





# Board Resolution

Date: April 12, 2011

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item: 05-05-11-84

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

Action: X

Action to be Approved:

X Memorandum of Understanding

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

## SUBJECT:

To approve the renewal of the Memorandum of Understanding (MOU) with the City of St. Louis Health Institute to provide health services to promote individual and family health as well as a safe and healthy environment for all St. Louis city residents. The program will be implemented at the Walbridge Community Education Full Service School.

## BACKGROUND:

The Health Institute has provided services that include, but are not limited to, health screening, testing, and or clinics, such as H1N1 vaccine clinics, lead testing, and STD testing. Educational promotions have included hand washing as a universal practice, lead poisoning prevention and asthma triggers in small children.

Outcomes are measured by the number of community people who use these services. The goal is to serve 75 families. To date, the Health Institute has served 100 individuals which we feel equates to 75 or more families. The performance report is attached.

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: - - - -  
Amount: No Cost

Requisition #:

Fund Source: - - - -  
Amount:

Requisition #:

Fund Source: - - - -  
Amount:

Requisition #:

Cost not to Exceed: No Cost

☐ Pending Funding Availability Vendor #:

  
Blake Youde, Dep. Supt. - Institutional Advancement

  
Dr. Carlinda Purcell, Dep. Supt. - Academics

  
Angela Banks, Budget Director

  
Enos Moss, CFO/Treasurer

  
Dr. Kelvin R. Adams, Superintendent



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

This Memorandum of Understanding ("MOU") is entered into by and between the Saint Louis Public Schools ("SLPS") and the City of St. Louis Health Institute ("Agency") on this 6<sup>th</sup> day of May, 2011.

**The purpose of this Memorandum of Understanding is to establish a partnership between City of St. Louis Health Institute and the St. Louis Public Schools in order to provide health services to promote individual and family health as well as a safe and healthy environment for all St. Louis city residents. The program will be implemented at the Walbridge Community Education Full Service School and will be considered for expansion to other Community Education Full Service Schools if judged to be warranted.**

**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, which 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 cafeteria space during non-school hours for the once per month events. This will include the use of tables, chairs, and the periodic use of the copier.

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(b) Assist in the development and distribution of advertising for the programs and events without cost to the district.

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(c) \_\_\_\_\_

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**6. Obligations of Agency:**

(a) Provide services that include but are not limited to health screening, testing, and or clinics, such as H1N1 vaccine clinics, lead testing, and STD testing. Educational promotions will include hand washing as a universal practice, lead poisoning prevention, and asthma triggers in small children. Accurate records will be maintained and made available to the district on request.

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(b) Activities will include Community Baby Shower, Nutritious Cooking Demonstrations, Disaster Preparedness, and Certified Pulmonary Respiratory (CPR) training.

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(c) Provide safe storage and disposal of needles and any equipment or material felt to be potentially hazardous.

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

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

(a) The goal is to serve a minimum of 75 families.

\_\_\_\_\_

(b) Outcomes will be measured by the number of people who use these services and/or attend the events.

\_\_\_\_\_

(c) \_\_\_\_\_

\_\_\_\_\_

**8. Term and Termination:** The term of the MOU will be from May 6, 2011 through June 30, 2012, unless earlier terminated by either party by providing thirty (30) days' written notice to the person who has signed as a representative of each party below.

Saint Louis Public Schools

(Agency)

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

By: \_\_\_\_\_  
Name: Bill Dotson or Warren Nichols  
Title: Directors



**Memorandum of Understanding**  
**Performance Standard(s)**  
**Report**

**Agency:** City of St. Louis Health Institute

**School:** Walbridge Community Education Full Service School

**Performance Standard 1:** To serve a minimum of 75 families.

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**Status:** 100 individuals participated in various workshops and programs.

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**Performance Standard 2:** Outcomes will be measured by the number of people who use these services and/or attend the events.

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**Status:** 100 individuals participated in various workshops and programs. Bill Dotson has no data. We agree that 100 individuals represent more than 75 families.

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**Performance Standard 3:** N/A

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Status: N/A  
\_\_\_\_\_  
\_\_\_\_\_

Performance Standard 4: N/A  
\_\_\_\_\_  
\_\_\_\_\_


Status: N/A  
\_\_\_\_\_  
\_\_\_\_\_

Performance Standard 5: N/A  
\_\_\_\_\_  
\_\_\_\_\_

Status: N/A  
\_\_\_\_\_  
\_\_\_\_\_

Submitted by: Gary Hayes

Date: 4/1/2010

Reviewed by: 

Date: 4/13/11

Recommendation:

☒ Continue

☐ Discontinue

**City of St. Louis Health Institute**  
**Walbridge Community Education Full Service School**

1. Cooking Demonstration Workshop (Nutrition Class)  
March 11, April 8, May 13, June 10
2. CPR Training (Hand-washing)  
May 5, Sept. 23
3. H1N1  
December 11
4. Soul at Risk (HIV)  
September 23
5. Lead Testing  
Sept. 15, Oct. 13, Nov. 10
6. Asthma Triggers  
Mar.10, Oct. 20
7. Disaster Strikes  
Apr. 28, May 18, Sept. 8,15,22,29









# Board Resolution

Date: April 12, 2011

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item: 05-05-11-25

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

Action: X

Action to be Approved:

X Memorandum of Understanding

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

## SUBJECT:

To approve the renewal of the Memorandum of Understanding (MOU) with Gateway Housing Foundation to provide educational, parenting, financial, business, leadership, and mentoring programs. Additionally, the agency will assist in identifying affordable, market rate and transitional housing for low to moderate income families. This service will be provided at the Clay Community Education Full Service School.

## BACKGROUND:

The goals of the program are: 1. to provide experiences to 150 students/families that will enable St. Louis Public School students and families to obtain educational, personal development, empowerment and support services; 2. to provide supportive services that include assistance with childcare, transportation, job placement and training, housing, and assistance in obtaining Federal, State and local aid; and 3. to assist in securing housing for low to moderate income families. The Gateway Housing Foundation has met the first goal and has made significant progress toward meeting the 2nd and 3rd goal. The performance report is attached,

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: - - - -  
Amount: No Cost

Requisition #:

Fund Source: - - - -  
Amount:

Requisition #:

Fund Source: - - - -  
Amount:

Requisition #:

Cost not to Exceed: No Cost

☐

Pending Funding Availability

Vendor #:

Blake Youde, Dep. Supt. - Institutional Advancement

Dr. Carlinda Purcell, Dep. Supt. - Academics

Angela Banks, Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



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

This Memorandum of Understanding ("MOU") is entered into by and between the Saint Louis Public Schools ("SLPS") and the Gateway Housing Foundation ("GHF") ("Agency") on this 6<sup>th</sup> day of May, 2011.

**The purpose of this Memorandum of Understanding is to establish a partnership between Gateway Housing Foundation and the St. Louis Public Schools in order to provide educational, parenting, financial, business, leadership, and mentoring programs. Additionally, the agency will assist in identifying affordable, market rate and transitional housing for low to moderate income families. This service will be provided at the Clay Community Education Full Service School.**

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

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

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

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

**5. Obligations of SLPS:**

(a) Provide one first-floor classroom for administrative functions.

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(b) Provide periodic use after school of the gymnasium and classrooms for programs and services.

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(c) Provide occasional use of the copier.

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**6. Obligations of Agency:**

(a) Provide programs that will enable St. Louis Public School students and families to obtain educational, personal development, employment and support services. Additionally, maintain statistical information that will be shared with the district on request.

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(b) Provide supportive services that include assistance with childcare, transportation, job placement and training, housing, and assistance in obtaining Federal, State and local aide.

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(c) Provide telephone and fax lines at no cost to the district.

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

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

(a) Provide services to 150 students and/or families during regular school and summer months.

\_\_\_\_\_

(b) Provide 8 educational/financial classes to SLPS student families.

\_\_\_\_\_

(c) Assist in securing a minimum of 6 housing units for SLPS student families.

\_\_\_\_\_

**8. Term and Termination:** The term of the MOU will be from May 6, 2011 through June 30, 2012, unless earlier terminated by either party by providing thirty (30) days' written notice to the person who has signed as a representative of each party below.

Saint Louis Public Schools

(Agency)

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

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

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

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

Name: Maurice J. McIntosh

Title: President/CEO



**Memorandum of Understanding**  
**Performance Standard(s)**  
**Report**

**Agency:** Gateway Housing Foundation

**School:** Clay Community Education Full Service School

**Performance Standard 1:** Provide services to 150 students and/or families during regular school and summer months

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**Status:** 185 participants served throughout the year.

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**Performance Standard 2:** Provide 8 educational/financial classes to SLPS student families.

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**Status:** 6 educational/ financial classes provided including basic accounting, ticket to work program, credit repair, budgeting, Joseph mentoring program for men, and Ester mentoring program for women.

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**Performance Standard 3:** Assist in securing a minimum of 6 housing units for SLPS student families.

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**Status:** Gateway Housing Foundation is in the process of rehabbing an apartment building and expect to have work completed by September of 2011. They are working with at least 6 families to acquire credit reports.

