and Assistant General Counsel  
Title: \_\_\_\_\_  
Customer and Commercial Contracting

AGREED AND ACCEPTED BY:

St. Louis Public Schools

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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



### **UnitedHealthcare Early Retiree Reinsurance Program Summary: Fully Insured Plans**

The Early Retiree Reinsurance Program (ERRP) provision of the recently enacted Patient Protection and Affordable Care Act offers the potential for Plan Sponsor who provide health insurance to large numbers of pre-65 retirees to significantly reduce coverage costs by accessing a temporary re-insurance program funded at \$5 billion.

The Interim Final Rule published on May 5, 2010 provides guidance for plan sponsors seeking to participate in this Program, and accelerates the effective date of the Program to June 1, 2010. Key uncertainties remain including the full set of information required to apply for the ERRP and the structure and frequency of reporting to the Department of Health and Human Services (HHS) required for a plan sponsor to claim Program reimbursements.

Based on our current understanding of the ERRP regulations, we have developed an entirely optional UnitedHealthcare ERRP Program to support plan sponsors and their consultants or brokers seeking our assistance in claim aggregation and cost reporting, plus available assistance with program application. Specifically, the UnitedHealthcare ERRP Program offers the following assistance to plan sponsors:

**Application Support:** UnitedHealthcare will assist Plan Sponsors as requested to complete ERRP applications, including guidance on information required to apply and phone-based assistance to complete applications. Note that the Plan Sponsor is ultimately responsible for filing the applications, and neither UnitedHealthcare nor any of its Affiliates will sign the ERRP application

**Data Extraction:** UnitedHealthcare will provide data extraction and management to provide ongoing data sharing with HHS at required time intervals, through all required transmission methods (e.g. mainframe to mainframe)

**Data Aggregation:** UnitedHealthcare will provide data aggregation as required for external (non-UnitedHealth Group) platforms to support ongoing data sharing with HHS required for Plan Sponsors to claim their share of the subsidy (Specified data format available upon request)

**Summary Cost Reporting:** UnitedHealthcare will provide summary cost reporting for Plan Sponsors to claim ERRP reimbursements directly to HHS

Calendar year 2010 pricing for The Board of Education of the City of St. Louis optional, fee-based service will be as follows, subject to final HHS regulations governing the allowable frequency of cost reporting:

Cost per application to HHS – **Monthly reporting:** \$27,500

Said fee is a one-time fee payable upon execution of the contract.

This pricing assumes that we will access the UNET & MEDCO data sources from which to extract and aggregate data for cost reporting purposes. An additional Non-Disclosure Agreement may be required to access 3<sup>rd</sup> party data.

Pricing for calendar year 2011 and beyond will be determined via a later update to this agreement, and a modest escalator may apply.

While final regulations governing how many applications a Plan Sponsor must file based on the number of “plans” they have in place are not yet finalized, we believe that in most cases the number of plans will follow the number of ERISA Form 5500 filings that the Plan Sponsor makes for its health benefit plans. In cases with union-negotiated benefits or trust benefits, the union or

trust benefits are often separate plans from the plan that covers non-union employees. Plans Sponsors should engage their own counsel and human resource personnel to make a final determination of the number of plans that cover early retirees.

We expect demand for this Program to be high, and cannot assure that individual Plan Sponsor applications will be accepted. As such, plan sponsors who agree in advance to participate in the UnitedHealthcare ERRP Program will not be charged the fee if their application is not accepted.

Please acknowledge your acceptance of this agreement by signing the attached contract, which also governs data sharing agreements required by the Early Retiree Reinsurance Program.

**EARLY RETIREE REIMBURSEMENT PROGRAM  
DATA RELEASE AGREEMENT FOR INSURED PLANS**

This Agreement is between The Board of Education of the City of St. Louis ("Plan Sponsor") and UnitedHealthcare Insurance Company ("United") and is dated and effective 1-1-2010.

**RECITALS**

United has issued to Plan Sponsor, a group medical benefits contract ("the Contract") that provides insured benefits to Plan Sponsor's employees, retirees and their dependents; and

The Contract provides medical care benefits for certain of Plan Sponsor's retirees who are age 55 and older and are not yet eligible for Medicare; and

Plan Sponsor intends to participate in the Early Retiree Reinsurance Program ("the Program") whereby the United States Department of Health and Human Services (HHS) will provide reimbursements ("the Reimbursements") to Plan Sponsor to the extent that the Contract provides certain defined claims benefits to its Early Retirees under regulations issued by HHS; and

Plan Sponsor must arrange to provide to HHS certain information held by United as defined under 45 C.F.R. §§149.320-149.335, in order to qualify for and receive the Reimbursements; and

United is a "covered entity" under the Health Insurance Portability and Accountability Act (HIPAA) that governs the use of Protected Health Information (PHI) as defined under HIPAA; and

HHS's Interim Final Rule on the Program requires the Plan Sponsor to have an agreement with its health insurance issuer regarding disclosure of information to HHS; and

HHS's Interim Final Rule on the Program permits insurance issuers to submit relevant claims data directly to HHS on behalf of the Plan Sponsor; and

Inasmuch as the data required by HHS may constitute PHI, and inasmuch as Plan Sponsor under HIPAA may not have direct access to such data, HHS requires that the Plan Sponsor and United enter into an agreement whereby the Plan Sponsor requests United, as its health insurance issuer under 42 CFR § 423.884(b), to submit this information directly to HHS on its behalf.

NOW, THEREFORE, in consideration of the mutual promises of the parties and other good and valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

1. Plan Sponsor hereby engages United for the services indicated in Exhibit A and agrees to pay the service fees, if any, associated with the elected services as shown on that Exhibit.
2. Upon request of the Plan Sponsor United will disclose directly to HHS on Plan Sponsor's behalf, such information described below that Plan Sponsor has determined is necessary for Plan Sponsor to comply with the requirements of the Program, as set forth in 45 C.F.R. §§149.320-149.335, or any successor regulation promulgated by HHS, and any guidance issued by HHS, and any mandated updates of required information. Any information that United discloses to HHS will be in compliance with all applicable procedures and submission deadlines relating to the information to be disclosed.
3. Plan Sponsor further directs United to make arrangements with any Business Associate with whom United has a Business Associate Agreement as required by HIPAA to send

directly to HHS any such required information that Business Associate may have in its possession.

4. United will maintain existing fraud, waste and abuse programs on behalf of the Plan that United believes are consistent with requirements of the Program.
5. Plan Sponsor certifies that, if required for the operation of the Program, it will take all steps necessary for it to review limited PHI disclosures as may be necessary for the operation of the Program including entering into a written PHI disclosure agreement with United.
6. United will cooperate fully in audits of the Plan Sponsor's participation in the Program conducted by HHS.
7. United agrees to maintain records consistent with the requirements of 45 C.F.R. §149.350 or any other requirements established by HHS and to make such records available to HHS upon HHS's request.
8. The Parties acknowledge, that any information provided to HHS in order for Plan Sponsor to become and to remain eligible on a continuing basis to receive the Reimbursements is being provided for the purpose of the Plan Sponsor obtaining federal funds in accordance with 42 C.F.R. §423.884(c)(3).

Signature Page Follows

IN WITNESS WHEREOF, the parties have hereto affixed their respective authorized signatures and intend that this agreement be effective on the date first mentioned above.

The Board of Education of the City of St Louis

UnitedHealthcare Insurance Company

## EXHIBIT A SERVICES AND FEES

### SERVICES

Claims Administrator will perform the following specific services on behalf of Plan Sponsor:

**Application Support:** Claims Administrator will assist Plan Sponsors as requested to complete ERRP applications, including guidance on information required to apply and phone-based assistance to complete applications. Note that the Plan Sponsor is ultimately responsible for filing the applications, and neither Claims Administrator nor any of its Affiliates will sign the ERRP application

**Data Extraction:** Claims Administrator will provide data extraction and management to provide ongoing data sharing with HHS at required time intervals, through all required transmission methods (e.g. mainframe to mainframe)

**Data Aggregation:** Claims Administrator will provide data aggregation as required for external (non-UnitedHealth Group) platforms to support ongoing data sharing with HHS required for Plan Sponsors to claim their share of the subsidy (Specified data format available upon request)

**Summary Cost Reporting:** Claims Administrator will provide summary cost reporting for Plan Sponsors to claim ERRP reimbursements directly to HHS

### SERVICE FEES

Calendar year 2010 pricing for The Board of Education of the City of St. Louis optional, fee-based service will be as follows, subject to final HHS regulations governing the allowable frequency of cost reporting:

Cost per application to HHS – **Monthly reporting:** \$27,500

Said fee is a one-time fee payable upon execution of the contract.

This pricing assumes that we will access the UNET & MEDCO data sources from which to extract and aggregate data for cost reporting purposes. An additional Non-Disclosure Agreement may be required to access 3<sup>rd</sup> party data.

Services under this Agreement are provided on a calendar year basis, not on a plan year basis. Pricing for calendar year 2011 and beyond will be determined via a later update to this agreement, and a modest escalator may apply. The Claims Administrator also reserves the right to modify fees, with 30 days' advance written notice, in the event that additional regulatory guidance requires additional services or changes to existing services.





## BOARD RESOLUTION

Date: December 6, 2010  
To: Dr. Kelvin R. Adams, Superintendent  
From: Sharonica Hardin, Chief Human Resource Officer

Agenda Item : 01-11-11-14  
Information: ☐  
Action: ☒

### Action to be Approved: Memorandum of Understanding

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

**SUBJECT:** To ratify a Memorandum of Understanding (MOU) between the St. Louis Public Schools (District) and the American Federation of Teachers – St. Louis (AFT – St. Louis) for the purpose of establishing the "St. Louis Plan," a process modeled after the "Toledo Plan" for the period July 1, 2009 through June 30, 2012.

**BACKGROUND:** Whereas the District and the Union agree to the importance of supporting and retaining quality teachers. To that end, we agree to jointly develop a Peer Support Model designed to facilitate improving the quality of our teachers. Any deviation or changes that impact the working conditions of certificated staff that are not included in the current Policy Statement between the Union and SLPs beyond this MOU must be agreed to and signed off on in a separate Memorandum of Understanding (s) by both parties.

The St. Louis Plan has two (2) components:

- Intern Evaluation – 1st year teachers
- Intervention – non-probationary teachers

This memorandum shall be in force for three (3) school years starting with the 2009-2010 school year. At the end of those three (3) years, the "St. Louis Plan" shall be continued subject to cancellation in its entirety by either the District or AFT - St. Louis.

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, Chief Human Resource Officer



Angela Banks, Interim Budget Director

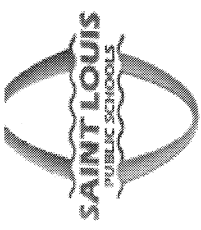
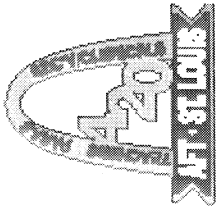


Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent







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

**&**

**AMERICAN FEDERATION OF TEACHERS - ST. LOUIS,  
LOCAL 420**

(Representing Teachers, Secretarial/Clerical  
& Paraprofessional Employees of the St. Louis Public Schools)

**MEMORANDUM OF UNDERSTANDING**  
**Regarding the “Saint Louis Plan”**

**PURPOSE OF THE MOU**

This Memorandum of Understanding is made by and between the St. Louis Public Schools and AFT St. Louis for the purpose of establishing the “St. Louis Plan” a process modeled after the “Toledo Plan”. The District and the Union agree to the importance of supporting and retaining quality teachers. To that end, we agree to jointly develop a Peer Support Model designed to facilitate improving the quality of our teachers.

Any deviation or changes that impact the working conditions of certificated staff that are not included in the current Policy Statement between the Union and SLPS beyond this MOU must be agreed to and signed off on in separate Memorandum of Understanding (s) by both parties.

**ST. LOUIS PLAN**

The St. Louis Plan has two (2) components:

- Intern Evaluation – 1<sup>st</sup> year teachers
- Intervention – non-probationary teachers

**Intern Evaluation**

The provisions of this component are described in the St. Louis Plan – Peer Assistance and Review Program Manual.

**Intervention**

The provisions of this component are described in Section 7 of the St. Louis Plan Consultant Handbook.

This memorandum shall be in force for three (3) school years starting with the 2009-2010 school year. At the end of those three (3) years the St. Louis Plan shall be continued subject to cancellation in its entirety by either the District or AFT St. Louis.

**ACKNOWLEDGED AND AGREED TO BY:**

American Federation of Teachers-St. Louis,  
Local 420

By: \_\_\_\_\_  
Mary J. Armstrong, President

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

On Behalf of the Special Administrative  
Board of the Transitional School District  
of the City of St. Louis

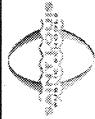
By: \_\_\_\_\_  
Dr. Kelvin Adams, Superintendent SLPS

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

By: \_\_\_\_\_  
Rick Sullivan, President and Chief  
Executive Officer

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





## Board Resolution

Date: November 8, 2010  
To: Dr. Kelvin R. Adams, Superintendent  
From: Dr. Carlinda Purcell, Dep. Supt. - Academics

Agenda Item: 01-11-11-15  
Information: \_\_\_\_\_  
Action: \_\_\_\_\_ X

Action to be Approved: \_\_\_\_\_

X Memorandum of Understanding

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

### SUBJECT:

To approve a Memorandum of Understanding (MOU) with the American Federation of Teachers - St. Louis, Local 420 (AFT St. Louis) to establish certain work rules to govern formation and operation of schools in need of improvement.