**Performance Standard 4:** N/A

**Status:** N/A

**Performance Standard 5:** N/A

**Status:** N/A

**Submitted by:** Aaron Gardner

**Date:** 4/1/2011

**Reviewed by:** 

**Date:** 4/13/11

**Recommendation:**

☒ Continue

☐ Discontinue







# Board Resolution

Date: April 12, 2011

Agenda Item: 05-05-11-26

To: Dr. Kelvin R. Adams, Superintendent

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

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

Action: X

Action to be Approved:

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

X Memorandum of Understanding

## SUBJECT:

To approve the renewal of the Memorandum of Understanding (MOU) with Better Family Life, Inc. to provide services, resources and assistance to students, families and the community. Better Family Life, Inc. provides a variety of social service programs, including but not limited to: Healthy Marriage Initiative, Housing, Community Based Abstinence Education, Financial Literacy and After School Programs.

## BACKGROUND:

The goals of the program are to serve a minimum of 100 students, adults or families and to provide an evaluation report upon the conclusion of the program year. Currently the program is serving 172 students and has met all of the goals to date. Several of the performance measures will not be completed until the program is completed at the end of the school year. The performance report is attached.

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: - - - -  
Amount: No Cost

Requisition #:

Fund Source: - - - -  
Amount:

Requisition #:

Fund Source: - - - -  
Amount:

Requisition #:

Cost not to Exceed: No Cost

☐ Pending Funding Availability Vendor #:

  
Blake Youde, Dep. Supt. - Institutional Advancement

  
Dr. Carlinda Purcell, Dep. Supt. - Academics

  
Angela Banks, Budget Director

  
Enos Moss, CFO/Treasurer

  
Dr. Kelvin R. Adams, Superintendent



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

This Memorandum of Understanding ("MOU") is entered into by and between the Saint Louis Public Schools ("SLPS") and the Better Family Life ("Agency") on this 6<sup>th</sup> day of May, 2011.

**The purpose of this Memorandum of Understanding is to establish a partnership between Better Family Life, Inc. (BFL) and the St. Louis Public Schools in order to provide services, resources and assistance to youth, families, and the community at large. BFL provides a variety of social service programs, including but not limited to: a Healthy Marriage Initiative, Housing, Community Based Abstinence Education, Financial Literacy, and After School programs.**

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

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

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

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

**5. Obligations of SLPS:**

(a) Identify and refer students, adults, and families who may qualify for services

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(b) Provide adequate access, space, and furnishings.

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(c) Provide data that BFL needs for evaluation purposes. (Non-confidential data only with written Parent/Family consent).

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(d) Provide information to school and general public about services available.

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**6. Obligations of Agency:**

(a) Provide services, resources and assistance to youth, parents, families, and the community at-large through a variety of social service programs, including but not limited to: Healthy Marriage Initiative, Housing, Community Based Abstinence Education, Financial Literacy, and After School programs.

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(b)

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(c)

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

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

(a) Pre and post data.

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(b) BFL will serve a minimum of 100 students, adults, or families. Sign in sheets will be used to verify attendance.

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(c) BFL is subject to an independent evaluation. There are specific outcome measures for each program offered. BFL will provide an evaluation report upon the conclusion of the program year.

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**8. Term and Termination:** The term of the MOU will be from May 6, 2011 through June 30, 2012, unless earlier terminated by either party by providing thirty (30) days' written notice to the person who has signed as a representative of each party below.

Saint Louis Public Schools

(Agency)

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

By: \_\_\_\_\_  
Name: Jermal Seward  
Title: Sr. Vice President of Youth and Family Services



**Memorandum of Understanding**  
**Performance Standard(s)**  
**Report**

**Agency:** Better Family Life (BFL)

**School:** Vashon Community Education Full Service School

**Performance Standard 1:** Pre and Post data.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Status:** Pre tests were given to all participants/students in the program. Post tests will be given at the conclusion of the program.

\_\_\_\_\_  
\_\_\_\_\_

**Performance Standard 2:** BFL will serve a minimum of 100 students, adults, or families. Sign in sheets will be used to verify attendance.

\_\_\_\_\_  
\_\_\_\_\_

**Status:** BFL is currently serving 172 students. Sign in sheets verify attendance.

\_\_\_\_\_  
\_\_\_\_\_

**Performance Standard 3:** BFL is subject to an independent evaluation. There are specific outcome measures for each program offered. BFL will provide an evaluation report upon the conclusion of the program year.

\_\_\_\_\_



**Status:** The independent evaluation is part of a BFL grant and is not due until the end of the grant year, June 2011.

**Performance Standard 4:** N/A

**Status:** N/A

**Performance Standard 5:** N/A

**Status:** N/A

**Submitted by:** Theresa Rogers

**Date:** 4/1/2011

**Reviewed by:** 

**Date:** 4/13/11

**Recommendation:**

☒ Continue

☐ Discontinue

## **Vashon Community Education Full Service School**

**Program Partner: Better Family Life**

**Provides the following services:**

1. **Healthy Relationship Curriculum – “Keys to Healthy Relationships”**  
Program runs October 28, 2010 – May 18, 2011  
Class meets 1 x week on Thursdays
2. **Housing Program – not yet started - families are referred to Better Family Life housing office**
3. **Community Based Abstinence Education - part of the “keys to Healthy Relationship” curriculum**  
Program runs October 28, 2010 – May 18, 2011  
Class meets 1 x week on Thursdays
4. **Financial Literacy – part of the “Keys to Healthy Relationship” curriculum**  
Program runs October 28, 2010 – May 18, 2011  
Class meets 1 x week on Thursdays
5. **After-school program – not yet started**







# Board Resolution

Date: April 12, 2011

Agenda Item: 05-05-11-27

To: Dr. Kelvin R. Adams, Superintendent

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

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

Action: X

Action to be Approved:

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

X Memorandum of Understanding

## SUBJECT:

To approve the renewal of the Memorandum of Understanding (MOU) with Bon Appétit to provide school to work transition training for special education students. This service will be provided at CAJT at Nottingham. The MOU will be for the period July 1, 2011 to June 30, 2012.

## BACKGROUND:

The program provides instruction in necessary job skills for the food service industry. Once a student has demonstrated proficiency in necessary skills, the student will be placed in a volunteer/paying position with Bon Appetit or other appropriate placement in the food service industry. This partnership has been very beneficial to our students. Bon Appetit has consistently met or exceeded the goals of the program. The performance review of the program is attached.

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: - - - -  
Amount: No Cost

Requisition #:

Fund Source: - - - -  
Amount:

Requisition #:

Fund Source: - - - -  
Amount:

Requisition #:

Cost not to Exceed: No Cost

☐

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 Bon Appétit on this 1<sup>st</sup> day of July, 2011.

**The purpose of this Memorandum of Understanding is to establish a partnership between Bon Appétit and the St. Louis Public Schools in order to provide school to work transition training for special education students.**

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

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

**3. Background Checks:** All Personnel providing services under this MOU that may in any way come into contact with students without an SLPS employee present must undergo background checks consistent with those used by the SLPS and state-licensed facilities; all such checks must be performed and passed prior to any Personnel providing any services hereunder. At a minimum, checks hereunder shall include a Department of Family Services background check, a criminal background check, and fingerprinting. The cost of all such background checks shall be borne by the Agency, and the SLPS shall not be liable for such cost under any circumstance. The Agency will provide written confirmation to SLPS that the background checks on all Personnel hereunder reflected no negative findings, that said Personnel passed the background checks and are, therefore, eligible to provide services under this MOU.

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

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

#### **5. Obligations of SLPS:**

- (a) Nottingham CAJT High School shall have total responsibility for planning and determining the adequacy of the educational experience of students in basic skills, attitude, and behavior and will assign to each Bon Appétit site only those students whom it deems satisfactory in those areas.
- (b) Nottingham CAJT High School shall inform its students and faculty that they must abide by the rules and regulations of Bon Appétit while performing activities pursuant to this Agreement and they may not enter a location or engage in any activity with Bon Appétit not authorized by Bon Appétit staff.
- (c) Nottingham CAJT High School shall designate a member of its faculty to coordinate the programs with designated members of Bon Appétit staff. This assignment shall include on-site visits when practical and a continuing exchange of information on the progress of the programs.
- (d) Nottingham CAJT High School shall have the right to withdraw a student from assignment with Bon Appétit.
- (e) The Nottingham CAJT High School 'teachers-in-charge' and support staff will provide constant direct supervision for all students performing work with Bon Appétit and shall be responsible for arranging immediate emergency care of students in the event of accidental injury or illness. Bon Appétit shall not be responsible for costs involved in follow-up care or hospitalization.
- (f) Nottingham CAJT High School shall maintain worker medical/accident insurance for each student worker assigned to Bon Appétit. A copy of the policy will be provided to the Bon Appétit program representatives.
- (g) Nottingham CAJT High School staff assigned to Bon Appétit must have participated in a background check provided by SLPS.