### BACKGROUND:

The MOU is to memorialize the intent of the District and AFT St. Louis that teachers and administrators in these schools will work collaboratively to create effective learning environments for students. Teachers, other school staff and parents will have a voice in designing programs and determining work rules that are likely to be successful in schools in need of improvement.

Accountability Plan Goal: Goal II: Highly Qualified Staff

Objective/Strategy:

II.B.1.

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

Fund Source: - - - -

Amount: Not Applicable

Requisition #:

Fund Source: - - - -

Amount:

Requisition #:

Fund Source: - - - -

Amount:

Requisition #:

Cost not to Exceed:

Not Applicable

Pending Funding Availability

Vendor #:

Department:

Assoc. Sup. Of Innovative Services

Blake Youde, Dep. Supt. - Institutional Advancement

Carlinda Purcell

Dr. Carlinda Purcell, Dep. Supt. - Academics

Angela Banks

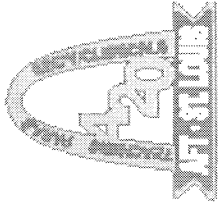
Angela Banks, Interim Budget Director

Enos Moss, CFO/Treasurer

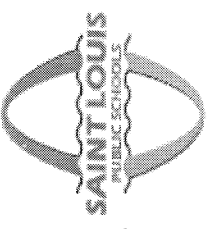
Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

Dr. Kelvin R. Adams, Superintendent



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



**&  
AMERICAN FEDERATION OF TEACHERS - ST. LOUIS,  
LOCAL 420**

*Representing Teachers, Secretarial/Clerical*

*&*

*Paraprofessional Employees of the St. Louis Public Schools*

**MEMORANDUM OF UNDERSTANDING  
REGARDING 2010-2013 TURNAROUND**

**AND**

**TRANSFORMATION SCHOOLS  
CONTINGENT UPON STATE APPROVAL**

**PURPOSE OF THE MOU**

This Memorandum of Understanding is made by and between the St. Louis Public Schools and AFT St. Louis for the purpose of establishing certain work rules to govern the formation and operation of schools in need of improvement. The District and the Union agree that one of the approaches to achieving the mutual goal of ensuring success for all students is to work together to improve schools when it is deemed necessary. These schools must be free to choose their own staff, develop new cultures of successful performance and learning, redesign work rules, modify the length of the instructional day and year, modify scheduling, improve instruction programs and pedagogy, and recognize teacher and leader effectiveness in accordance with state and federal guidelines and statutes. This article will be used where applicable when improvement is required by the Board of Education or by state and federal guidelines.

Any deviation or changes that impact the working conditions of certificated staff that are not included in the current Policy Statement between the Union and SLPS beyond this MOU must be agreed to and signed off on in separate Memorandum of Understanding (s) by both parties.

.....

**Turnaround and Transformation Schools**

It is the intent of both parties that teachers and administrators in these schools will work collaboratively to create effective learning environments for students. Teachers, other school staff and parents shall have a voice in designing programs and determining work rules that are likely to be successful in such schools as follows.

Each school shall form an Instructional Leadership Team which shall include but not limited to the Principal, Building Stewards, Teaching and Learning facilitator and content specialists. The team will mutually agree on the development of specific outlines of duties/responsibilities within the team. The team will monitor the school's progress and implementation of the school improvement plan. Modifications to the plan will be reviewed and approved by the team for recommendation to the Superintendent or his designee and the Union President.

Turnaround and Transformation schools shall remain within the District and employees shall if they choose to do so, maintain their full status as members of the AFT St. Louis bargaining unit and employees of the District. These employees shall continue to accrue seniority and benefits established in the AFT St. Louis and SLPS Policy Statement.

Employees in the Turnaround and Transformation schools will be required to work the full work day/work year prescribed by the terms of the Annual Work Condition Waiver. Compensation for days and hours of work beyond those specified in the current Policy Statement will be mutually agreed to by the Union and the District. All pay, regardless of the source of funding, will be annualized and retirement-worthy.

All AFT St. Louis members who apply for positions at the schools shall receive the following information at the time of interview:

- the length of the school day and school year;
- the amount of required time beyond the regular school day;
- any additional required time during the summer or school vacations;
- any other duties or obligations beyond the requirements of the current policy statement between the Union and the District.

### **Work Condition Waiver Template**

When assigned by mutual agreement, and annually thereafter, a teacher assigned at a Turnaround or Transformation school will be required to sign the Annual Work Condition Waiver. It is essential that each school clearly outline the working conditions, terms and expectations for employment. Each teacher will be required to commit to working in the school for the tenure of this MOU.

### **Staffing in Turnaround Schools**

The District's Human Resources Department in collaboration with the Union will structure criteria for recruitment, selection, and retention of staff in Turnaround schools. These criteria shall serve as a framework to guide each site based selection team in choosing staff. The first step will be to determine the total staff allocation for each site based on student attendance. Second, identify numbers and names of staff that chose the ERI. Third, identify the number and names of staff that opted out to transfer to another site through "letter of intent". This establishes a working baseline for the turnaround school. This information will be provided to Local 420 prior to the beginning of the selection process.

Staffing at the Turnaround schools shall be on an application basis. Criteria to select staff shall include but not be limited to length of service, unique skills and qualifications, and prior two years of evaluations.

In cases of a vacancy, interested teachers currently employed by SLPS will be invited to apply for assignment to a Turnaround school during the month of XXX. Selection will be made via an interview at the school site.

Staff selected and assigned to the Turnaround schools must possess a valid Missouri Teaching Certificate (or applicable license) with an endorsement in the content area and/or specialty skill for their assignment, and meet the Highly Qualified requirements of the No Child Left Behind (NCLB) and Individuals with Disabilities Education Act (IDEA).

#### **Assignment and Transfer with Dignity in Turnaround Schools**

Teachers shall work in Turnaround schools on a voluntary basis. When a school is designated as a Turnaround school, existing staff will be invited to apply along with other staff.

Teachers who are not selected to staff a Turnaround school will be transferred. The teacher shall be transferred to a vacancy for which that teacher is qualified at a school within the geographic area in which the Turnaround school is located, or when no such vacancy exists, shall be transferred to another geographic area. No teacher shall be laid off as a result of the creation and establishment of the Turnaround schools. All teachers transferring from a school designated as a Turnaround school will be placed in open positions prior to any other transfers being processed, surplus personnel being placed or new teachers being hired.

The District and the Union will jointly develop a placement procedure for displaced teachers that integrate teacher/principal choice, qualifications, and seniority for interview and placement purposes.

#### **Staffing in Transformation Schools**

A school site selection committee shall be convened for the purpose of developing the criteria for the recruitment and selection of additional staff at Transformation schools. These criteria shall serve as a framework to guide each site based selection team in selecting staff. For principal selection, the district wide selection committee shall be comprised of district level administrators, union leadership, exemplary teachers, from effective schools and a representative of the community or a parent.

Teachers who choose to remain at the transformation schools will do so for the tenure of this MOU. Any requests to transfer out of the school must be approved by the superintendent..

Teachers at the Transformation schools will pilot the new Teacher Development and Evaluation process for the St. Louis Public Schools.

#### **Collaborative Review Process**

Review of all Turnaround and Transformation schools shall be conducted by a district level committee jointly selected by the Superintendent or his designee and the Union President. The committee shall review all turnaround schools and their procedures, including staff selection, leadership, school performance, student achievement, and operational procedures and practices both to encourage success and identify practices and approaches that should be duplicated or avoided.



**Union Liaison Coordinator**

SLPS will employ a lead coordinator for Turnaround and Transformation schools. The coordinator will be a member of AFT St. Louis and be mutually selected by the Union President and the Superintendent. The turnaround school coordinator will work collaborative with the Superintendent's designated turnaround school manager to oversee the implementation of the school improvement efforts including the review process. Contingent upon funding.

**ACKNOWLEDGED AND AGREED TO BY:**

AMERICAN FEDERATION OF TEACHERS  
ST. LOUIS  
LOCAL 420

ON BEHALF OF THE  
SPECIAL ADMINISTRATIVE BOARD OF THE  
TRANSITIONAL SCHOOL DISTRICT OF THE CITY  
OF ST. LOUIS

BY: \_\_\_\_\_  
MARY J. ARMSTRONG  
PRESIDENT

BY: \_\_\_\_\_  
KELVIN R. ADAMS, PH.D.  
SUPERINTENDENT OF SCHOOLS

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

BY: \_\_\_\_\_

RICK SULLIVAN  
PRESIDENT AND  
CHIEF EXECUTIVE OFFICER

DATE: \_\_\_\_\_





## BOARD RESOLUTION

Date: December 6, 2010

To: Dr. Kelvin R. Adams, Superintendent

From: Roger CayCe, Exec. Director-Operations/Bldg. Comm.

Agenda Item : 01-11-11-16

Information: ☐

Action: ☒

Action to be Approved: RFP/Bid

RFP/Bid # 007-1011

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

**SUBJECT:** To approve a contract with Hilliker Corporation LLC for Real Estate Services to be performed between January 12, 2011 and June 30, 2011. All compensation will be based on commission (percentage of sale price) for each property as stated in the proposal.

**BACKGROUND:** Hilliker Corporation is a qualified, licensed, real estate broker in partnership with Linda M. Wash Real Estate, LLC, an (M/WBE) that will assist the District with the valuation, marketing, and sale of selected real properties. All closed properties currently identified are for sale with the potential to add more properties in the future. This contract will have an option to renew for one additional year.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

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

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

Department: Operations

Requestor: Tom Goodrich

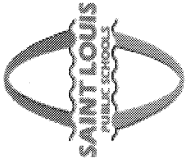
Roger L. CayCe  
Roger CayCe, Exec. Director-Operations/Bldg. Comm.

Angela Banks  
Angela Banks, Interim Budget Director

Enos Moss  
Enos Moss, CFO/Treasurer

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

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December 2, 2010

## MEMORANDUM

**TO:** Rick Schaeffer: Purchasing Office  
**FROM:** Tom Goodrich  
**RE:** Bid Evaluation Record for RFP# 007-1011 Real Estate Services

The evaluation began at 10/28/10, 10:00 a.m. and was concluded at 11/18/10 1:00 p.m. The evaluation committee consisted of the following:

Roger L. CayCe      Executive Director of Operations  
Lou Kruger          Executive Director of Business Operations  
Tom Goodrich      Project Manager  
Rick Schaeffer      Purchasing Department

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

Company Name	Bid Amount	Overall Score	Award (Y/N)
Hilliker Corporation	See Cost Sheet	240	Yes
CBRE CB Richard Ellis	See Cost Sheet	210	No
Manor Real Estate	See Cost Sheet	210	No

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

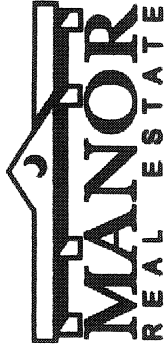
A handwritten signature in black ink, appearing to read 'Tom Goodrich'.

Tom Goodrich  
Construction Project Manager  
Operations Department

BID SUMMARY FOR RFP 007-1011 REAL ESTATE SERVICES							
Contractor	Cost	M/WBE Participation	Prior Performance with SLPs	Meets Overall Proposal Requirements	Vendor's Experience and Demonstrated Expertise	Use P Card Included in Pricing	Scores
Hilliker Corporation	OK	Female owner/partner	Current Vendor	Yes	OK	No	
Score	Max 40% ( 30 )	Max 15% ( 15 )	Max 10% ( 10 )	Max 15% ( 15 )	Max 10% ( 10 )	Max 10% ( 0 )	80%
CBRE CB Richard Ellis	Better	Intends to partner with MBF Sutton Realty Co. to meet or exceed our goals	None	Questionable M/WBE	OK	Yes	
Score	Max 40% ( 35 )	Max 15% ( 10 )	Max 10% ( 0 )	Max 15% ( 10 )	Max 10% ( 10 )	Max 10% ( 10 )	75%
Manor Real Estate	Best	None	None	Yes	OK	Yes	
Score	Max 40% ( 40 )	Max 15% ( 0 )	Max 10% ( 0 )	Max 15% ( 15 )	Max 10% ( 10 )	Max 10% ( 10 )	75%

BID SUMMARY FOR RFP 007-1011 REAL ESTATE SERVICES							
Contractor	Cost	M/WBE Participation	Prior Performance with SLPs	Meets Overall Proposal Requirements	Vendor's Experience and Demonstrated Expertise	Use P Card Included in Pricing	Scores
Hilliker Corporation	OK	Female owner/partner	Current Vendor	Yes	OK	No	
Score	Max 40% ( 30 )	Max 15% ( 15 )	Max 10% ( 10 )	Max 15% ( 15 )	Max 10% ( 10 )	Max 10% ( 0 )	80%
CBRE CB Richard Ellis	Better	Intends to partner with MBF Sutton Realty Co. to meet or exceed our goals	None	Questionable M/WBE	OK	Yes	
Score	Max 40% ( 35 )	Max 15% ( 5 )	Max 10% ( 0 )	Max 15% ( 5 )	Max 10% ( 10 )	Max 10% ( 10 )	65%
Manor Real Estate	Best	None	None	No M/WBE	OK	Yes	
Score	Max 40% ( 40 )	Max 15% ( 0 )	Max 10% ( 0 )	Max 15% ( 5 )	Max 10% ( 10 )	Max 10% ( 10 )	65%

BID SUMMARY FOR RFP 007-1011 REAL ESTATE SERVICES							
Contractor	Cost	M/WBE Participation	Prior Performance with SLPs	Meets Overall Proposal Requirements	Vendor's Experience and Demonstrated Expertise	Use P Card Included in Pricing	Scores
Hilliker Corporation	Last	Female owner/partner	Current Vendor	Yes	OK	No	
Score	Max 40% ( 30 )	Max 15% ( 15 )	Max 10% ( 10 )	Max 15% ( 15 )	Max 10% ( 10 )	Max 10% ( 0 )	80%
CBRE CB Richard Ellis	Middle	Intends to partner with MBF Sutton Realty Co. to meet or exceed our goals	None	Yes, but no real M/WBE Plan	OK	Yes	
Score	Max 40% ( 35 )	Max 15% ( 5 )	Max 10% ( 0 )	Max 15% ( 10 )	Max 10% ( 10 )	Max 10% ( 10 )	70%
Manor Real Estate	Best	None	None	Yes, but no M/WBE Plan	OK	Yes	
Score	Max 40% ( 40 )	Max 15% ( 0 )	Max 10% ( 0 )	Max 15% ( 10 )	Max 10% ( 10 )	Max 10% ( 10 )	70%



ATTACHMENT B  
COST/PRICING PROPOSAL

1. The Following describes our Cost/Pricing Proposal to provide services specified in Attachment A – Scope of Services of the District Real Estate Services, District Real Estate Services, dated September 30<sup>th</sup>, 2010.

Elements of Cost/Pricing

Signage	<u>Cost</u>
Commission	\$26,517.04 (see Attachment B, Exhibit 4)
	4.25% of the Sale Price of Each Property

Breakdown of 4.25% Commission

Buyer's Agent	2.75% of Commission + \$3,000 Bonus
Seller's Agent	1.50% of Commission

By providing the Buyer's Agents with a larger portion of the Commission and the Agent Bonus, this will incentivize Agents to present these properties to their respective Buyer's and encourages them to submit offers.

Total: \$26,517.04 (Signage) At Listing Commencement (see Next Page)  
4.25% \* Sale Price of Each Property = Due at Time of Sale

2. Brief Explanation of the Services to be provided under the above cost/pricing proposal.

Manor Real Estate has a proven and successful strategy for marketing Commercial properties for sale. Manor Real Estate agrees to use its' best efforts to successfully sell the properties contained herein ethically, legally, and otherwise as stated in this proposal. Attachment B, Exhibit 1 explains the marketing strategy in further detail.

Signature of Authorized Official

October 26, 2010

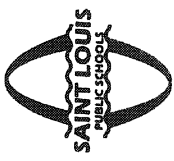
Date

Manor Real Estate

Company Name

3250 Hampton Avenue, Suite 100  
St. Louis, MO 63139  
314.647.6611





## 5.3 Part II – Cost/Pricing Proposal

### 5.3 Part II – Cost/Pricing Proposal

5.3.1 Attachment B – Cost/Pricing Proposal must be used as the first page for this Part II.

#### ATTACHMENT B

#### COST / PRICING PROPOSAL

1. The following describes our cost/pricing proposal to provide services specified in Attachment A – Scope of Services of the District Real Estate Services, District Real Estate Services, dated September 30th, 2010.

<u>Elements of Cost / Pricing</u>	<u>Costs(\$)</u>
Appraisal	\$ _____
Sale	\$ _____
Auction Sale	\$ _____
Lease	\$ _____
<b>Total</b>	\$ _____

2. Brief Explanation of the Services to be provided under the above cost/pricing proposal.

Please see the following pages.

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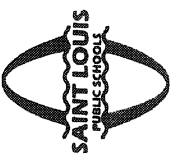
3. Optional Proposal

<u>Elements of Cost / Pricing</u>	<u>Cost</u>
Please see the following pages.	\$ _____
	\$ _____
<b>Total</b>	\$ _____

4. Please attach the detail addressing Sections 5.3.2 and 5.3.3 as Attachment B, Exhibit 1.

Signature of Authorized Official \_\_\_\_\_ Date \_\_\_\_\_

Company Name \_\_\_\_\_



## 5.3 Part II – Cost/Pricing Proposal

5.3.2 Outline specifically the cost/pricing proposal for the fees and reimbursable expenses proposed. This proposal should include the method of pricing as well as the proposed fees/costs.

5.3.3 The Cost/Pricing proposal should be specific, and the detail of the cost/pricing should give the District a clear picture of overall costs as well as pricing criteria.

### COMPENSATION

This is a No Cost contract. CBRE has developed a compensation methodology that will not require the District to appropriate or fund any compensation for the scope of work to be performed by CBRE. **All compensation will come from sale or lease proceeds as received.** It is difficult if not impossible to ascertain what the aggregate compensation level to CBRE may be until a full assessment of the portfolio has been performed.

### Disposition of District Property by Sale and/or Lease (including Auction)

CBRE may be requested to provide disposition services to implement strategic initiatives of the District and reduce facility costs or generate revenue for the District. This may include, but not be limited to, the disposition of surplus assets owned by the District whether by sale, auction, lease, sublease, joint venture, public/private partnership or other means necessary and advisable to implement the strategic initiatives.

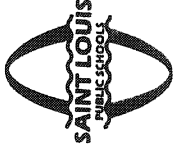
CBRE's compensation for any such disposition services if requested by the District shall be:

#### If Disposition by Auction

In the event of disposition by auction of property and to eliminate the out of pocket costs to the District: CBRE shall be paid a success fee from the District's proceeds at escrow of one percent (1%). The buyer of said property shall pay a buyer's premium of six percent (6%). Marketing costs to implement the auction process shall be by mutual consent once the scope of work and number of parcels to be sold is better known. CBRE will front the marketing costs provided an agreement is in place to reimburse those costs out of the sale proceeds. **This methodology means that the District will never have to fund the cost of CBRE's auction services. ALL fees are paid from proceeds of sales.**

#### If Disposition by Sale

<u>Sale Price</u>	<u>Commission</u>
\$0-500,000	7%
\$500,000-1.0 million	6%
\$1.0 million -1.5 million	5%
\$1.5 million and above	4%



## 5.3 Part II – Cost/Pricing Proposal

Fees shall be paid by third-parties with whom the District may conclude a transaction, or funded through the transaction (sale proceeds), so as to eliminate the District's out-of-pocket costs. Commissions shall be calculated on a cumulative basis.

### **If Disposition by Lease**

In the event of lease of property by the District and to eliminate the out of pocket costs to the District:

CBRE shall be paid a fair market commission from lease proceeds generated as a result of such lease. Fair market commission is equal to five percent (5%). The District shall pay to CBRE the commission earned from lease proceeds received from 3rd parties until such time as the agreed upon compensation has been received and fully paid to CBRE.

### **Financial Advisory Services**

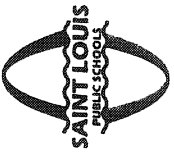
At the request of the District, and at the District's sole discretion, CBRE may be requested to provide Financial Advisory Services to implement the strategic plan and reduce facility costs for the District. This may include, but not be limited to, the sale/leaseback or lease/leaseback of District-owned facilities such as District Administrative Facilities, bondable net leases, the structuring of joint ventures, public/private partnerships or other transactions necessary to implement the real estate portfolio strategies outlined in the Strategic Plan to be provided by CBRE.

CBRE's compensation for any such Financial Advisory Services shall be:

- 1) A market-based compensation schedule determined by mutual agreement once the scope of work has been defined, and
- 2) Funded through transaction proceeds (third-party landlord's or financing arrangements) so as to eliminate or reduce the District's out-of-pocket costs.

### **Compensation following Expiration of Contract**

Within 15 days following the expiration of this agreement or its earlier cancellation for any reason, CBRE shall furnish to the District a list of all transactions for which CBRE has been having negotiations. If within 180 days thereafter, the District enters into a contract with respect to any such prospective transactions with any such listed party, or negotiations continue, resume or commence with any such listed party during such 180-day period and thereafter result in consummation of a transaction, the agreed upon compensation shall be due and payable to CBRE in accordance with this Contract.



## 5.3 Part II – Cost/Pricing Proposal

### Appraisal

Because the District requires formal appraisals prior to listing properties out for bid, and/or listing properties on the open market, CBRE intends to partner with Sutton Realty Company to perform Appraisal services. The District will be responsible for costs directly associated with these services.

### P CARD ACKNOWLEDGEMENT

In the event the District requires the use of its "P Card" Program for the services rendered under the Scope of Services, CBRE is open to adopting the program.

ATTACHMENT B

COST / PRICING PROPOSAL

1. The following describes our cost/pricing proposal to provide services specified in Attachment A - Scope of Services of the District Real Estate Services, District Real Estate Services, dated September 30th, 2010.

<u>Elements of Cost / Pricing</u>	<u>Costs(\$)</u>
See Fee Schedule on the following page.	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total</b>	\$ _____

2. Brief Explanation of the Services to be provided under the above cost/pricing proposal.  
Real Estate Brokerage Services - See Attachment A, Part I - Scope of Services


_____
_____
_____
_____

3. Optional Proposal

<u>Elements of Cost / Pricing</u>	<u>Cost</u>
N/A	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total</b>	\$ _____

4. Please attach the detail addressing Sections 5.3.2 and 5.3.3 as Attachment B, Exhibit 1.

See Fee Schedule on the following page.

  
\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

10-27-10

\_\_\_\_\_  
Hilliker Corporation  
Company Name

## **Fee Schedule**

The SLPS portfolio consists of properties ranging from a net loss value to a potential value \$10,000,000.00. Commercial/residential real estate fees in the City of St. Louis are typically based on a percentage of the sale price, ranging from 6% to 10 % (depending on the value and difficulty of sale), to be split between seller's agents and buyer's agents.

Properties which sell for <\$50,000.00 Sale Price	\$5,000.00 to the Team, plus fees negotiated by Buyer's Agent (if any)
\$50,000.00 to \$200,000.00 Sale Price	10% to be split between the Team and Buyer's Agent
\$200,000.01 to \$500,000.00 Sale Price	8% to be split between the Team and Buyer's Agent
\$500,000.01 to \$2,000,000.00 Sale Price	6% to be split between the Team and Buyer's Agent
\$2,000,000.01+	4% to be split between the Team and Buyer's Agent

1. Advertising costs of \$500.00 per property to be reimbursed by Seller after being paid by Hilliker/Wash Team.
2. Should The Hilliker/Wash Team win this bid, a new listing agreement outlining the terms herein shall be provided.





## BOARD RESOLUTION

Date: December 6, 2010

To: Dr. Kelvin R. Adams, Superintendent

From: Roger CayCe, Exec. Director-Operations/Bldg. Comm.

Agenda Item : 01-11-11-17

Information: ☐

Action: ☒

Action to be Approved: RFP/Bid

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

RFP/Bid # 008-1011

**SUBJECT:** To approve a contract with Charles E. Jarrell Contracting Company for air conditioning upgrades at Mullanphy Elementary School to be completed between January 12, 2011 and October 15, 2011 at a cost not to exceed \$1,935,221.00 plus a 10% contingency of \$193,523.00 for a total of \$2,128,744.00.

**BACKGROUND:** The contractor will finish the design-build mechanical upgrades to the heating, air conditioning, ventilation and low voltage electrical systems in the main part of the school as Phase II. The main part of the building has never had central air conditioning. The mechanical upgrades will provide an improved environment, more conducive to learning for the students, faculty and other facility users. This project will be funded with the Air Conditioning Mechanical Modernization Bond program.

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: 559-HE-909-2624-6522	Non-GOB	Requisition #: 10121552
Amount: \$2,128,744.00		
Fund Source:		Requisition #:
Amount:		Requisition #:
Fund Source:		
Amount:		
Cost not to Exceed: \$2,128,744.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600008853

Department: Operations

Requestor: Tom Goodrich

Roger L. CayCe  
Roger CayCe, Exec. Director-Operations/Bldg. Comm.

Angela Banks

Angela Banks, Interim Budget Director

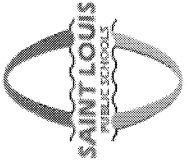
Enos Moss

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

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November 30, 2010

## MEMORANDUM

**TO:** Rick Schaeffer: Purchasing Office

**FROM:** Tom Goodrich

**RE:** Bid Evaluation Record for RFP# 008-1010 Mullanphy School Mechanical Upgrade Phase II

The evaluation began at 11/9/10, 10:00 a.m. and was concluded at 11/16/10 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

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

Company Name	Bid Amount	Overall Score	Award (Y/N)
Charles E. Jarrell Contracting Co.	\$1,935,221	359	Yes
C & R Mechanical Company	\$2,613,900	274	No
Wiegmann Associates	\$1,933,000	349	No

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

A handwritten signature in black ink, appearing to read 'Tom Goodrich'.