**6. Obligations of Agency:**

- (a) Bon Appétit shall designate a member of its staff from each site where students are located to be coordinator of the program and function as a supervisor with whom the Nottingham CAJT High School's program coordinator is to communicate for the conduct of the program, which may include the development of objectives, methods of instruction and other details of the experience.
- (b) Bon Appétit shall make available to assigned Nottingham CAJT High School students and staff appropriate facilities, equipment, and supplies in order to provide a complete experience. This includes a space for instruction and lunch for each student. Once a student has received sufficient training and gained proficiency in necessary skills and tasks, Bon Appétit may, with the consent of Nottingham CAJT High School's program coordinator, place the student in a volunteer/paying position with Bon Appétit or other appropriate placement upon the student's graduation from the Nottingham CAJT program.
- (c) Bon Appétit shall have the right to remove a student from assignment to Bon Appétit and will notify Nottingham CAJT High School's representative of the basis of that decision.

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

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

- (a) See 6. Obligations of Agency.

**8. Term and Termination:** The term of the MOU will be 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

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

Bon Appétit

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



# Memorandum of Understanding

## Performance Standard(s)

### Report

**Agency:** Bon Appetit

**School:** Nottingham CAJT High School

**Performance Standard 1:** Bon Appétit shall designate a member of its staff from each site where students are located to be coordinator of the program and function as a supervisor with whom the Nottingham CAJT High School's program coordinator is to communicate for the conduct of the program, which may include the development of objectives, methods of instruction and other details of the experience.

**Status:** Bon Appetit staff member and Nottingham CAJT staff meet regularly to discuss the program, learning objectives, and student performance.

**Performance Standard 2:**

Bon Appétit shall make available to assigned Nottingham CAJT High School students and staff appropriate facilities, equipment, and supplies in order to provide a complete experience. This includes a space for instruction and lunch for each student. Once a student has received sufficient training and gained proficiency in necessary skills and tasks, Bon Appétit may, with the consent of Nottingham CAJT High School's program coordinator, place the student in a volunteer/paying position with Bon Appétit or other appropriate placement upon the student's graduation from the Nottingham CAJT program.

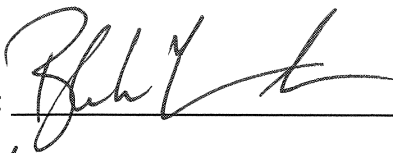
**Status:** Bon Appetit has provided instructional space when necessary, along with daily meals for students and staff. Bon Appetit has also offered paid positions upon graduation for students participating in the program.

**Performance Standard 3:** Bon Appétit shall have the right to remove a student from assignment to Bon Appétit and will notify Nottingham CAJT High School's representative of the basis of that decision.

**Status:** Bon Appetit maintains communication lines with Nottingham CAJT High School representatives and notifies the school's program coordinator if there are any concerns regarding students or staff.

Submitted by: Brian G. O'Connor

Date: 4/12/11

Reviewed by:  

Date: 4/13/11

**Recommendation:**

☒ Continue

☐ Discontinue





# Board Resolution

Date: April 12, 2011

Agenda Item: 05-05-11-28

To: Dr. Kelvin R. Adams, Superintendent

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

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

Action: X

Action to be Approved:

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

X Memorandum of Understanding

## SUBJECT:

To approve the renewal of the Memorandum of Understanding (MOU) with the National Council of Jewish Women to provide new clothing and hygiene supplies to students who attend designated Community Education Full Service Schools, Ford, Hamilton, Mullanphy, and Walbridge. The title of the program is the "Community Closet".

## BACKGROUND:

The goal of the program is to serve 150 students at least once by the Community Closet at each of two Community Education Full Service Schools (CEFSS). They are Ford, Hamilton, Mullanphy, and Walbridge.

The program has already expanded to Ford and Hamilton and is envisioned to expand to additional schools if it is felt to be warranted. The National Council of Jewish Women has exceeded the original goals of the program. The performance review of the program is attached.

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: - - - -  
Amount: No Cost

Requisition #:

Fund Source: - - - -  
Amount:

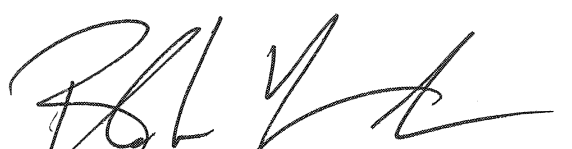
Requisition #:

Fund Source: - - - -  
Amount:

Requisition #:

Cost not to Exceed: No Cost

☐ 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 National Council of Jewish Women ("Agency") on this 6<sup>th</sup> day of May, 2011.

**The purpose of this Memorandum of Understanding is to establish a partnership between the National Council of Jewish Women and the St. Louis Public Schools in order to provide new clothing and hygiene supplies to identified students who attend the Ford, Hamilton, Mullanphy, and Walbridge Community Education Full Service Schools.**

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

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

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

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(b) Provide a liaison to serve as a link between the school and the agency.

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(c) Identify students in need of services.

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**6. Obligations of Agency:**

(a) Work closely with the school leadership in the administering of the program.

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(b) Maintain a clothing and personal hygiene inventory that is reasonably responsive to the needs of the students of the school.

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(c) Maintain accurate records of recipients and make available to the district on request.

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

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

(a) 150 students will be provided clothing and personal hygiene supplies at least once by the closet at each school.

\_\_\_\_\_

(b) \_\_\_\_\_

\_\_\_\_\_

(c) \_\_\_\_\_

\_\_\_\_\_

**8. Term and Termination:** The term of the MOU will be from May 6, 2011 through June 30, 2012 unless earlier terminated by either party by providing thirty (30) days' written notice to the person who has signed as a representative of each party below.

Saint Louis Public Schools

(Agency)

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

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

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

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

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

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



**Memorandum of Understanding**  
**Performance Standard(s)**  
**Report**

**Agency:** National Council of Jewish Women

**School:** Mullanphy & Walbridge Community Education Full Service Schools  
(Ford & Hamilton CEFSS were added in September of 2010)

**Performance Standard 1:** 150 students will be provided clothing and personal hygiene supplies at least once by the closet at both schools (Mullanphy and Walbridge)

\_\_\_\_\_  
\_\_\_\_\_

**Status:** Students served: Ford – 73, Hamilton – 62, Mullanphy – 34, Walbridge – 237.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Performance Standard 2:** N/A

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Status:** N/A

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Performance Standard 3:** N/A

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Status: N/A  
\_\_\_\_\_  
\_\_\_\_\_

Performance Standard 4: N/A  
\_\_\_\_\_  
\_\_\_\_\_

Status: N/A  
\_\_\_\_\_  
\_\_\_\_\_

Performance Standard 5: N/A  
\_\_\_\_\_  
\_\_\_\_\_

Status: N/A  
\_\_\_\_\_  
\_\_\_\_\_

Submitted by: John Windom

Date: 4/4/2011

Reviewed by: \_\_\_\_\_

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

Recommendation:

☒ Continue

☐ Discontinue

Status: N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Performance Standard 4: N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

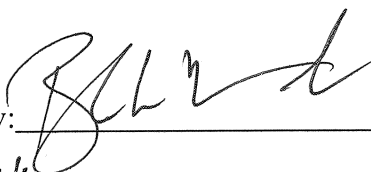

Status: N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Performance Standard 5: N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Status: N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted by: John Windom

Date: 4/4/2011

Reviewed by:    
Date: 4/6/11

Recommendation:

☒ Continue

☐ Discontinue









# Board Resolution

Date: April 13, 2011

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item: 05-05-11-29

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

Action: X

Action to be Approved:

X Memorandum of Understanding  
Previous Board Resolution

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

01-14-10-05

## SUBJECT:

To approve the renewal of the MOU with the Logan College of Chiropractic to provide strength and conditioning training and other athletic services to sixth-grade after school students. There is no cost to the District for this MOU and no fundraising has been requested. The MOU will be for the period from May 6, 2011 through June 30, 2012.

## BACKGROUND:

These services will be performed at Busch AAA Middle School. Each student will be assessed at the beginning and end of each training phase or once every three to four weeks. In addition, the students will participate in the Bobcat games held at the end of each training phase. The performance report for the current MOU is attached.

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: - - - -

Amount: No Cost

Requisition #:

Fund Source: - - - -

Amount:

Requisition #:

Fund Source: - - - -

Amount:

Requisition #:

Cost not to Exceed: No Cost

☐ 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 Logan University d/b/a Logan College of Chiropractic ("Agency") on this 6<sup>th</sup> day of May, 2011.

**The purpose of this Memorandum of Understanding is to establish a partnership between Logan College of Chiropractic and the St. Louis Public Schools. The SLPS and SLPS' Busch AAA Middle School ("School") desire to have the Agency provide strength and conditioning training and other athletic services ("Program") to sixth-grade, after-school students at the School under the direction and supervision of SLPS's Athletic Department. The Agency has a Master of Sports Science and Rehabilitation program and is desirous of cooperating with SLPS for the benefit of certain students enrolled at the Agency to afford such students the opportunity to have practical learning experiences as appropriate to their skill and training. See Exhibit A for more detailed explanation of the program to be developed between SLPS, the School, and the Agency.**

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

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

**5. Obligations of SLPS:**

**(a)** SLPS/School shall provide approximately 30 sixth grade after-school students ("Student Participants") for which Agency will provide general fitness testing and conditioning ("Program").

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**(b)** SLPS agrees that, under the direction of SLPS's head athletic trainer, the Agency's students may participate as athletic assistants.

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**(c)** SLPS/School will designate a weekly contact person who will receive updates and provide appropriate feedback to the Agency's Graduate Assistant.

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**(d)** SLPS/School members will provide the Agency with a copy of School's policies. SLPS/School promises to contact Agency immediately upon any alleged breach of a School policy by the Agency and its personnel.

---

**(e)** SLPS agrees to allow the Agency access to Student Participant's medical records and its gymnasium, weight training room and equipment storage at SLPS's School for the specific purpose of accomplishing Agency's responsibilities as described herein.

---

**(f)** SLPS agrees to authorize Agency's personnel to operate under authority granted to SLPS by its athletes' through their parents/guardians' written informed consent and waiver.

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**(g)** SLPS agrees to provide Agency with a copy of each Student Participant's informed consent and waiver.

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**(h)** SLPS agrees to provide any insurance it requires to allow Student Participants to participate in after-school athletic programs.

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**(i)** The terms of the document titled Logan College of Chiropractic Department of Sports and Rehabilitation Presents: SLPS Busch AAA Middle School and attached hereto as Exhibit A are also incorporated herein, except where specifically noted.

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## **6. Obligations of Agency:**

(a) Agency agrees to provide personnel (at appropriate skill, training and education) to perform all of its obligations in accordance with professional standards, applicable laws, and in a manner consistent with those standards set forth by its accreditation agency.

(b) Agency agrees to provide one graduate assistant (GA) student from its MS program for the purpose of testing, designing and implementing a strength and conditioning program at SLPS's School. Logan has the right to assign as many MS students to the GA in order to staff and accomplish its goals. The MS students will be assigned into athletic pods under the direction of the GA.

(c) Under the immediate supervision of Agency's Program Director (or his designee) and at Agency's convenience, Agency agrees to provide SLPS's Athletic Department and SLPS's athletes access to Agency's training facilities and classrooms in Chesterfield, Missouri.

(d) Agency agrees to provide any additional equipment and forms necessary for the testing and collection of athletic performance testing.

(e) Logan College of Chiropractic Department of Sports and Rehabilitation Presents: SLPS Busch AAA Middle School and attached hereto as Exhibit A are also incorporated herein, except where specifically noted.

(f) Upon SLPS's request and parental consent, Agency agrees to perform periodic pre-competition physical examinations and testing on a fee for services basis. Staffing such examinations and testing will be determined at Agency's discretion and include at least one Missouri licensed Doctor of Chiropractic. In performing such assessment, Agency agrees to provide the following prior to the first scheduled examination:

- Privacy screens;
- Physical examination equipment;
- Consent forms; and,
- Performance assessment kit.

For each physical performed by Agency, at SLPS's discretion it has the right to supervise and complete the exam. All physicals conducted by Agency personnel, in part or in its entirety, shall be copied and forwarded to Agency's Program Director for retention and storage.

(g) The terms of the document titled Logan College of Chiropractic Department of Sports and Rehabilitation Presents: SLPS Busch AAA Middle School 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) L-Star segmental testing which will be performed on the initial and at the end of each training phase or once per 3-4 weeks.

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(b) SPARO Youth All-Sport athletic assessment will be used at initial and ending dates of the program.

---

(c) Bobcat games. The data from the Bobcat games will be used as formative assessments to determine progress in between SPARO assessments. These games will be held at the end of each training phase or once per 3-4 weeks.

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**8. Term and Termination:** The term of the MOU will be from May 6, 2011 through June 30, 2012 unless earlier terminated by either party by providing thirty (30) days' written notice to the person who has signed as a representative of each party below.

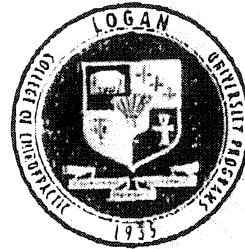
Saint Louis Public Schools

(Agency)

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

By: \_\_\_\_\_  
Name: George A. Goodman, DC  
Title: President

**LOGAN**  
UNIVERSITY PROGRAMS  
COLLEGE OF CHIROPRACTIC



*Department of Sports and Rehabilitation  
Presents:*

**SLPS  
Busch AAA Middle School**

**Graduate Assistant Program**

# Philosophy of Developmental Sports Training

**Purpose:** This section will detail the philosophy of strength and conditioning as taught by Logan University's Sports and Rehabilitation Program. The 4 "S" Program below is meant to address problem areas segmentally first then move to more whole body function to develop and train a healthy athlete to their optimal status as physically and psychologically potent forces to be reckoned with on and off the playing field.

## The 4 "S" Program

- Segmental
  - Specific movements to correct segmental, postural, and mechanical faults
  - Foam or tennis ball rolling to loosen segmental tight muscles
  - 5 minutes
- Specific Warm-up
  - Sports specific dynamic warm-up
  - Total body, focused on body parts trained that day
  - 10-15 minutes
- SAPS
  - Speed, Agility, Plyos, Strength
  - 25-45 minutes
- Stretch
  - Used as relaxation/reflection
  - Muscular contracture is weakness
  - 5-10 minutes

## Logan's - SAPS Program

- Speed, Agility, Plyo, Strength (SAPS)
  - 2-3 exercise per module
    - Speed: Working in a straight line
    - Agility: Working while changing directions
    - Plyometrics: Working in vertical plane, jumping
    - Strength: *Team & Individual Strength Movement*
      - Ability to lift body weight more effectively

**\*\*For students 11-12 years of age, most exercises will be based on bodyweight movements in addition to some light resistance training.**

## ***Logan University's Developmental Athletic Program Defined***

### **Definitions:**

*Graduate Assistant (GA):* for students in the MS program only, they are defined as having entered the practical aspect of their education. For students in the MS/DC program, they are defined as having entered Trimester 8.

*POD:* Each GA will have the opportunity to construct and educate a group of three other students to help with data collection, training and writing the S&C program for the athletic team.

*POD Members:* Students enrolled in the MS, DC or MS/DC program that have not yet reached the practical aspect of their education or are below trimester 8.

### **POD Organization & Management**

Each GA will have a pod of up to three members of which they can use to implement the S&C program for their athletic team. The reasoning behind this organization format is to give the GA's an opportunity for leadership, management and accountability in a highly competitive environment. It is also designed to advance the reality of their educational experience. It is our intent to progress our pod members into future GA's.

### **Role of GA**

The GA will be responsible for all communications between the Busch AAA team and the Logan Pod as well as Logan supervisors. This includes:

- 1) Initial interview form
- 2) Goals and Aspirations form
- 3) Weekly update form

Also the GA is responsible for development and implementation of all programming with the aid of the Pod members. The GA will ensure that he or she is present with at least one Pod member at all scheduled sessions or that the scheduled sessions are covered by at least 2 Pod members. The GA will be held to the highest standard of conduct and professionalism and will adhere to all Busch AAA Middle School policies.

### **Role of Pods**

The Pod members will assist the GA in design and implementation of programming. The Pod members may be asked to run training sessions in the absence of the GA based on experience. Pod members will conduct themselves with the highest standard of professionalism and will adhere to all Busch AAA Middle School policies.

### **Role of Busch AAA Team Members**

Busch AAA will designate a weekly contact person who will receive updates and provide appropriate feedback to the GA. Busch members will provide Logan Pods a copy of all Middle School policies. With any breach of policy Logan supervisors are contacted immediately.



## ***Logan University's Developmental Athletic Program Defined***

### **Definitions:**

*Graduate Assistant (GA):* for students in the MS program only, they are defined as having entered the practical aspect of their education. For students in the MS/DC program, they are defined as having entered Trimester 8.

*POD:* Each GA will have the opportunity to construct and educate a group of three other students to help with data collection, training and writing the S&C program for the athletic team.

*POD Members:* Students enrolled in the MS, DC or MS/DC program that have not yet reached the practical aspect of their education or are below trimester 8.

### **POD Organization & Management**

Each GA will have a pod of up to three members of which they can use to implement the S&C program for their athletic team. The reasoning behind this organization format is to give the GA's an opportunity for leadership, management and accountability in a highly competitive environment. It is also designed to advance the reality of their educational experience. It is our intent to progress our pod members into future GA's.

### **Role of GA**

The GA will be responsible for all communications between the Busch AAA team and the Logan Pod as well as Logan supervisors. This includes:

- 1) Initial interview form
- 2) Goals and Aspirations form
- 3) Weekly update form

Also the GA is responsible for development and implementation of all programming with the aid of the Pod members. The GA will ensure that he or she is present with at least one Pod member at all scheduled sessions or that the scheduled sessions are covered by at least 2 Pod members. The GA will be held to the highest standard of conduct and professionalism and will adhere to all Busch AAA Middle School policies.