Tom Goodrich  
Construction Project Manager  
Operations Department

BID SUMMARY FOR RFP 008-1011 MULLANPHY MECHANICAL UPGRADE PHASE II							
Contractor	Cost	M/WBE Participation	Prior Performance with SLPs	Meets Overall Proposal Requirements	Vendor's Experience and Demonstrated Expertise	Use P Card Included in Pricing	Scores
Charles E. Jarrell Contracting Company	\$1,935,221	26.5% MBE 5%WBE		Listed Exclusions to the RFP		Yes	
Score	Max 40% ( 38 )	Max 15% ( 15 )	Max 10% ( 10 )	Max 15% ( 5 )	Max 10% ( 10 )	Max 10% ( 10 )	88%
C & R Mechanical Company	\$2,613,900	29% MBE 1% WBE		Listed Exclusions to the RFP		Yes, but added \$81,065.00	
Score	Max 40% ( 25 )	Max 15% ( 10 )	Max 10% ( 5 )	Max 15% ( 5 )	Max 10% ( 10 )	Max 10% ( 10 )	65%
Wiegmann Associates	\$1,933,000	25% MBE 5% WBE		Listed Exclusions to the RFP		Yes	
Score	Max 40% ( 40 )	Max 15% ( 14 )	Max 10% ( 5 )	Max 15% ( 5 )	Max 10% ( 10 )	Max 10% ( 10 )	84%

BID SUMMARY FOR RFP 008-1011 MULLANPHY MECHANICAL UPGRADE PHASE II							
Contractor	Cost	M/WBE Participation	Prior Performance with SLPs	Meets Overall Proposal Requirements	Vendor's Experience and Demonstrated Expertise	Use P Card Included in Pricing	Scores
Charles E. Jarrell Contracting Company	\$1,935,221	26.5% MBE 5%WBE		Listed Exclusions to the RFP		Yes	
Score	Max 40% ( 38 )	Max 15% ( 15 )	Max 10% ( 10 )	Max 15% ( 8 )	Max 10% ( 10 )	Max 10% ( 10 )	91%
C & R Mechanical Company	\$2,613,900	29% MBE 1% WBE		Listed Exclusions to the RFP		Yes, but added \$81,065.00	
Score	Max 40% ( 30 )	Max 15% ( 10 )	Max 10% ( 5 )	Max 15% ( 8 )	Max 10% ( 10 )	Max 10% ( 10 )	73%
Wiegmann Associates	\$1,933,000	25% MBE 5% WBE		Listed Exclusions to the RFP		Yes	
Score	Max 40% ( 40 )	Max 15% ( 14 )	Max 10% ( 8 )	Max 15% ( 8 )	Max 10% ( 10 )	Max 10% ( 10 )	90%

BID SUMMARY FOR RFP 008-1011 MULLANPHY MECHANICAL UPGRADE PHASE II							
Contractor	Cost	M/WBE Participation	Prior Performance with SLPs	Meets Overall Proposal Requirements	Vendor's Experience and Demonstrated Expertise	Use P Card Included in Pricing	Scores
Charles E. Jarrell Contracting Company	\$1,935,221	26.5% MBE 5%WBE		Listed Exclusions to the RFP		Yes	
Score	Max 40% ( 39 )	Max 15% ( 15 )	Max 10% ( 8 )	Max 15% ( 10 )	Max 10% ( 10 )	Max 10% ( 10 )	92%
C & R Mechanical Company	\$2,613,900	29% MBE 1% WBE		Listed Exclusions to the RFP		Yes, but added \$81,065.00	
Score	Max 40% ( 20 )	Max 15% ( 10 )	Max 10% ( 8 )	Max 15% ( 10 )	Max 10% ( 8 )	Max 10% ( 10 )	66%
Wiegmann Associates	\$1,933,000	25% MBE 5% WBE		Listed Exclusions to the RFP		Yes	
Score	Max 40% ( 40 )	Max 15% ( 15 )	Max 10% ( 6 )	Max 15% ( 8 )	Max 10% ( 10 )	Max 10% ( 10 )	89%

BID SUMMARY FOR RFP 008-1011 MULLANPHY MECHANICAL UPGRADE PHASE II							
Contractor	Cost	M/WBE Participation	Prior Performance with SLPs	Meets Overall Proposal Requirements	Vendor's Experience and Demonstrated Expertise	Use P Card Included in Pricing	Scores
Charles E. Jarrell Contracting Company	\$1,935,221	26.5% MBE 5%WBE		Listed Exclusions to the RFP		Yes	
Score	Max 40% ( 38 )	Max 15% ( 15 )	Max 10% ( 10 )	Max 15% ( 5 )	Max 10% ( 10 )	Max 10% ( 10 )	88%
C & R Mechanical Company	\$2,613,900	29% MBE 1% WBE		Listed Exclusions to the RFP		Yes, but added \$81,065.00	
Score	Max 40% ( 25 )	Max 15% ( 12 )	Max 10% ( 8 )	Max 15% ( 5 )	Max 10% ( 10 )	Max 10% ( 10 )	70%
Wiegmann Associates	\$1,933,000	25% MBE 5% WBE		Listed Exclusions to the RFP		Yes	
Score	Max 40% ( 40 )	Max 15% ( 15 )	Max 10% ( 6 )	Max 15% ( 5 )	Max 10% ( 10 )	Max 10% ( 10 )	86%



November 17, 2010

Mr. Roger Cayce  
St. Louis Public Schools  
801 North 11<sup>th</sup> Street  
St. Louis, MO 63101

RE: Mullaphy Mechanical Modernization  
Bidders Fact Sheet – Jarrell Contracting – \$1,935,221  
RESPONSES

Dear Mr. Cayce:

Our responses are as follows:

1. Only propose using one air handler in the place of the two existing fans – TRUE.
2. Only using 170 ton chiller – TRUE. We have performed full computer loads. We have also checked the sf/ton of the many other schools we have designed and constructed including Carr Lane, Laclede, and Farragut and 170 tons is consistent with these schools. Oversizing chiller tonnage causes dehumidification issues, short cycles the chiller compressors causing premature equipment failure, waste energy, and waste electrical service capacity, possible structural problems for roof mounting.
3. Proposing a Trane control system (RFP requires Johnson Controls). We have included Johnson Controls for the same price.
4. Proposing leaving exposed duct work in 34 locations (assumed in classrooms). We have utilized exposed, lined, painted ductwork in the classrooms with sidewall grilles per the RFP.
5. Chiller mounted on roof – TRUE.
6. Reusing existing gas booster pump – TRUE. We will use a 2 pound meter instead if Laclede Gas will bring to the building.
7. No mention of return duct being connected. We have verified and fixed the return duct system as required.
8. Installing a chimney cap is excluded. We will include at no cost.
9. No liquidated damages accepted. We will include per the RFP.
10. No 5 year compressor warranty (not specifically mentioned). We will include per the RFP.
11. Does not accept use of the "p" card – TRUE. We will discuss with Rick Schaeffer for future projects.
12. MBE% - 26.5%, WBE% - 2%. We will revise to 5% WBE.

We are looking forward to the possibility of completing another successful project with St. Louis Public Schools. The Williams/Jarrell team hopes to continue an ongoing long term relationship with SLPs.

Sincerely,

CHARLES E. JARRELL CONTRACTING COMPANY, INC.

  
Michael E. Jarrell  
President

MCI/kk

Cc: Mike Dobbs  
Tom Goodrich  
Orland Williams

4208 Rider Trail North  
Earth City, MO 63045

DESIGN/BUILD • CONTROLS • PIPING • SHEET METAL • SERVICE • PLUMBING

Phone: (314) 291-0100  
Fax: (314) 291-2803  
Plumbing Fax: (314) 770-0815

ATTACHMENT B  
COST / PRICING PROPOSAL

1. The following describes our cost/pricing proposal to provide services specified in Attachment A – Scope of Services of the Mullanphy Phase II HVAC, Mullanphy Phase II HVAC, dated October 7th, 2010.

Elements of Cost / Pricing	Cost
HVAC	\$ 1,313,000
Electrical	\$ 325,000
General Trades	\$ 75,000
Allowances	\$ 220,000
Total	\$ 1,933,000

2. Brief Explanation of the Services to be provided under the above cost/pricing proposal.  
Removal and replacement of architectural finishes as required for this scope of work.  
Installation of Chiller, AHUs, VAV, BOLLERS, Pumps and Exhaust Fans.  
Upgrade of electrical services as required, Johnson Controls

3. Optional Proposal

Elements of Cost / Pricing	Cost	ADD
	\$	
	\$	Deduct
	\$	
Total	\$	

4. Please attach the detail addressing Sections 5.3.2 and 5.3.3 as Attachment B, Exhibit 1.

W & A 11/09/2010  
Signature of Authorized Official Date

Wiegmann & Associates Inc.  
Company Name

ATTACHMENT B

COST / PRICING PROPOSAL

1. The following describes our cost/pricing proposal to provide services specified in Attachment A – Scope of Services of the Mullanphy Phase II HVAC, Mullanphy Phase II HVAC, dated October 7th, 2010.

Elements of Cost / Pricing	Cost
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total	\$ 2,613,900.00

2. Brief Explanation of the Services to be provided under the above cost/pricing proposal.

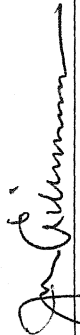
See Attached Scope of Work
_____
_____
_____

3. Optional Proposal

Elements of Cost / Pricing	Cost
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total	\$ _____

4. Please attach the detail addressing Sections 5.3.2 and 5.3.3 as Attachment B, Exhibit 1.

See Lump Sum Proposal Above

 \_\_\_\_\_ 11/9/10  
Signature of Authorized Official Date

\_\_\_\_\_ C & R Mechanical Company  
Company Name



January 20, 2011

1



## BOARD RESOLUTION

Date: December 15, 2010

To: Dr. Kelvin R. Adams, Superintendent

From: Dr. Jesolyn Larry, Interim Chief Information Ofcr.

Agenda Item : 01-20-11-01

Information: ☐

Action: ☒

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 06-24-10-19

Prior Year 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 21, 2011 through June 30, 2011 at a cost not to exceed \$50,000.00

**BACKGROUND:** Belcan InfoServices specializes in providing temporary and direct hire technical personnel. As a result of changes in staffing in the Technology Department, 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 Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.A.

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

Fund Source: 981-75-110-2828-6319	GOB	Requisition #: 10121837
Amount: \$50,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$50,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600013993

Department: Technology

Requestor:

  
Dr. Jesolyn Larry, Interim Chief Information Ofcr.



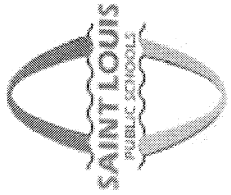
Angela Banks, Interim Budget Director



Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

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## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 12-20-2010
Dept / School: Information Technology		Reported By: J. F. Larry
Vendor: Belcan		Vendor #: 600013993
Contract # / P.O. #: 4500150935		Contract Name:
Contract Amount: \$ 50,000.00		Award Date: 7-01-2010
Purpose of Contract (Brief Description): To provide temporary technical support personnel in the Technology Department to support internet, email accounts and servers.		
<p><b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). <b>Ratings</b> 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory</p>		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 X 4 3 2 1	
Timeliness of Delivery or Performance	5 X 4 3 2 1	
Business Relations	5 X 4 3 2 1	
Customer Satisfaction	5 X 4 3 2 1	
Cost Control	5 4 X 3 2 1	
Average Score	4.8	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		



## Request for Contract Renewal Form

Date of Submittal: 12/10/2010
Name of Department Head submitting Request: Dr. Jesolyn Larry
Name of Contract: Temporary Technical Support For Technology
Purpose of Contract: To provide temporary technical personnel to be used in the Technology Department to support Intranet, email accounts and server administration.
Are there changes versus prior year contract <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes explain Changes:
Total Cost of Contract (estimated cost of expenses inclusive): \$50,000
Vendor Name: Belcan InfoServices Vendor Number: 600013993
Start Date of Contract: 1/21/2011
Expiration Date of Contract: 6/30/2011
Department Responsible for Vendor Performance Monitoring: Technology
Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Date:
Superintendent Signature

Please attach the Vendor Performance Report and Proposed Contract





## BOARD RESOLUTION

Date: December 15, 2010  
To: Dr. Kelvin R. Adams, Superintendent  
From: Dr. Jesolyn Larry, Interim Chief Information Ofr.

Agenda Item : 01-20-11-02  
Information: ☐  
Action: ☒

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 01-26-10-07  
Prior Year Cost \$86,000.00

**SUBJECT:** To approve a contract renewal with BTU, LLC for E-Rate consulting services to be provided February 1, 2011 through January 31, 2012 at a cost not to exceed \$86,000.00. This is the first renewal of the two year option.

**BACKGROUND:** The assistance of an E-Rate expert will facilitate both the planning and submission of applications for future funding requests.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.A.

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

Fund Source: 981-75-110-2828-6319	GOB	Requisition #: 10121835
Amount: \$86,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$86,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600013980

Department: Technology

Requestor:

  
Dr. Jesolyn Larry, Interim Chief Information Ofr.

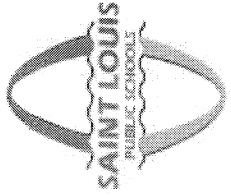


Angela Banks, Interim Budget Director

  
Enos Moss, CFO/Treasurer

  
Dr. Kelvin R. Adams, Superintendent

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## Vendor Performance Report

<b>Type of report:</b> Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		<b>Report Date:</b> 12-10-2010
<b>Dept / School:</b> Information Technology		<b>Reported By:</b> J. F. Larry
<b>Vendor:</b> BTU Consulting		<b>Vendor #:</b> 600013980
<b>Contract # / P.O. #:</b> 4500151833		<b>Contract Name:</b>
<b>Contract Amount:</b> \$ 86,000.00		<b>Award Date:</b> 1-26-2010
<b>Purpose of Contract (Brief Description):</b> To provide		
<p><b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). <b>Ratings</b> 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory</p>		
Category	Rating	Comments (Brief)
<b>Quality of Goods / Services</b>	<b>5 X</b> 4 3 2 1	
<b>Timeliness of Delivery or Performance</b>	<b>5 X</b> 4 3 2 1	
<b>Business Relations</b>	<b>5 X</b> 4 3 2 1	
<b>Customer Satisfaction</b>	<b>5 X</b> 4 3 2 1	
<b>Cost Control</b>	<b>5 X</b> 4 3 2 1	
<b>Average Score</b>	5	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period. <div style="text-align: right;">           Please Check    Yes <input checked="" type="checkbox"/>    No <input type="checkbox"/> </div>		





## Request for Contract Renewal Form

Date of Submittal: 12/10/2010
Name of Department Head submitting Request: Dr. Jesolyn Larry
Name of Contract: E-Rate Consulting Services
Purpose of Contract: To provide E-Rate consulting services.
Are there changes versus prior year contract <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes explain Changes:
Total Cost of Contract (estimated cost of expenses inclusive): \$86,000
Vendor Name: BTU, LLC Vendor Number: 600013980
Start Date of Contract: 2/1/2011
Expiration Date of Contract: 1/31/2012
Department Responsible for Vendor Performance Monitoring: Technology
Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Date:
Superintendent Signature

Please attach the Vendor Performance Report and Proposed Contract





## BOARD RESOLUTION

Date: December 14, 2010

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item : 01-20-11-03

Information: ☐

Action: ☒

### Action to be Approved:

Contract Extension/Amendment

Previous Board Resolution 07-06-10-07

Amount: \$55,000

### Other Transaction Descriptors:

(i.e.: Sole Source, Ratification)

**SUBJECT:** To approve a contract amendment with Scantron Corporation so that the number of questions on the benchmarks developed reflects the State EOC benchmarks questions. The cost for this additional service is not to exceed \$13,000. Board Resolution 07-06-10-07 previously approved the development of the benchmarks in the amount of \$55,000 with the total cost of this contract now being \$68,000. The period for these services remains the same.

**BACKGROUND:** Per Board Resolution Number 07-06-10-07, Scantron Corporation will develop 18 new high school benchmarks aligned to the State mandated MAP End Of Course (EOC) assessments and to the current curriculum for the 2010/2011 school year. The formative assessments will serve as the district's newly updated benchmarks for tests in high schools. The assessments will provide diagnostic data for instructional planning and EOC performance.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.A

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

Fund Source: 984-00-110-2822-6319	GOB	Requisition #: 10121907
Amount: \$13,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$13,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600002739

Department: Accountability

Requestor: Dr. Bertha Doar

*Cleopatra Figgures*

Dr. Cleopatra Figgures, Dep. Supt., Accountability

*Angela Banks*

Angela Banks, Interim Budget Director

*Enos Moss*

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

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OFFICE OF ACCOUNTABILITY

SCANTRON ADDITIONAL FUNDING REQUEST INFORMATION

\$4,100.00	Projected cost for the American Government round #3 test.
\$15,500.00	The initial dollar given by Scantron to cover costs for round #3 benchmarks, includes American Government costs.
\$11,400.00	This is the approximate cost to the district for round #3 benchmarks testing (\$15,500 + \$4,100). A request of \$13,000 has been made to accommodate any increases in items on the test.





## BOARD RESOLUTION

Date: January 7, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Dr. Carlinda Purcell, Dep. Supt., Academics

Agenda Item : 01-20-11-04

Information: ☐

Action: ☒

Action to be Approved: Contract

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

**SUBJECT:** To enter into a contract with Phi Delta Kappa for the period beginning January 26, 2011 through June 30, 2011 in an amount not to exceed \$68,300.

**BACKGROUND:** Phi Delta Kappa consultants will provide professional development to staff on curriculum writing, writing curriculum and guiding the curriculum writing process. Priority focus will be in the areas of communication arts and mathematics for grades K-8.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1.A.1

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

Fund Source: 231-2213-814-BS-231-6319	Non-GOB	Requisition #: 10122107
Amount: 68,300		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$68,300.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600003449

Department: Academic Services

Requestor: Dr. Carlinda Purcell

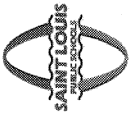
Dr. Carlinda Purcell  
Dr. Carlinda Purcell, Dep. Supt., Academics

Angela Banks  
Angela Banks, Interim Budget Director

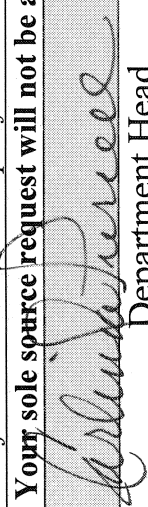
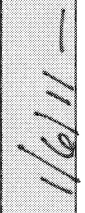
Enos Moss  
Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

Kelvin R. Adams 1/7/11



# REQUEST FOR SOLE SOURCE PURCHASE

<b>Requestor:</b> Dr. Carlinda Purcell	<b>Date:</b> January 6, 2011
<b>Department / School:</b> Academic Services	<b>Phone Number:</b> 314.345.2488
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
<b>Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)</b>	
<b>Vendor Name:</b> Phi Delta Kappa	<b>Email:</b> customerservice@pdkint.org
<b>Vendor Contact:</b> Jeanne Storm, Ed.D.	<b>Phone Number:</b> 1.800-766.1156
<b>Justification Information</b>	
<b>1. Why the uniquely specified goods are required?</b>	
PKD is the organization that conducted the Curriculum Management Audit. Consultants who were not on audit team will assist in professional development.	
<b>2. Why good or services available from other vendors /competitors are not acceptable?</b>	
Experts in this area and are familiar with the recommendations based on findings.	
<b>3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)</b>	
NA	
<b>4. List the Names of other Vendors contacted &amp; Price Quotes:</b>	
NA	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
<b>Your sole source request will not be approved without the required signatures below:</b>	
 Department Head	 Date
CFO	Date
Superintendent	Date



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[www.pdkintl.org](http://www.pdkintl.org)

Agreement with customerservice@pdkintl.org

St. Louis Public Schools

Dr. Kelvin Adams, Superintendent

801 N. 11<sup>th</sup> Street

St. Louis, MO 63101

314-345-2488

Proposing Organization	Phi Delta Kappa International
Participating Educational Organization	St. Louis Public Schools
Organization Representative	Dr. Kelvin Adams
Title of Service	Professional Development in Curriculum Alignment and Common Core Standards
Service Providers	Sue Shidaker and Beverly Nichols
Dates	<p>Three days onsite: January 26-28, 2011 Sue Shidaker</p> <p>Three days offsite: Between 1/28/11 – 2/28/11 Sue Shidaker</p> <p>Five days onsite: February 28 – March 4, 2011 Sue Shidaker and Beverly Nichols</p> <p>Five days offsite: Between 3/4 – 3/28 Sue Shidaker and Beverly Nichols</p> <p>Three days onsite: March 28-30, 2011 Sue Shidaker and Beverly Nichols</p>

Budget	<p>January 26-28, 2011: \$7,500 plus all travel related expenses including airfare, meals, lodging, etc. for one consultant</p> <p>Three Offsite Dates 1/28-2/28: \$4,800 one consultant</p> <p>Feb. 28-March 4, 2011: \$25,000 plus all travel related expenses including airfare, meals, lodging, etc. for two consultants.</p> <p>Five Offsite Dates 3/4 -3/28: \$16,000</p> <p>March 28-30, 2011: \$15,000 plus all travel related expenses including airfare, meals, lodging, etc. for two consultants.</p>
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#### **PKD INTERNATIONAL FAMILY OF ASSOCIATIONS**

PKD INTERNATIONAL • PI LAMBDA THETA • FUTURE EDUCATORS ASSOCIATION®

PHONE 812-339-1156 • TOLL FREE 800-766-1156 • FAX 812-339-0018

408 N. Union Street • P.O. Box 7888 • Bloomington, IN 47407-7888

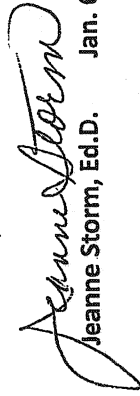




Total Budget

\$68,300 plus all travel related expenses.  
Invoices will be sent following each segment of work and will include only days actually used.  
Each onsite day is \$2,500 per consultant plus expenses.  
Each offsite day is \$1,600 per consultant.

ACCEPTED:

  
Jeanne Storm, Ed.D.

Jan. 6, 2011

Associate Executive Director  
Phi Delta Kappa International

ACCEPTED:

Dr. Kelvin Adams      Date

Superintendent  
St. Louis Public Schools

Requisition #: \_\_\_\_\_

Vendor #: 600003449

CONTRACTOR SERVICE AGREEMENT

BETWEEN

Special Administrative Board of the  
Transitional School District of the City of St. Louis

AND

“Phi Delta Kappa”

THIS CONTRACTOR AGREEMENT (“Agreement”) is made and entered into as of the 6th day of January, 2011 by and between the Special Administrative Board of the Transitional School District of the City of St. Louis (hereinafter “SLPS,” “the District,” or “SAB”), a school district organized and existing under the laws of the state of Missouri and “Phi Delta Kappa” (hereinafter “Contractor”). The taxpayer identification number, address, contact person, and telephone number for the Contractor is as follows:

Taxpayer Identification Number: 35-0975844

Address: 408 N. Union Street, P. O. Box 7888, Bloomington, IN 47407-7888

Contact Person: Jeanne Storm, Ed.D.

Telephone Number: 1.800.766.1156

**WHEREAS**, the Board is in need of certain contracted services and has selected the Contractor to provide such services; and

**WHEREAS**, Contractor is willing to provide such services to the Board; and

**WHEREAS**, the Board and Contractor desire to memorialize the terms and conditions of their agreement;

**NOW, THEREFORE**, in consideration of the foregoing and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Board and Contractor agree as follows:

1. **TERM:** The Contractor shall commence performance of this Agreement on the **26th Day of January, 2011**, and shall complete performance to the satisfaction of the District, as herein determined, no later than the **30th Day of June 2011**.
2. **SCOPE OF SERVICES:** The Contractor shall provide services described more fully in Attachment “A” Scope of Services attached hereto, incorporated herein, and made a part of this Agreement (“Scope of Services” or “Services”).
3. **PERFORMANCE:** The Contractor agrees to perform the Services set forth herein in Attachment “A” in a competent and professional manner as determined by the District. The Contractor shall be and shall remain fully responsible for the quality and accuracy of Contractor’s work. Neither acceptance of such work by the District, nor payment therefore shall relieve the Contractor of this responsibility

4. **COMPENSATION:** The District shall compensate the Contractor for the work outlined in the Scope of Services in the amount of     \$ 68,300.00     upon full completion of services outlined in the scope of services.

No payment shall be made until the following requirements have been met:

	<b>Requirement</b>	<b>SLPS Administrator</b>
(a)	Evaluation of Contractor's performance by:	<b>Dr. Carlinda Purcell</b>
(b)	Satisfactory completion of work outlined in the Scope of services as determined and certified by:	<b>Dr. Carlinda Purcell</b>
(c)	Verification of the receipt of all documents produced by Contractor pursuant to the Scope of Services by:	<b>Dr. Carlinda Purcell</b>

5. **SUB-CONTRACTING:** The Contractor may not, without the approval of the District, subcontract any rights, responsibilities or obligations under this Agreement. Any subcontract without the express written consent of the District shall render the Agreement void at the election of the District.
6. **PERSONNEL:** The Contractor has the authority to secure at its own expense, all necessary personnel required to perform the services under this Agreement.
7. **SUBCONTRACTS:** The Contractor may not subcontract any portion of the services hereunder without the District's prior written consent. If a subcontractor is agreed to, the Contractor agrees that it will contract with the subcontractor under a separate written agreement, which shall contain a specific provision that said subcontractor shall be bound by the applicable terms and conditions of this Agreement. The Contractor shall be solely responsible to pay any subcontractors it utilizes under this Agreement and the Contractor understands that the District shall have no liability whatsoever relating to such payment. The Contractor assures the District that the Contractor will be responsible for the acts or omissions of said subcontractor and agrees to be liable consistent with the terms of Article 14., to the extent that any acts or omissions of the subcontractor relate to the performance of the services under this Agreement.

**8. RECORDS, ACCOUNTING, AND EVALUATIONS OF SERVICES**

- a. **Maintenance of Books and Records.** The Contractor will maintain complete and accurate books and records in accordance with recognized accounting practices and standards; such books and records will include, but not be limited to, records reflecting billing, payments, hours worked, and payroll. The Contractor understands that such records must be maintained for at least three (3) years after the termination or expiration of the Agreement. Upon receipt of written notice by the District, the Contractor shall allow the District access, during ordinary business hours, to the books and records relating to the services hereunder as may be reasonably required to verify services provided under this Agreement.
- b. **Right of Audit.** During the term of this Agreement and for three (3) years after its termination or expiration, the District shall have the right to conduct an audit, at its expense, of the relevant books and records during ordinary business hours to

inspect, audit, and copy the books and records. In the event that any audit reveals, whether during the term of this Agreement or during the three (3) years subsequent to its termination or expiration, a discrepancy in the amount billed to the District and the amount paid by the District, the Contractor shall remit the excess amounts paid to the District within forty-five (45) days of notice of discrepancy. The District or its authorized representative will have the right to audit the Contractor's performance under this Agreement.

- c. **Evaluations of Services Performed.** The Contractor agrees to submit evaluations of the program or services performed under this Agreement to the District at the end of the term. The District will use the evaluations to determine the effectiveness of the program or services contracted for under the Agreement. The District will also use the evaluations to make planning and continuation of service decisions.