### **Role of Pods**

The Pod members will assist the GA in design and implementation of programming. The Pod members may be asked to run training sessions in the absence of the GA based on experience. Pod members will conduct themselves with the highest standard of professionalism and will adhere to all Busch AAA Middle School policies.

### **Role of Busch AAA Team Members**

Busch AAA will designate a weekly contact person who will receive updates and provide appropriate feedback to the GA. Busch members will provide Logan Pods a copy of all Middle School policies. With any breach of policy Logan supervisors are contacted immediately.

## **Busch AAA Program Design**

The program will consist of approximately 30 sixth grade students. Due to the age of these participants general fitness will be the approach as opposed to sports specificity. Specific movements will be geared toward individuals with segmental and global movement deficiencies. The program will be 2-3 days per week :45 – 1:30 hour in duration per session.

### **Initial Testing**

SPARQ testing – Baseline assessment  
Segmental testing – L star

### **Program**

Upper and lower body split routine with 3-4 week cycles.  
All movements will be based on bodyweight or some light resistance.  
Each training session will incorporate strength training plus a session of one of the following depending on the cycle:

- 1) Conditioning
- 2) Agility
- 3) Plyometrics

### **Bobcat Games**

At the end of each 3-4 week training cycle the participants will play Bobcat Games. Bobcat Games is an event of individual and team performance games combined with elements of a sports combine. The games include but are not limited to Punt-Pass-Kick, 40 yard dash, Standing Long Jump, Agility Shuttle, Power Ball Throwing, Obstacle Course, and Tug of War. These games serve three purposes:

- 1) To monitor participant progress without officially testing them
- 2) Foster healthy competition and camaraderie
- 3) Provide a fun reprieve from weekly training by adding variation

## ***SLPS GA and Intern Timeline(Checklist)***

**\*\*This will help you plan your approach and follow-up with coaches and medical staff.**

**\*\*Perform each item in order and place a check by each when completed**

### **Week 1 Goals:**

1. Team physicals (if applicable)
2. Coaches "Goal and Vision" Sheet
3. Coaches meeting to asses training schedules and goals
4. Team SPARQ testing
5. Administer Food Diary
6. Design program and create training calendar
7. Review program and calendar with medical staff
8. Meet with athletes to introduce findings
9. Implement athlete log to track individual progress

### **Week 2-4 Goals:**

1. Weekly posting on Strength Board of Workouts
2. Weekly update of strength logs
3. Weekly update form
4. Weekly Masters Program Director Update form
5. Bobcat Games; Collect data from games for comparison

### **Week 5-8 Goals:**

1. Review Goals from previous 2 weeks
2. Weekly update form
3. Implementation of changes to program
4. Weekly update form and strength logs
5. Bobcat Games; Collect data

### **Week 9-12 Goals:**

1. Review Goals from previous 2 weeks
2. Weekly update form
3. Implementation of changes to program
4. Weekly update form and strength logs
5. Bobcat Games; Collect data

### **Week 13 Goals:**

1. Final SPARQ
2. Debrief for Summer

## **Busch AAA Program Design**

The program will consist of approximately 30 sixth grade students. Due to the age of these participants general fitness will be the approach as opposed to sports specificity. Specific movements will be geared toward individuals with segmental and global movement deficiencies. The program will be 2-3 days per week :45 – 1:30 hour in duration per session.

### **Initial Testing**

SPARQ testing – Baseline assessment  
Segmental testing – L star

### **Program**

Upper and lower body split routine with 3-4 week cycles.  
All movements will be based on bodyweight or some light resistance.  
Each training session will incorporate strength training plus a session of one of the following depending on the cycle:

- 1) Conditioning
- 2) Agility
- 3) Plyometrics

### **Bobcat Games**

At the end of each 3-4 week training cycle the participants will play Bobcat Games. Bobcat Games is an event of individual and team performance games combined with elements of a sports combine. The games include but are not limited to Punt-Pass-Kick, 40 yard dash, Standing Long Jump, Agility Shuttle, Power Ball Throwing, Obstacle Course, and Tug of War. These games serve three purposes:

- 1) To monitor participant progress without officially testing them
- 2) Foster healthy competition and camaraderie
- 3) Provide a fun reprieve from weekly training by adding variation

## Strength and Conditioning Daily Template

- I. **Segmental Training (Pre warm up)**
  - as indicated by segmental testing
  - foam or tennis ball rolling
  - physioball
- II. **Dynamic Warm up**
  - total body
  - focus on body parts to be trained that day
- III. **Main Movement (components of SAPS)**
  - Compound movement(s) on resistance days
  - Aerobic/Anaerobic work on conditioning days
  - Adequate loads, rest, and recovery
  - Perform speed and agility prior to strength moves
- IV. **Supportive Movements (components of SAPS)**
  - push/pull
  - superset
  - tri set
  - complexes
  - speed/agility (perform before strength)
- V. **Cooldown/Restoration**
  - Stretching (static, ballistic, cogwheel)
  - foam or tennis ball rolling
  - passive therapies
  - personal reflection time

## L Star Segmental Testing Measures

Athlete Name: \_\_\_\_\_ Age: \_\_\_\_\_ M/F: \_\_\_\_\_ Date: \_\_\_\_\_

*Hamstring Tension* R \_\_\_\_\_ L \_\_\_\_\_

*Whole Body Arch:* Ankle(in) \_\_\_\_\_  
Wrist(in) \_\_\_\_\_

*L Screen Walkup:* Feet (in) \_\_\_\_\_

*CKC Upper Extremity* \_\_\_\_\_

---

Follow Up 1

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

*Hamstring Tension* R \_\_\_\_\_ L \_\_\_\_\_

*Whole Body Arch:* Ankle(in) \_\_\_\_\_  
Wrist(in) \_\_\_\_\_

*L Screen Walkup:* Feet (in) \_\_\_\_\_

*CKC Upper Extremity* \_\_\_\_\_

---

Follow Up 2

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

*Hamstring Tension* R \_\_\_\_\_ L \_\_\_\_\_

*Whole Body Arch:* Ankle(in) \_\_\_\_\_  
Wrist(in) \_\_\_\_\_

*L Screen Walkup:* Feet (in) \_\_\_\_\_

*CKC Upper Extremity* \_\_\_\_\_

---

Comments: \_\_\_\_\_

---

**Logan University Sports Performance  
All-Sport Rating Tests  
SPARQ Results**

**Athlete Name:**

Athlete Number	Height (in)	Weight (lb)	DOB/Age	Position	School

	5-10-5 yds Agility (seconds)	Power Ball Chest Launch (feet)	20-Meter Sprint (seconds)	YIRT	Vertical Jump (inches)
1st Evaluation Date:	1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____

**Individual Rating:** \_\_\_\_\_ **Team:** \_\_\_\_\_ **Nationally:** \_\_\_\_\_

	Agility Shuttle (seconds)	Power Ball Chest Launch (feet)	20-Meter Sprint (seconds)	YIRT	Vertical Jump (inches)
2nd Evaluation Date:	1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____

**Individual Rating:** \_\_\_\_\_ **Team:** \_\_\_\_\_ **Nationally:** \_\_\_\_\_

	Agility Shuttle (seconds)	Power Ball Chest Launch (feet)	20-Meter Sprint (seconds)	YIRT	Vertical Jump (inches)
3 <sup>rd</sup> Evaluation Date:	1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____

**Individual Rating:** \_\_\_\_\_ **Team:** \_\_\_\_\_ **Nationally:** \_\_\_\_\_

**Logan University Sports Performance  
All-Sport Rating Tests  
SPARQ Results**

**Athlete Name:** \_\_\_\_\_

Athlete Number	Height (in)	Weight (lb)	DOB/Age	Position	School

	5-10-5 yds Agility (seconds)	Power Ball Chest Launch (feet)	20-Meter Sprint (seconds)	YIRT	Vertical Jump (inches)
1st Evaluation Date:	1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____

Individual Rating: \_\_\_\_\_ Team: \_\_\_\_\_ Nationally: \_\_\_\_\_

	Agility Shuttle (seconds)	Power Ball Chest Launch (feet)	20-Meter Sprint (seconds)	YIRT	Vertical Jump (inches)
2nd Evaluation Date:	1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____

Individual Rating: \_\_\_\_\_ Team: \_\_\_\_\_ Nationally: \_\_\_\_\_

	Agility Shuttle (seconds)	Power Ball Chest Launch (feet)	20-Meter Sprint (seconds)	YIRT	Vertical Jump (inches)
3 <sup>rd</sup> Evaluation Date:	1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____

Individual Rating: \_\_\_\_\_ Team: \_\_\_\_\_ Nationally: \_\_\_\_\_





**Memorandum of Understanding**  
**Performance Standard(s)**  
**Report**

**Agency:** Logan College of Chiropractic

**School:** Busch AAA Middle School

**Performance Standard 1:** L-Star segmental testing which will be performed on the initial and at the end of each training phase or once per 3-4 weeks.

\_\_\_\_\_  
\_\_\_\_\_

**Status:** See attached letter.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Performance Standard 2:** SPARO Youth All-Sport athletic assessment will be used at initial and ending dates of the program.