## 9. CONFIDENTIALITY

- a. **District Information.** The Contractor acknowledges that it shall now, and in the future may, have access to and contact with confidential information relating to ideas, strategies, plans, purposes, and/or agendas that the District may seek to advance. Any reports and information given to or generated by the Contractor hereunder, as well as the terms and conditions of this Agreement, shall also be considered confidential information. Both during the term of this Agreement and thereafter, the Contractor 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 District. The Contractor covenants and agrees it will not knowingly use, directly or indirectly, for its own benefit, or for the benefit of another, any of the confidential information, but instead will use such information only for the purposes contemplated hereunder. Further, the Contractor covenants and agrees that it will not disclose any confidential information to any third party except as may be required in the course of performing services for the District hereunder or by law. In no event, shall the Contractor be deemed a spokesman for the District in any manner for the purpose of disseminating any information hereunder.

- b. **Student Information.** The Contractor acknowledges that it shall now, and in the future may, have access to and contact with confidential information of students. Both during the term of this Agreement and thereafter, the Contractor 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 District. The Contractor covenants and agrees it will not knowingly use, directly or indirectly, for its own benefit, or for the benefit of another, any of said confidential information, but instead will use said information only for the purposes contemplated hereunder. Further, the Contractor covenants and agrees that it will not disclose any confidential information to any third party except as may be required in the course of performing services for the District hereunder or by law. Finally, the Contractor covenants and agrees that any access to the confidential information of any student shall be in compliance with the Family Education Rights and Privacy Act ("FERPA").

c. **Student Education/Medical Records.** The Contractor acknowledges that it shall now, and in the future may, have access to and contact with the education and/or medical records of students. Both during the term of this Agreement and thereafter, the Contractor 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 District. The Contractor covenants and agrees it will not knowingly use, directly or indirectly, for its own benefit, or for the benefit of another, any of said confidential information, but instead will use said information only for the purposes contemplated hereunder. Further, the Contractor covenants and agrees that it will not disclose any confidential information to any third party except as may be required in the course of performing services for the District hereunder or by law. Finally, the Contractor covenants and agrees that any access to the education records of any student shall be in compliance with FERPA and any access to the medical records of any student shall be in compliance with the Health Insurance Portability and Accountability Act of 1996.

d. **Exceptions to Confidentiality Obligations.** Notwithstanding the foregoing, the Contractor's obligations of confidentiality will not include information which:

- i. at the time of disclosure was in the public domain;
- ii. after such disclosure, immediately becomes generally available to the public other than through any act or omission of the Contractor or its Personnel; and
- iii. is required to be disclosed by a court of competent jurisdiction, provided that prior written notice of such disclosure is furnished to the District in a timely manner in order to afford the District the opportunity to seek a protective order against such disclosure and the disclosure is strictly limited to the information that the court requires.

e. **Remedies for Disclosure.** The Contractor understands and agrees that any unauthorized disclosure or use of any confidential information as provided under this article may result in the District seeking injunctive relief. The Contractor agrees to give prompt notice to the District of any unauthorized disclosure, use, or misappropriation of any confidential information and take all steps as requested by the District to limit, stop, or otherwise remedy the disclosure, use, or misappropriation of any confidential information. All steps taken by the Contractor relating to remedy shall be at its sole expense.

f. **Return of Confidential Information.** After expiration or termination of this Agreement, the Contractor must return all confidential information given to or generated by the Contractor hereunder within five (5) days of the District's written request. The Contractor agrees that it will comply with the District's instructions regarding the return or disposition of its confidential information, including any copies or reproductions.

10. **INDEMNIFICATION** Contractor agrees to indemnify and hold harmless the Board and the Board's officers, directors, servants, employees, and agents from and against any and all liabilities, losses, damages, costs, and expenses of any kind (including without

limitation, reasonable legal fees and expenses) which may be suffered by, incurred by or threatened against the Board or any officers, directors, servants, employees, or agents of the Board on account of or resulting from injury, or claim of injury to person or property arising out of the operation of the program operated by Contractor under this Agreement or arising out of this Agreement in any manner, including but not limited to the breach or failure to perform any term, covenant, condition or agreement herein provided to be performed by Contractor. This provision shall survive termination or expiration of the Agreement.

11. **WARRANTY FOR SERVICES** Contractor warrants and represents to the Board that Contractor possesses the background, experience, expertise and qualifications to undertake and to carry out the Services. Contractor further warrants and represents that the Services will be performed in a professional, good, through and workmanlike manner, and consistent with accepted industry standards.

12. **REMEDIES FOR UNSATISFACTORY SERVICES** In the event Contractor fails to provide the Services consistent with the warranties and representations set forth in Section 8 above, the Board at its option, may: (a) require Contractor to reperform the unsatisfactory Services at no cost to the Board; (b) refuse to pay Contractor for Services, unless and until Services are corrected and performed satisfactorily; (c) require Contractor to reimburse the Board for all amounts paid for such unsatisfactory Services; and/or (d) proceed with, and assert, any and all remedies available at law. The foregoing options and remedies available to the Board shall be deemed mutual and severable, and not exclusive.

13. **INSURANCE** Contractor shall maintain occurrence-based insurance including comprehensive general liability in the amounts specified in Attachment A. Such insurance shall be provided by insurance companies authorized to do business in the State of Missouri.

The Board shall be included as an additional insured on all required insurance policies, except Worker's Compensation and Employers' Liability, with respect to the liability arising out of the performance of Contractor's services under this Agreement

#### 14. **TERMINATION**

- a. **Termination without Cause.** The District may terminate this Agreement without cause by giving written notice of the intent to terminate. In the event that such written Notice of Intent to Terminate is provided, termination of this Agreement shall become effective thirty (30) days from the date set forth in the Notice of Intent to Terminate. The Contractor will cease work on said termination date and take all reasonable actions to minimize any expenses. The Contractor will be compensated for those services provided through the date of termination and any approved related expenses within sixty (60) of receipt of a properly submitted invoice.
- b. **Termination with Cause.** Either party reserves the right to terminate this Agreement immediately if the other party fails to comply with any terms or conditions of this Agreement and such failure continues for ten (10) days following receipt of written notice from the objecting party. In the event that this Agreement is terminated under this Article, the rights and remedies of either party

provided under this Agreement shall not be exclusive and are in addition to any other rights and remedies which either party may be entitled to pursue in the event of a breach of this Agreement as provided by law or under the terms and conditions of this Agreement. The Contractor will be compensated for only those services satisfactorily provided through cure date end.

- c. **Effect of Termination on the Parties Obligations.** Upon termination of this Agreement for any reason, the parties shall have no further obligations under this Agreement, except as expressly set forth in this Agreement.
- d. **Return of Documentation.** Upon the expiration or termination of this Agreement, the Contractor shall, at the option of the District, deliver all finished or unfinished documents, data, studies, reports, and like documents generated by the Contractor hereunder.

15. **GOVERNING LAW – JURISDICTION** This Agreement shall be governed, construed and interpreted under Missouri law, and shall be deemed to be executed and performed in the City of St. Louis, Missouri. Any legal action relating to this Agreement shall be governed by the laws of the State of Missouri, and the parties agree to the exclusive exercise of jurisdiction and venue over them by a court of competent jurisdiction located in the City of St. Louis, Missouri. The parties expressly agree that no action concerning this Agreement, or an alleged breach thereof, may be commenced anywhere but the City of St. Louis, Missouri.

16. **REPORTING** During the term of this Agreement, Contractor shall report to, and confer with, the Board's Deputy Superintendent, Dr. Carlinda Purcell, and/or her designee on regular basis, and as may be reasonably requested, concerning the Services performed by Contractor and issues related to the Services. Contractor also agrees to meet and confer with other Board administrators, officers and employees as directed or as may be necessary or appropriate.

17. **ASSIGNMENT** This Agreement may not be assigned by Contractor without the prior written authorization of the Board, which authorization the Board may withhold in its sole discretion.

18. **ENTIRE AGREEMENT** This Agreement contains the complete agreement between the parties and shall, as of the effective date hereof, supercede all other agreements between the parties relating to the subject matter of this Agreement. The parties stipulate that neither of them has made any representation with respect to the subject matter of this Agreement or the execution and delivery hereof except such representations as are specifically set forth herein. All agreements not expressly set forth herein are null and void. Each of the parties hereto acknowledges that they have relied on their own independent judgment in entering into this Agreement and have had the opportunity to consult legal counsel.

19. **MODIFICATION** No waiver or modification of this Agreement or of any covenant, condition or limitation herein contained shall be valid unless in writing and executed by authorized representatives of both parties, and no evidence of any waiver or modification shall be offered or received in evidence in any proceeding, arbitration, or litigation between the parties hereto arising out of or affecting this Agreement, or the rights or

obligations of the parties hereunder, unless such waiver or modification is in writing and duly executed by authorized representatives of both parties

20. **NOTICE** Any notice required or permitted pursuant to this Agreement shall be deemed to have been given when delivered in person or sent postage prepaid via certified mail return receipt requested or via a nationally recognized overnight courier service and addressed:

To the Board:

The Special Administrative Board of the Transitional  
School District of the City of St. Louis  
801 North 11<sup>th</sup> Street  
St. Louis, MO 63101  
Attn: Superintendent-Legal Notice Enclosed

To Contractor:

Jeanne Storm, Phi Delta Kappa  
408 N. Union Street  
Bloomington, IN 47407-7888  
Legal Notice Enclosed

If such notice is sent by first class or express mail, it shall be deemed to have been given to the person entitled thereto three (3) days after deposit in the United States mail, or if by Federal Express or the overnight courier service, the day after delivery to such service, for delivery to that person.

21. **WAIVER** No failure on the part of either party at any time to require the performance by the other party of any term hereof shall be taken or held to be a waiver of such term or in any way affect such party's right to enforce such term, and no waiver on the part of either party of any term hereof shall be taken or held to be a waiver of any other term hereof or a breach thereof.

22. **SEVERABILITY** If any clause or provision of this Agreement is illegal, invalid or unenforceable under present or future laws effective during the term of this Agreement, then and in that event, it is the intention of the parties hereto that the remainder of this Agreement shall not be affected thereby.

23. **HEADINGS** The section headings in this Agreement are intended for convenience of reference and will not affect its interpretation.

24. **COUNTERPARTS** The Agreement may be executed in two or more counterparts, each of which shall be deemed an original.

25. **BINDING EFFECT** The Agreement shall not be binding and effective unless and until it is duly and fully executed by both parties. This Agreement shall inure to the benefit of and be binding upon the successors and permitted assigns of the respective parties.

a. **Special Administrative Board Approval.** It may be necessary to obtain the approval of the Special Administrative Board (hereinafter "SAB" or "Board") for this Agreement. If so, the Contractor understands and agrees that the obligations of the District are conditioned upon, and subject to, such approval. The District



will promptly notify the Contractor of the approval or disapproval of the SAB. The Contractor understands that the District shall not be obligated to compensate it for any services provided prior to approval by the SAB and performance of such services hereunder shall be at the sole risk and liability of the Contractor. In the event of non-approval, the Agreement will not become effective and neither party will have any obligations to the other party arising out of the Agreement.

- b. **Executed Agreement.** This Agreement will not become effective unless and until an understanding is reached between the parties and the Agreement has been fully-executed. The Contractor understands and agrees that the obligations of the District are conditioned upon, and subject to, such execution. The Contractor understands that the District shall not be obligated to compensate it for any services provided prior to the execution of this Agreement and performance of such services hereunder shall be at the sole risk and liability of the Contractor.

26. **RIGHTS CUMULATIVE** All the rights and remedies of each party hereunder or pursuant to present or future law shall be deemed to be separate, distinct and cumulative, and no one or more of them, whether exercised or not, or any mention of or reference to any one or more of them herein, shall be deemed to be an exclusion or a waiver of any of the others, or of any of the rights or remedies which such party may have, whether by present or future law or pursuant hereto, and each party shall have, to the fullest extent permitted by law, the right to enforce any rights or remedies separately and to take any lawful action or proceedings to exercise or enforce any right or other remedy without thereby waiving or being barred or stopped from exercising and enforcing any other rights and remedies by appropriate action or proceedings.

27. **CONTRACTOR REPRESENTATIONS** Contractor acknowledges and represents that (i) Contractor is legally authorized to transact business in the State of Missouri and to provide the Services required hereunder (ii) the entering into this Agreement has been duly approved by the Contractor, (iii) the undersigned is duly authorized to execute this Agreement on behalf of Contractor and to bind Contractor to the terms hereof, and (iv) Contractor will comply with all State, Federal and local statutes, regulations and ordinances, including civil rights and employment laws, and agrees not to discriminate against any employee or applicant for employment or in the provision of Services on the basis of race, color, national origin, sex, sexual orientation, age or disability. Contractor also agrees to abide by all applicable Board policies and regulations.

28. **INDEPENDENT CONTRACTOR** The Board and Contractor agree that Contractor will act for all purposes as an independent contractor and not as an employee, in the performance of Contractor's duties under this Agreement. Accordingly, Contractor shall be responsible for payment of all taxes, including federal, state and local taxes arising out of Contractor's services in accordance with this Agreement, including by way of illustration but not limitation, federal and state income tax, Social Security tax, unemployment insurance taxes, and any other taxes. In addition, Contractor's employees shall not be entitled to any vacation, insurance, health, welfare, or other fringe benefits provided by the Board. Contractor shall have no authority to assume or incur any obligation or responsibility, or make any warranty for, on behalf of the Board, or to attempt to bind the Board except with prior written authorization from the Board. Contractor shall pay all costs of conducting its activities hereunder, including all compensation to employees of Contractor.