\_\_\_\_\_  
\_\_\_\_\_

**Status:** See attached letter.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Performance Standard 3:** Bobcat games. The data from the Bobcat games will be used as formative assessments to determine progress in between SPARO assessments. These games will be held at the end of each training phase or once per 3-4 weeks.

Status: See attached letter.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Performance Standard 4: N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_


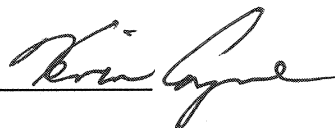
Status: N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Performance Standard 5: N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Status: N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted by: John Windom

Date: 4/5/2011

Reviewed by:  

Date: 4/13/11

Recommendation:

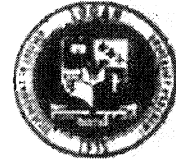
☒ Continue

☐ Discontinue

Pls fax to: 314 345-4599

# LOGAN

COLLEGE OF CHIROPRACTIC  
UNIVERSITY PROGRAMS



March 24, 2011

Mr. John Windom  
Executive Director of Community Education  
801 N. 11<sup>th</sup> Street  
St. Louis, MO 63101

RE: Strength and Conditioning Program at Busch Middle School of Character & Athletics

Dear Mr. Windom,

I wanted to give you an update on the strength and conditioning program our Department completed at Busch School in December 2010. On the whole we feel that this program was very successful. Our goal was to measure the effect of school-based non sport-specific strength and conditioning program. We measured the athletic parameters of power, speed, endurance, flexibility, and agility on the 6<sup>th</sup> grade class before and after a 10-week training program. Outcome measurements were taken during the first and last weeks of the program. Training consisted of 25-30 minute sessions three times a week. Training was partitioned into four modules: strength, aerobic conditioning, agility training and plyometric training. Each session was divided equally between strength training and one of the other three modules. At the end of the program we averaged the changes in all the students in each parameter. We found a 5% reduction in the 5-10-5 shuttle time; a 17% increase in Powerball throw distance; a 13% reduction in 40 yard dash times; a 24% increase in vertical jump heights; a 5% increase per leg in hamstring flexibility; and a 34% increase in upper extremity endurance. When all of the changes in each student were averaged together there was an overall improvement of 15% per student.

While improving overall athleticism is a worthwhile pursuit, childhood obesity increasingly poses the greatest health risk to our youth. In our next program we plan to meld high-intensity training (which causes a higher caloric burn) into the current modules. Our department is currently investigating the effect that exercise has on some of the non-verbal physical attributes of leadership. Certain exercises cause changes in the ways that students hold themselves and move in space, and these changes lead to perception of an increased ability to lead others. We have observed a direct relationship between movement and

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PO Box 1065

Chesterfield, MO 63006

636-227-2100

800-782-3344

Fax 636-207-2414

leadership when students are assigned objectives that can only be achieved through movement (i.e. a group of five students must decide and delegate how to move weighted object across 100 m with only three movements).

In closing, we are excited about the modifications we are making to our strength and conditioning program. Our future programs will incorporate high-intensity training to our existing protocols so that caloric expenditures by the students are higher, and they will incorporate some of the concepts we have been applying on leadership development through exercise. We are excited to share this with Busch School, and we would be eager to expand this program into an additional SLPS school; especially one that does not have physical education classes five days a week. We remain thankful for the opportunities the St. Louis Public School System extends to Logan College to enrich the lives of our youth.

Respectfully,



Brian McGaughran, D.C.  
Resident - Sports and Rehabilitation Clinic  
Logan University College of Chiropractic

Exhibit A

# LOGAN

COLLEGE OF CHIROPRACTIC  
UNIVERSITY PROGRAMS



March 24, 2011

Mr. John Windom  
Executive Director of Community Education  
801 N. 11<sup>th</sup> Street  
St. Louis, MO 63101

RE: Strength and Conditioning Program at Busch Middle School of Character  
& Athletics

Dear Mr. Windom,

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While improving overall athleticism is a worthwhile pursuit, childhood obesity increasingly poses the greatest health risk to our youth. In our next program we plan to meld high-intensity training (which causes a higher caloric burn) into the current modules. Our department is currently investigating the effect that exercise has on some of the non-verbal physical attributes of leadership. Certain exercises cause changes in the ways that students hold themselves and move in space, and these changes lead to perception of an increased ability to lead others. We have observed a direct relationship between movement and

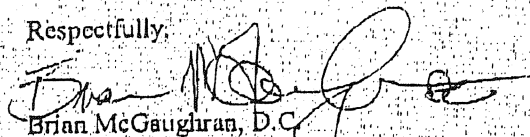
1851 Schneider Road  
PO Box 1065  
Chesterfield, MO 63006  
636-227-2100  
800-782-3344  
Fax 636-207-2424



leadership when students are assigned objectives that can only be achieved through movement (i.e. a group of five students must decide and delegate how to move weighted object across 100 m with only three movements).

In closing, we are excited about the modifications we are making to our strength and conditioning program. Our future programs will incorporate high-intensity training to our existing protocols so that caloric expenditures by the students are higher, and they will incorporate some of the concepts we have been applying on leadership development through exercise. We are excited to share this with Busch School, and we would be eager to expand this program into an additional SLPS school, especially one that does not have physical education classes five days a week. We remain thankful for the opportunities the St. Louis Public School System extends to Logan College to enrich the lives of our youth.

Respectfully,



Brian McGaughran, D.C.

Resident - Sports and Rehabilitation Clinic  
Logan University College of Chiropractic









# Board Resolution

Date: April 12, 2011

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item: 05-05-11-30

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

Action: X

Action to be Approved:

X Memorandum of Understanding

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

## SUBJECT:

To approve the renewal of the Memorandum of Understanding (MOU) with Healthcare Education, LLC to provide Certified Nursing Assistant (CNA), Certified Medical Technician (CMT), and Phlebotomy classes to registered students.

## BACKGROUND:

The goals of the program are to serve a minimum of 14 students per class, have a minimum of 90% of the CNA students complete the course, and have a minimum of 75% of the Phlebotomy students complete the course.

Healthcare Education has exceeded the goals initially set for the program. Of the students who have taken the courses, more than 90% of the students have completed the courses. The completion rate for the Certified Medical Technician (CMT) class is 100%. The performance report is attached.

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: - - - -  
Amount: No Cost

Requisition #:

Fund Source: - - - -  
Amount:

Requisition #:

Fund Source: - - - -  
Amount:

Requisition #:

Cost not to Exceed: No Cost

☐ 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 Healthcare Education, LLC ("Agency") on this 6<sup>th</sup> day of May, 2011.

**The purpose of this Memorandum of Understanding is to establish a partnership between Healthcare Education LLC and the St. Louis Public Schools in order to provide Certified Nursing Assistant (CNA), Certified Medical Technician (CMT), and Phlebotomy classes to registered students. The program will be offered at the Yeatman-Liddell Community Education Full Service School.**

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

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

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

---

---

(b) \_\_\_\_\_

---

---

(c) \_\_\_\_\_

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**6. Obligations of Agency:**

(a) Register students for the following classes: CNA, CMT and Phlebotomy.

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(b) Manage all financial aspects of the partnership.

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(c) Provide equipment and material needed for class implementation.

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

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

(a) Healthcare Education, LLC will service 12 to 15 students per class.

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(b) A minimum of 90% CNA students will have completed the course. They will be able to perform vital signs, differentiate between the normal aging process and an abnormality. The students will be able to provide accurate care and demonstrate safety in caring for residents. This will be monitored at all times in a clinical setting, supervised by a Certified Clinical Supervisor. A minimum of 90% CMT students will have successfully completed the course. Upon completion, students will be able to pass an examination administered by a Certified Medication Technician.

---

(c) A minimum of 75% of the Phlebotomy students will have successfully completed the course. They will be able to collect blood from patients in the proper manner. This will be monitored at all times in a clinical setting, supervised by a Certified Clinical Supervisor.

---

**8. Term and Termination:** The term of the MOU will be from May 6, 2011 through June 30, 2012, unless earlier terminated by either party by providing thirty (30) days' written notice to the person who has signed as a representative of each party below.

Saint Louis Public Schools

Healthcare Education, LLC

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

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



# Memorandum of Understanding

## Performance Standard(s)

### Report

**Agency:** Healthcare Education , LLC

**School:** Yeatman-Liddell Community Education Full Service School

**Performance Standard 1:** Healthcare Education, LLC will service 12 to 15 students per class.

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**Status:** There are several C.N.A., C.M.T., and Phlebotomy classes. The C.N.A. average class size is 14-16 students. The C.M.T. average class size is 13-15 students. The Phlebotomy average class size is 14-16 students.

---

**Performance Standard 2:** A minimum of 90% CNA students will have completed the course. They will be able to perform vital signs, differentiate between the normal aging process and an abnormality. The students will be able to provide accurate care and demonstrate safety in caring for residents. This will be monitored at all times in a clinical setting, supervised by a Certified Clinical Supervisor. A minimum of 90% CMT students will have successfully completed the course. Upon completion, students will be able to pass an examination administered by a Certified Medication Technician.

**Status:** 95% of C.N.A. students have completed the course. 100% of C.M.T. students have completed the course.

---

---

**Performance Standard 3:** A minimum of 75% of the Phlebotomy students will have successfully completed the course. They will be able to collect blood from patients in the proper manner. This will be monitored at all times in a clinical setting, supervised by a Certified Clinical Supervisor.



**Status:** 90% of Phlebotomy students have completed the course.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Performance Standard 4:** N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Status:** N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Performance Standard 5:** N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Status:** N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Submitted by:** Juliet Crowder

**Date:** 4/1/2010

**Reviewed by:** \_\_\_\_\_

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

**Recommendation:**

☒ Continue

☐ Discontinue

Status: 90% of Phlebotomy students have completed the course.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Performance Standard 4: N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

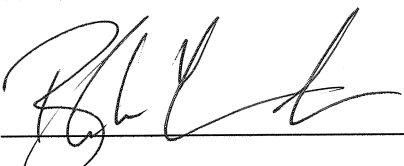
Status: N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Performance Standard 5: N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Status: N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted by: Juliet Crowder

Date: 4/1/2010

Reviewed by:  Kevin L. Loe

Date: 4/7/11

Recommendation:

☒ Continue

☐ Discontinue







# Board Resolution

Date: April 11, 2011

Agenda Item: 0505-1131

To: Dr. Kelvin R. Adams, Superintendent

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

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

Action: X

Action to be Approved:

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

X Memorandum of Understanding

## SUBJECT:

To approve the Memorandum of Understanding (MOU) with Imagine Me Counseling to provide therapeutic counseling services to students addressing such areas as: reactive attachment disorder, adjustment disorder, pervasive development disorder, anxiety, sexual abuse, behavior disorders, and mood disorders. The MOU will be for the period May 6, 2011 through June 30, 2012.

## BACKGROUND:

The services will be provided to students at Bevo-Long Community Education Full Service School and Woerner Elementary. Students identified by the school will receive a baseline assessment, an assessment during treatment and an assessment at the end of services.

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: - - - -  
Amount: No Cost

Requisition #:

Fund Source: - - - -  
Amount:

Requisition #:

Fund Source: - - - -  
Amount:

Requisition #:

Cost not to Exceed: No Cost

☐ Pending Funding Availability Vendor #:

Blake Youde, Dep. Supt. - Institutional Advancement

Angela Banks, 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 Imagine Me Counseling (Agency) on this 6<sup>th</sup> day of May, 2011.

**The purpose of this Memorandum of Understanding is to establish a partnership between Imagine Me Counseling and the St. Louis Public Schools in order to provide therapeutic counseling services to students addressing such areas as: reactive attachment disorder, adjustment disorder, pervasive developmental disorder, anxiety, sexual abuse, behavior disorders, attention deficit/hyperactivity disorder, generalized stress and mood disorders. These areas will be addressed through coordination of care with other professionals, art therapy, play therapy and other forms of traditional and non-traditional therapy. The partnership is with the Bevo-Long Community Education Full Service School and Woerner Elementary School.**

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

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

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

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

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

**5. Obligations of SLPS:**

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

---

(b) Develop with the agency, student standards for referral and participation in the program. Initiate referrals for potential services by analysis of appropriate SLPS staff.

---

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

---

**6. Obligations of Agency:**

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

---

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

---

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

---

(d) Maintain and share accurate records and sign in sheets with SLPS on request. Conduct themselves professionally while on school premises or interacting with school students or their families.

---

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

---



**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) 10 students or more will be served.
- (b) A record of the areas addressed and the type of service provided will be made available to the District.
- (c) Measurable Outcomes are established for/with each client at the beginning stages of services and the evaluation/progress on these goals will be made available to school staff and at the time of the MOU resubmission.

**8. Term and Termination:** The term of the MOU will be from May 6<sup>th</sup>, 2011 through June 30, 2012, unless earlier terminated by either party by providing thirty (30) days' written notice to the person who has signed as a representative of each party below.

Saint Louis Public Schools

Imagine Me Counseling

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

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







# Board Resolution

Date: April 11, 2011

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item: 05-05-11-32

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

Action: X

Action to be Approved:

X Memorandum of Understanding

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

## SUBJECT:

To approve the Memorandum of Understanding (MOU) with Selah Therapy LLC to provide therapeutic counseling services to students addressing such areas as: reactive attachment disorder, adjustment disorder, pervasive development disorder, anxiety, sexual abuse, behavior disorders, and mood disorders. The MOU will be for the period May 6, 2011 through June 30, 2012.

## BACKGROUND:

The services will be provided to students at Bevo-Long Community Education Full Service School. Students identified by the school will receive a baseline assessment, an assessment during treatment and an assessment at the end of services.

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: - - - -  
Amount: No Cost

Requisition #:

Fund Source: - - - -  
Amount:

Requisition #:

Fund Source: - - - -  
Amount:

Requisition #:

Cost not to Exceed: No Cost

☐ Pending Funding Availability Vendor #:

  
Blake Youde, Dep. Supt. - Institutional Advancement

  
Dr. Carlinda Purcell, Dep. Supt. - Academics

  
Angela Banks, Budget Director

  
Enos Moss, CFO/Treasurer

  
Dr. Kelvin R. Adams, Superintendent



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

This Memorandum of Understanding ("MOU") is entered into by and between the Saint Louis Public Schools ("SLPS") and the Selah Therapy LLC (Agency") on this 6<sup>th</sup> day of May, 2011.

**The purpose of this Memorandum of Understanding is to establish a partnership between Selah Therapy LLC and the St. Louis Public Schools in order to provide therapeutic counseling services to students addressing such areas as: reactive attachment disorder, adjustment disorder, pervasive developmental disorder, anxiety, sexual abuse, behavior disorders, attention deficit/hyperactivity disorder, generalized stress and mood disorders. These areas will be addressed through coordination of care with other professionals, art therapy, play therapy and other forms of traditional and non-traditional therapy. The partnership is with the Bevo-Long Community Education Full Service School.**

---

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

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

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

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

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

**5. Obligations of SLPS:**

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

---

(b) Develop with the agency, student standards for referral and participation in the program. Initiate referrals for potential services by analysis of appropriate SLPS staff.

---

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

---

**6. Obligations of Agency:**

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

---

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

---

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

---

(d) Maintain and share accurate records and sign in sheets with SLPS on request. Conduct themselves professionally while on school premises or interacting with school students or their families.

---

**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) 5 students or more will be served.
- (b) A record of the areas addressed and the type of service provided will be made available to the District.
- (c) Measurable Outcomes are established for/with each client at the beginning stages of services and the evaluation/progress on these goals will be made available to school staff and at the time of the MOU resubmission.

**8. Term and Termination:** The term of the MOU will be from May 6, 2011 through June 30, 2012, unless earlier terminated by either party by providing thirty (30) days' written notice to the person who has signed as a representative of each party below.

Saint Louis Public Schools

Selah Therapy LLC

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

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









# Board Resolution

Date: April 11, 2011

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item: 05-05-11-93

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

Action: X

Action to be Approved:

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

X Memorandum of Understanding

## SUBJECT:

To approve the Memorandum of Understanding (MOU) with Mission: St. Louis to provide supplemental reading help to students identified by the staff at Ford Elementary as students most in need of reading help. The MOU will be for the period May 6, 2011 through June 30, 2012.

## BACKGROUND:

The services will be provided at Ford Elementary and will include the use of the STAR Literacy Assessment tool to assess progress of the students in the program. Testing will occur at least four times per year.

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: - - - -  
Amount: No Cost

Requisition #:

Fund Source: - - - -  
Amount:

Requisition #:

Fund Source: - - - -  
Amount:

Requisition #:

Cost not to Exceed: No Cost

☐ Pending Funding Availability Vendor #:

Blake Youde, Dep. Supt. - Institutional Advancement

Dr. Carlinda Purcell, Dep. Supt. - Academics

Angela Banks, Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



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

This Memorandum of Understanding ("MOU") is entered into by and between the Saint Louis Public Schools ("SLPS") and the Mission: St. Louis ("Agency") on this 6th day of May, 2011.

**The purpose of this Memorandum of Understanding is to establish a partnership between Mission: St. Louis and the St. Louis Public Schools in order to help students at Ford Elementary students become more proficient readers. Mission: St. Louis will host a Morning Reading Program before school with students selected by the Ford staff who are most in need of supplemental reading help. Furthermore, Mission: St. Louis will use a valid literacy assessment tool to gauge student reading levels throughout the year and differentiate instruction accordingly. This data will be given to the school staff to also aid in better differentiating classroom literacy instruction.**

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

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

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

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

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

**5. Obligations of SLPS:**

(a) Ford Elementary will reserve the identified space for Morning Reading volunteers to work with students before school, from 7:30-8:15 on the designated days.

(b) Ford staff will collaborate with Mission: St. Louis in obtaining licensure for the STAR Literacy Assessment tool from Renaissance Learning.

(c) Ford Elementary will allow Morning Reading program leaders to assess students with the STAR Literacy Assessment tool at designated assessment times and in the designated location. Students in the program will be assessed at least 4 times throughout the year.