## 29. CONTRACTOR'S PERSONNEL

- a. **Assignment of the Contractor's Personnel.** The Contractor will employ and assign qualified Personnel to the District's account in a sufficient number in order to provide and successfully complete the services in accordance to the Term under Article 2.1. The Contractor will provide the District with a continuously updated list of all its Personnel assigned to the District and qualifications of such Personnel will be provided without charge to the District within three (3) days of written request.
- b. **Control of Personnel and Work.** The Contractor understands and agrees that it is solely obligated to and responsible for the selection, qualification, performance, workmanship, quality of services, licensing, and compliance with the terms and conditions hereunder for all Personnel providing services relevant to this Agreement and that it shall have sole control over the means and details of performing the services, which shall be consistent with the District's intent hereunder. The Contractor shall use its best efforts, care, and diligence in the administration and performance of services hereunder. The Contractor ensures the District that it will properly supervise all Personnel during the performance of services and/or while any Personnel is on District property.
- c. **Cooperation.** During the performance of its services, the Contractor shall cooperate with the District and its employees, shall not interfere with the conduct of the District's business, and shall observe all District policies and procedures, as well as all rules, regulations, and security requirements concerning the safety of persons and property.
- d. **Background Checks.** All Personnel providing services under this Agreement that may in any way come into contact with students must undergo background checks consistent with those used by the District 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 Contractor and the District shall not be liable for such cost under any circumstance. The Contractor assures the District that the Contractor agrees to remove or not hire for the District's account any Personnel who have any Department of Family Services claims: a) that would raise concerns about inappropriate behavior with children; b) where a criminal offense has been committed that would raise concerns about inappropriate behavior with children; c) where there has been a conviction for any sex-related offense or any other offense indicating a lack of acceptable moral character for associating with children; d) where there has been a determination of any physical and/or mental abuse of children; and/or e) where there has been termination for cause due to inappropriate behavior with children in any project, program, and/or location of services of the Contractor. The District will receive notice of any Personnel so removed or terminated. The Contractor will select, hire, and train replacement Personnel within fifteen (15) days of a vacancy on the District's account, all without any additional cost to the District. Within three (3) days of a written request by the District, the Contractor agrees to provide written confirmation that the background checks on all Personnel hereunder reflected no negative findings

and said Personnel passed the background checks and are, therefore, eligible to provide services under this Agreement.

e. **Removal of the Contractor's Personnel.** If the District determines that any of the Contractor's Personnel is not providing satisfactory service, or if any issues of behavior or inappropriate conduct or similar concerns occur, the District shall notify the Contractor in writing and the Contractor shall remove that individual from the District's account. The Contractor will be compensated for any services satisfactorily performed by the removed individual and any expenses as approved by the District, up to and including the date that the Contractor receives the District's written notice. The Contractor will not be compensated for any expenses associated with replacing the individual. The Contractor will select, hire, and train replacement personnel within fifteen (15) days of a vacancy on the District's account.

30. **OWNERSHIP OF COMPLETED SERVICES** Full and exclusive rights and ownership in the Services, including all deliverables, and all materials or information arising from this Agreement, and in any and all related letters, patents, trademarks, copyrights, trade secrets, confidential information or any other proprietary rights, intangible property or work product, that are delivered, produced or created in connection with Contractor Services under this Agreement shall vest in and are hereby assigned to the Board. Except as provided in this Agreement, Contractor shall retain no right, ownership or title in the Services including all deliverables and all materials or information arising from this Agreement, or any related letters, patents, trademarks, copyrights, trade secrets, confidential information or any other proprietary rights, intangible property or work product. Contractor acknowledges that any copyrightable works prepared by Contractor under this Agreement shall be deemed works for hire under the copyright laws, it being the intent of this Agreement to vest full and exclusive ownership rights in the Board, including, but not limited to the exclusive right to prepare derivative works. The Services and all such rights belong to the Board for whatever use it desires, and nothing contained herein shall be deemed to constitute a mere a license or franchise in the Board.

31. **INFRINGEMENT** Contractor warrants to the Board that Contractor, in connection with performing the Services, will not infringe any patent, trademark, copyright, trade secrets, confidential information or any other proprietary right of any person. Contractor further represents and warrants to the Board that neither Contractor or any company or individual performing services pursuant to this Agreement is under any obligation to assign or give any work done under Agreement to any third party.

32. **USE OF DATA / INFORMATION** Information and other data developed or acquired by or furnished to Contractor in the performance of this Agreement shall remain the Board's property and shall be used only in connection with the Services provided to the Board.

33. **DEFINITION** For purposes of this Agreement, the term "person" shall mean any natural person, firm, association, partnership, corporation or other form of legal entity.

34. **AUTHORIZATION:** this Agreement is authorized by:

☐ **Board Resolution #** \_\_\_\_\_, attached hereto.

Or

☒ **Other.** Please describe and attach appropriate documentation

Or under \$5,000

☐ **Emergency Request**

35. **DELIVERABLES:** Please list the specific deliverables associated with this Agreement.

(See attached Scope of Services for Details)

IN WITNESS WHEREOF, the Board and Contractor have executed this Agreement as of  
the day and year first written above.

Jeanne Storm, Phi Delta Kappa  
408 N. UNION STREET  
BLOOMINGTON, IN 47407-7888

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

By: Jeanne Storm

Title: Contractor

Date: 1/7/11

Tax I.D. No 35-0975844

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

Title: \_\_\_\_\_

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

**ATTACHMENT A**

**SCOPE OF SERVICES**

☒ **Contractor Services**

See attached

☐ **Insurance Coverage**

Comprehensive General Liability:	\$1,000,000 per occurrence
Automotive Liability:	\$300,000 per occurrence
Workers Compensation:	\$0
Employer's Liability:	\$0
Other:	\$0

**PAYMENT SCHEDULE**

Upon completion of the scope of services and submission of invoices payment will be made within 60 days of the receipt of invoice.

**CONTRACT COSTS AND EXPENSES  
TO BE PAID BY BOARD**

The following is a list of the cost and expense that will be paid by the Board of Education under the terms of this agreement. Any cost or expense not specifically listed in the section are the responsibility of the Contractor.

**FOR OFFICE USE ONLY**

Vendor# \_\_\_\_\_

Requisition# \_\_\_\_\_

Purchase Order # \_\_\_\_\_

Board Resolution# \_\_\_\_\_

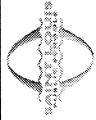
**Plan of Work**  
**Professional Development Curriculum Alignment and Focus on Common Core Standards**

1. Provide professional development in writing policies guiding the development of a curriculum management process (policies pertaining to curriculum).
2. Provide professional development in processes employed in developing a curriculum management plan.
3. Provide professional development in reviewing district professional development plan to ensure areas of coordination with curriculum management plan.
4. Review professional development in aligning the comprehensive assessment plan and determining levels of congruency and coordination with the curriculum management plan.
5. Provide professional development in developing curriculum guide formats which will increase user friendliness, provide all the components/elements for teaching and monitoring, as well as assessment (both formal and informal).
  - Professional development in writing curriculum/developing guides.
6. Provide professional development in the analysis of the degree of congruence, context and cognition, as well as between the Common Core Standards and SLPS curriculum guides.
7. Provide professional development in how to identify gaps in curriculum guides (see PDK Audit) and re-write the guides, including adding higher level DOKs.

February 3, 2011







## Board Resolution

Date: January 10, 2011  
To: Dr. Kelvin R. Adams, Superintendent  
From: Enos K. Moss, CFO/Treasurer

Agenda Item: 02-03-11-01  
Information: \_\_\_\_\_  
Action: X

Action to be Approved:  
X Financial Report Approval

Other Transaction Descriptors:

Monthly Report Approval

### SUBJECT:

Monthly Board Transaction Report for December 2010.

### BACKGROUND:

Accountability Plan Goal: Goal III: Facilities, Resources Support

III.D.

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

Fund Source: Amount:	-	-	-	-	Requisition #:
Fund Source: Amount:	-	-	-	-	Requisition #:
Fund Source: Amount:	-	-	-	-	Requisition #:
Cost not to Exceed:	\$	-	-	-	Pending Funding Availability Vendor #:

Angela Banks, Interim Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



Monthly Budget Report  
 Dates: 12-01-2010 - 12-31-2010  
 Fiscal Year: 2010 - 2011

110-TEACHERS FUND

1 SAP Hierarchy Doc #: 0501789060  
 SAP Entry Doc #: 0501789022

From:	120-1422	-	833-00-120	-	6363
To:	120-1422	-	833-00-120	-	6386
	120-1422	-	833-00-120	-	6364
	110-1422	-	833-00-110	-	6364
	110-1422	-	833-00-110	-	6386
	110-1422	-	833-00-110	-	6363
Control No:	B1011-1253				
From Amount:	7,500.00				
To Amount:	7,500.00				
Text: Original Budget Loaded Into Incorrect Fund (120) - Should have been loaded into Fund (110). This transfer corrects the initial error.					

2 SAP Hierarchy Doc #: 0501789068  
 SAP Entry Doc #: 0501789030

From:	110-1663	-	827-00-110	-	6149
To:	110-1663	-	827-00-110	-	6231
	110-1663	-	827-00-110	-	6261
	110-1663	-	827-00-110	-	6411
Control No:	B1011-1260				
From Amount:	2,287.08				
To Amount:	2,287.08				
Text: Transferring back dollars originally used to cover extended summer school salary and benefit expenses for Jefferson Middle School. Urban Strat covered these expenses, location 827 fronted the dollars.					

## ST. LOUIS BOARD OF EDUCATION

## Monthly Budget Report

Dates: 12-01-2010 - 12-31-2010

Fiscal Year: 2010 - 2011

3 SAP Hierarchy Doc #: 0501789069  
SAP Entry Doc #: 0501789031

From:	120-1663	-	827-00-120	-	6143
To:	120-1663	-	827-00-120	-	6231
Control No:	110-1663	-	827-00-110	-	6411
From Amount:	4,823.27-				
To Amount:	4,823.27				

Text: Transferring back dollars originally used to cover extended summer school salary and benefit expenses for Jefferson Middle School.  
Urban Strat covered these expenses, location 827 fronted the dollars.  
12.7.10

4 SAP Hierarchy Doc #: 0501789032  
SAP Entry Doc #: 0501788994

From:	120-2122	-	880-55-120	-	6143
To:	110-2122	-	880-55-110	-	6411
Control No:	B1011-1224				
From Amount:	1,097.36-				
To Amount:	1,097.36				

Text: Return unused extra service funds for Guidance Counselors back into Supplies.

5 SAP Hierarchy Doc #: 0501789038  
SAP Entry Doc #: 0501789000

From:	110-2226	-	820-00-110	-	6433
To:	110-2226	-	844-00-110	-	6433
Control No:	B1011-1228				
From Amount:	478,104.85-				
To Amount:	478,104.85				

Text: Reverse of original transfer of library book dollars to 820. SPT requested that dollars not be used to offset FY1011 overspend in other areas. 12.2.10

Monthly Budget Report  
 Dates: 12-01-2010 - 12-31-2010  
 Fiscal Year: 2010 - 2011

6 SAP Hierarchy Doc #: 0501789092  
 SAP Entry Doc #: 0501789054

From:	110-2331	-	843-00-110	-	6411	
To:	110-2331	-	843-00-110	-	6383	
Control No:	B1011-1281					
From Amount:	7,000.00-					
To Amount:	7,000.00					

Text: Transferring \$7,000 to pay for UVA Turnaround Trip (Jan 26-28, 2010) to the University of Virginia. Participants: Paula Knight, Cleo Figures, Margaret Meyer, Kathy Matthews, Jodi Cooley, Susan DiPiano, Donna Owens, Paula Boddie, Diane Berendzen, Mary Traxas, Hollie Russell-West, Linette Floth, and Kim Beck.

7 SAP Hierarchy Doc #: 0501789071  
 SAP Entry Doc #: 0501789033

From:	120-1111	-	463-55-120	-	6143	
To:	110-2411	-	463-00-110	-	6411	
Control No:	B1011-1261					
From Amount:	4,000.00-					
To Amount:	4,000.00					

Text: To replenish the supply fund and purchase incentives for students at Ford Elementary School.

8 SAP Hierarchy Doc #: 0501789082  
 SAP Entry Doc #: 0501789044

From:	110-2411	-	377-00-110	-	6363	
To:	110-2411	-	377-00-110	-	6383	
Control No:	B1011-1272					
From Amount:	190.00-					
To Amount:	190.00					

Text: Reallocating \$190.00 to fund Melvin Williams' trip to the National Middle School Conference in Baltimore, Maryland from November 3-6, 2010.

Monthly Budget Report  
Dates: 12-01-2010 - 12-31-2010  
Fiscal Year: 2010 - 2011

9 SAP Hierarchy Doc #: 0501789124  
SAP Entry Doc #: 0501789086

From:	110-2828	-	981-00-110	-	6411	200,000.00-
To:	110-2828	-	981-00-110	-	6443	200,000.00
Control No:	B1011-1312					
From Amount:	200,000.00-					
To Amount:	200,000.00					
Text: Transfer to cover purchase of add'l desktop computers and/or laptops.						
12.15.10						

Monthly Budget Report  
Dates: 12-01-2010 - 12-31-2010  
Fiscal Year: 2010 - 2011

120-INCIDENTAL

1 SAP Hierarchy Doc #: 0501789127  
SAP Entry Doc #: 0501789089

From:	110-2411	-	144-PR-110	-	6231
To:	110-2411	-	144-PR-110	-	6261
	120-1411	-	144-55-120	-	6261
	120-1411	-	144-55-120	-	6231
Control No:	B1011-1263				
From Amount:	104.50-				
To Amount:	104.50				
Text: Budget Error. Reconciled Payroll Taxes to Associated Extra Service Transfer.					

2 SAP Hierarchy Doc #: 0501789029  
SAP Entry Doc #: 0501788991

From:	120-2522	-	820-00-120	-	6143
To:	120-1422	-	833-00-120	-	6143
Control No:	B1011-1221				
From Amount:	750,000.00-				
To Amount:	750,000.00				
Text: Transferring \$750,000 to Fund the Athletic Coaches in the Athletics Department.					

3 SAP Hierarchy Doc #: 0501789072  
SAP Entry Doc #: 0501789034

From:	110-2411	-	144-PR-110	-	6143
To:	120-2411	-	144-55-120	-	6143
Control No:	B1011-1263				
From Amount:	1,000.00-				
To Amount:	1,000.00				
Text: To fund extra service for MCPD William Cochran.					

## 240-ADULT VOCATION/ACAD

1 SAP Hierarchy Doc #: 0501789080

SAP Entry Doc #: 0501789042

From:	240-2426	-	022-00-240	-	6371	3,500.00-
To:	240-2426	-	022-00-240	-	6383	3,500.00
Control No:	B1011-1271					
From Amount:						3,500.00-
To Amount:						3,500.00

Text: To transfer funds to pay for Charles Murphy to attend the Copper-Based Systems Training and Fiber Optics Training in Newark, New Jersey from January 10-14, 2011.



291-Mini Federal 10-11

1 SAP Hierarchy Doc #: 0501789119  
SAP Entry Doc #: 0501789081

From:	291-1151	-	816-VL-291	-	6113	-	50,000.00-
To:	291-1151	-	816-VL-291	-	6149	-	50,000.00
Control No:	B1011-1305						
From Amount:							50,000.00-
To Amount:							50,000.00
Text: Hiring Part-Time A+ Coordinator instead of Full Time Equivalent.							

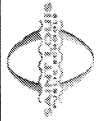
Monthly Budget Report  
 Dates: 12-01-2010 - 12-31-2010  
 Fiscal Year: 2010 - 2011

## 640-FED STIMULUS-TITLE I

1 SAP Hierarchy Doc #: 0501789083  
 SAP Entry Doc #: 0501789045

From:	640-1127	-	524-AM-640	-	6384	
To:	640-1127	-	524-AM-640	-	6383	
Control No:	B1011-1268					
From Amount:	6,000.00-					
To Amount:	6,000.00					
Text:	Travel for Mallinckrodt staff to attend the Gifted Association of Missouri, Missouri Science Quest Conference and the Professional Learning State Community Conference.					6,000.00-





## Board Resolution

Date: January 11, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Dr. Carlinda Purcell, Dep. Supt. - Academics

Agenda Item: 02-03-11-02

Information: \_\_\_\_\_

Action: X

Action to be Approved:

☒ Memorandum of Understanding

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

### SUBJECT:

To approve the Memorandum of Understanding (MOU) with the Hopewell Center to provide specialized services that improve student functioning in school and create strong connections between home and school. The school based mental health program will provide a variety of services for children and their families to develop skills that will allow them to better function in all areas of their lives. The MOU will be for the period July 1, 2011 to June 30, 2012.

### BACKGROUND:

The Hopewell Center will assess children to determine their eligibility for services and provide on-site mental consultation to school staff. It will also link families to appropriate mental health services within the community and monitor the progress and appropriateness of the services delivered to the family. In addition, Hopewell will assist school personnel with students experiencing a mental health crisis.

Accountability Plan Goal:	Goal IV: Parent, Community Involvement	Objective/Strategy:	IV.A.
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FUNDING SOURCE: (Location Code) - (Project Code) - (Fund Type) - (Function) - (Object Code)			
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Fund Source:	-	-	-	-	Requisition #:
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Amount:	-	-	-	-	
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Fund Source:	-	-	-	-	Requisition #:
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Amount:	-	-	-	-	
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Fund Source:	-	-	-	-	Requisition #:
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Amount:	-	-	-	-	
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Cost not to Exceed:	\$	-	-	-	Pending Funding Availability Vendor #:
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Blake Youde, Dep. Supt. - Institutional Advancement

  
Angela Banks, Interim Budget Director

  
Enos Moss, CFO/Treasurer

  
Dr. Carlinda Purcell, Dep. Supt. - Academics

  
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 \_\_\_\_\_ Hopewell Center \_\_\_\_\_ ("Agency") on this 1<sup>st</sup> day of July, 2011.

**The purpose of this Memorandum of Understanding is to establish a partnership between Hopewell Center and the St. Louis Public Schools in order to:** Help children, youth and their families by providing specialized services that improve student functioning in school and create strong connections between home and school. The School-Based Mental Health Program will provide a variety of services for children and their families to develop skills that will allow them to better function in all areas of their lives.

- 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 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 office space with furniture for school based staff in each assigned school (desk, chair, 2 side chairs, table & chairs for group sessions, phone, and file cabinet).
- (b) Identify the designated staff to work collaboratively in the referral process and participating in team staffing. (Social Worker, Counselor, or Nurse). Participate in Team staffing to ensure communication, coordination implementation of agreed upon treatment goals in accordance with HIPPA standards; we are committed to protecting the personal health information in compliance with the law.
- (c) Administer preliminary screening tools to facilitate referrals to School Based staff.
- (d) Staff participation in mental health training twice annually;

Topics include, but not limited to:

- 1. Stigma
- 2. Childhood psychiatric disorders
- 3. Suicide prevention
- 4. Crisis response training
- 5. Conflict resolution
- 6. Community mental health services

(e) The terms of the document titled July 1, 2011- June 30, 2012 and attached hereto as Exhibit A are also incorporated herein, except where specifically noted.

**6. Obligations of Agency:**

- (a) Recruit, hire and train school based mental health staff.

- (b) Assess children to determine their eligibility for service and provide onsite mental consultation to school staff.
- (c) Participate in Team staffing to ensure communication, coordination implementation of agreed upon treatment goals in accordance with HIPPA standards: We are committed to protecting the personal health information in compliance with the law.
- (d) Link families to appropriate mental health services within the community. Coordinate services between the family, school, and other community and natural resources \_\_. Monitor progress and appropriateness of fit for services delivered to the family.
- (e) Assist school personnel with students experiencing a mental health crisis.

Conduct staff mental health training twice annually.

Topics include, but not limited to:

1. Stigma
2. Childhood psychiatric disorders
3. Suicide prevention
4. Crisis response training
5. Conflict resolution
6. Community mental health services

(f) The terms of the document titled July 1, 2011- June 30, 2012 \_\_\_\_\_ and attached hereto as Exhibit A are also incorporated herein, except where specifically noted.

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

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

- (a) 75% increase compliance with children's education and treatment plan.
- (b) 70% of participating children will remain in school.
- (c) 85% increased access to mental health services in a timely manner to help prevent the development of more serious mental health problems. Each student will be administrated the pre (at admission) and post (end of school year) Child & Adolescent Functional



Assessment Scale (CAFAS) to clearly screen/assess child's needs and evaluate child's progress.

(d) School-Based Mental Health Specialists, teachers, parents and children all work together to accomplish the child-specific goals of each treatment plan. At the end of the academic school year, child-specific data is collected that measures each child's treatment plan, by reviewing school enrollment records (to ascertain the student's continued enrollment in school) and by reviewing the participating students' juvenile justice records through authorized collateral contact.

(e) Decreased absenteeism in school through early detection and intervention of potential psychiatric disorders,

**8. Term and Termination:** The term of the MOU will be one year from the Effective Date. Either party shall have the right to terminate this MOU without cause with thirty (30) days written notice to the person who has signed as a representative of the parties below.

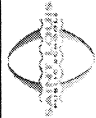
Saint Louis Public Schools

(Agency)

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_





## Board Resolution

Date: January 11, 2011  
To: Dr. Kelvin R. Adams, Superintendent  
From: Dr. Carlinda Purcell, Dep. Supt. - Academics

Agenda Item: 02-03-11-03  
Information: \_\_\_\_\_  
Action: X

Action to be Approved:

X Memorandum of Understanding

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


### SUBJECT:


To approve the Memorandum of Understanding (MOU) with the St. Louis Science Center to provide professional development workshops for District teachers, math challenge activities, and host one MATHSTRAVAGANZA event for students and families from all partnership schools (Mullanphy, Stix and Compton Drew).


### BACKGROUND:


The St. Louis Science Center will provide a number of professional development activities for District teachers and math related activities to encourage the students and the families to participate. All of the activities will be aligned with the Missouri Department of Elementary and Secondary Education Mathematics Grade and Course Level Expectations.

Accountability Plan Goal:		Goal IV: Parent, Community Involvement	Objective/Strategy:	IV.A.
FUNDING SOURCE: (Location Code) - (Project Code) - (Fund Type) - (Function) - (Object Code)				
Fund Source:	-	-	-	Requisition #:
Amount:				
Fund Source:	-	-	-	Requisition #:
Amount:				
Fund Source:	-	-	-	Requisition #:
Amount:				
Cost not to Exceed:	\$	-	Pending Funding Availability	Vendor #:

  
Blake Youde, Dep. Supt. - Institutional Advancement

  
Dr. Carlinda Purcell, Dep. Supt. - Academics

  
Angela Banks, Interim 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 Saint Louis Science Center (“SLSC”) on this 4th day of February, 2011.

**The purpose of this Memorandum of Understanding is to establish a partnership between Saint Louis Science Center and the St. Louis Public Schools in order to “IGNITE AND SUSTAIN LIFELONG MATH AND SCIENCE LEARNING THROUGHOUT THE COMMUNITY.”**

- 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.



- g. Post photographs and other media documenting schools' use of SLSC math activities on science and education related websites including but not limited to youthexploringscience.com
- h. The terms of the document titled MasterCard FAMILY MATH Partnership and attached hereto as Exhibit A are also incorporated herein, except where specifically noted.

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

**Performance Standards:** SLSC 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. Content provided in the FAMILY MATH professional development workshop will align with Missouri Department of Elementary and Secondary Education Mathematics Grade- and Course-Level Expectations.
- b. Activities presented at the FAMILY MATH Events at each school will align with Missouri Department of Elementary and Secondary Education Mathematics Grade- and Course-Level Expectations.
- c. Monthly math activities and challenges provided to teachers will align with Missouri Department of Elementary and Secondary Education Mathematics Grade- and Course-Level Expectations.

**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.

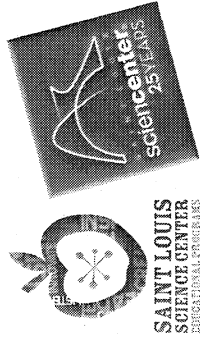
Saint Louis Public Schools

Saint Louis Science Center

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: Saint Louis Science Center  
Name: Siinya Riley-Dulaney  
Title: Senior Director

## Exhibit A: MasterCard FAMILY MATH Partnership



The MasterCard FAMILY MATH partnership between the Saint Louis Science Center (SLSC) and Saint Louis Public Schools (SLPS) is based on the EQUALS programs at the Lawrence Hall of Science, University of California at Berkeley. The EQUALS programs, created by people who understand classroom and family life, present ways of learning and thinking about mathematics that help build success for all students and families.

EQUALS provides workshops and curriculum materials in mathematics and equity. They are designed to serve PreK–12 teachers, parents, families, and community members. Saint Louis Science Center educators have been trained by the EQUALS academic staff to plan and facilitate FAMILY MATH Events and Class Leader professional development workshops.

EQUALS professional development workshops enable teachers to improve their math knowledge and classroom strategies. Topics include (but are not limited to):

- FAMILY MATH: young children, elementary, and middle school
- Algebra for elementary and middle school
- Geometry for middle school
- Middle school investigations
- Statistics
- Changing practices for diverse classrooms
- Cooperative learning and problem-solving strategies
- English language development and math content
- FAMILY MATH Leader workshops
- Multiculturalism

EQUALS materials and workshops address the NCTM Standards and Missouri Grade Level Expectations.

Participating in this partnership will provide the following opportunities to Saint Louis Public Schools:

- Stix ECC, Mullanphy ILC and Compton-Drew ILC teachers will participate in a FAMILY MATH Leader workshop at the Saint Louis Science Center's Taylor Community Science Resource Center.
- Saint Louis Science Center educators will plan and facilitate FAMILY MATH Events at Stix ECC, Mullanphy ILC and Compton-Drew ILC (one event at each school).
- Families from Stix ECC, Mullanphy ILC and Compton-Drew ILC will be invited to attend the *MATHSTRAVAGANZA!* Event at the Saint Louis Science Center.
- Saint Louis Science Center educators will provide participating Stix ECC, Mullanphy ILC and Compton-Drew ILC teachers with ongoing Classroom Math Challenges.
- Saint Louis Science Center educators will support Stix ECC, Mullanphy ILC and Compton-Drew ILC teachers to plan and facilitate additional FAMILY MATH Events

For more information about EQUALS and FAMILY MATH, please visit <http://lawrencehallofscience.org/equals/index.html>