(d) The terms of the document titled \_\_\_\_\_ and attached hereto as Exhibit A are also incorporated herein, except where specifically noted.

**6. Obligations of Agency:**

(a) Regularly provide supplemental literacy help in the form of the Morning Reading program with the designated students selected by the Ford Elementary school staff.

(b) Ensure that all volunteers and program leaders receive specialized literacy training.

(c) Purchase the STAR Literacy Assessment tool and will take responsibility for contact and proper licensure with the Renaissance Learning Company.

(d) Assess student literacy levels using the STAR Literacy Assessment tool at least 4 times a year and will provide the data to Ford staff. As decided by the Ford staff and the Mission: St. Louis Education Director more assessments can and will be done as needed.

(d) The terms of the document titled \_\_\_\_\_ and attached hereto as Exhibit A are also incorporated herein, except where specifically noted.

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

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

- (a) The number and consistency of volunteers serving in the Morning Reading program.
- (b) The consistency of student attendance at the Morning Reading program and exposure to supplemental reading support.
- (c) The scores obtained from the STAR Literacy Assessment tool throughout the year and the differentiated interventions put into place for students.

**8. Term and Termination:** The term of the MOU will be from May 6<sup>th</sup>, 2011 through June 30, 2012, unless earlier terminated by either party by providing thirty (30) days' written notice to the person who has signed as a representative of each party below.

Saint Louis Public Schools

Mission: St. Louis

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

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









# Board Resolution

Date: April 11, 2011

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item: 05-051134

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

Action: X

Action to be Approved:

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

X Memorandum of Understanding

## SUBJECT:

To approve the Memorandum of Understanding (MOU) with the Human Development Corporation (HDC) to provide job training and work experience for students who are economically disadvantaged. The program is named Operation Springboard. This partnership is with HDC and Bevo-Long Community Education Full Service School. The MOU will be for the period May 6, 2011 through June 30, 2012.

## BACKGROUND:

Operation Springboard is designed to create work experience and training opportunities for youths aged 14-17 living in the City of St. Louis or Wellston. Participants of this program are often entering the job market for the first time and are in need of basic job skills. A pre and post test will measure the increase in knowledge and preparation for On the Job Training.

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: - - - -  
Amount: No Cost

Requisition #:

Fund Source: - - - -  
Amount:

Requisition #:

Fund Source: - - - -  
Amount:

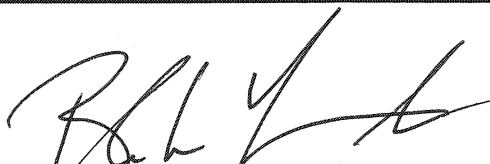
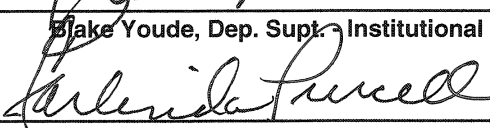
Requisition #:



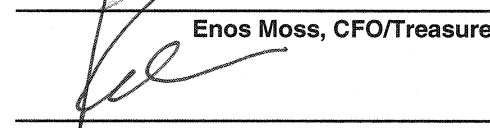
Cost not to Exceed: No Cost

☐

Pending Funding Availability

Vendor #:

  
Blake Youde, Dep. Supt. - Institutional Advancement  
  
Dr. Carlinda Purcell, Dep. Supt. - Academics

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



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

This Memorandum of Understanding ("MOU") is entered into by and between the Saint Louis Public Schools ("SLPS") and the Human Development Corporation ("Agency") on this 6<sup>th</sup> day of May, 2011

**The purpose of this Memorandum of Understanding is to establish a partnership between the Human Development Corporation (HDC) and the St. Louis Public Schools in order to provide job training and work experience for students who are economically disadvantaged. This partnership is with HDC and Bevo-Long Community Education Full Service School.**

---

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

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

5. **Obligations of SLPS:**

(a) Provide a room with tables and chairs or desks, a chalkboard or dry erase board, and a working computer for each participant for the computer training courses.

---

(b) Provide access to bathrooms and drinking fountain. Provide sign in sheets, and guidance regarding policies and procedures for Long Middle CEFSS.

---

(c) Provide student referrals, age 14 - 17 to the program.

---

6. **Obligations of Agency:**

(a) HDC will provide job training and work experiences for Operation Springboard for Youth program to students age 14 – 17.

---

(b) Specifically, HDC will provide: 32 (+) hours of job readiness preparation, resume preparation, interview techniques, conflict resolution/anger management, and dressing for success skills.

---

(c) HDC will provide a stipend at minimum wage to Operation Springboard students who complete up to 144 hours of On the Job Training (OJT)/internship experience.

---

(d) HDC will follow Long and SLPS policies and procedures as instructed, including ensuring adequate supervision and turning in daily sign in sheets to the Community Education Staff.

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

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

(a) A pre and post test for every youth will measure the increase in knowledge and preparation for OJT.

\_\_\_\_\_

(b) \_\_\_\_\_

\_\_\_\_\_

(c) \_\_\_\_\_

\_\_\_\_\_

**8. Term and Termination:** The term of the MOU will be from May 6, 2011 through June 30, 2012, unless earlier terminated by either party by providing thirty (30) days' written notice to the person who has signed as a representative of each party below.

Saint Louis Public Schools

(Agency Name)

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

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

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

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

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

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









# Board Resolution

Date: April 11, 2011

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item: 15051135

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

Action: X

Action to be Approved:

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

X Memorandum of Understanding

## SUBJECT:

To approve the Memorandum of Understanding (MOU) with the Hispanic Chamber of Commerce St. Louis Foundation (HCC) and The University of Missouri St. Louis (UMSL) to provide financial literacy education to middle school students. This partnership is with Bevo-Long Community Education Full Service School. The MOU will be for the period May 6, 2011 through June 30, 2012.

## BACKGROUND:

Assessment items will be selected from the Financial Fitness for Life - a comprehensive personal finance curriculum for K-12 students that teaches students how to make thoughtful, well-informed decisions about important aspects of personal finance.

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: - - - -  
Amount: No Cost

Requisition #:

Fund Source: - - - -  
Amount:

Requisition #:

Fund Source: - - - -  
Amount:

Requisition #:

Cost not to Exceed: No Cost

☐ Pending Funding Availability Vendor #:

Blake Youde, Dep. Supt. - Institutional Advancement

Dr. Carlinda Purcell, Dep. Supt. - Academics

Angela Banks, Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



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

This Memorandum of Understanding ("MOU") is entered into by and between the Saint Louis Public Schools ("SLPS"), the Hispanic Chamber of Commerce STL Foundation (HCC) and The University of Missouri St. Louis ("UMSL") ("Agency"), on this 6<sup>th</sup> day of May, 2011.

**The purpose of this Memorandum of Understanding is to establish a partnership between the Agency, UMSL and the St. Louis Public Schools in order to provide financial literacy education to middle school students (the "Program"). This partnership is with Long Middle Community Education Full Service School.**

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

**2. Limitation of Liability:** Each party to this MOU shall be solely responsible for any and all actions, suits, damages, liability, or other proceedings brought against it as a result of the alleged negligence, misconduct, error, or omission of any of its officers, agents or employees. No 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 and UMSL 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. Either UMSL or 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 ("Personnel") 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:** Each of the Agency and UMSL 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 records of students. Both during the term of this MOU and thereafter, each of 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. Neither the Agency nor UMSL will 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").

**5. Obligations of SLPS:**

(a) Provide classroom space for the Program after-school.

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(b) Permit Agency representatives to enter SLPS property to solicit volunteer students for the Program.

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**6. Obligations of Agency:**

(a) HCC will recruit students for the Program; and

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(b) HCC will coordinate with UMSL to provide Program.

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(c) HCC will adhere to Long Middle Community Education Full Service School Policies and Procedures, including providing daily sign in sheets to the office

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(d) UMSL will provide instruction for the Program.

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(e) UMSL will provide curriculum and instructional materials for the Program.

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(f) UMSL will provide curriculum and instructional materials for the Program.

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

**Performance Standards:** Agency and UMSL performance at the end of the term of this Memorandum of Understanding will be measured by the following performance standards:

(a) Selected lesson assessment items from the *Financial Fitness for Life Student Workouts Grades 6-8*.

\_\_\_\_\_

(b) Selected assessment items from the Financial Fitness for Life Middle School Test

\_\_\_\_\_

\_\_\_\_\_

(c) \_\_\_\_\_

\_\_\_\_\_

**9. Term and Termination:** The term of the MOU will be from May 6, 2011 through June 30, 2012, unless earlier terminated by either party by providing thirty (30) days' written notice to the person who has signed as a representative of each party below.

Saint Louis Public Schools

HCC STL Foundation

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

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

University of Missouri St. Louis

University of Missouri St. Louis

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

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







# Board Resolution

Date: April 11, 2011

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item: 05-05-11-36

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

Action: X

Action to be Approved:

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

X RFP/Bid \_\_\_\_\_

RFP # \_\_\_\_\_

## SUBJECT:

To approve the purchase of backpacks containing school supplies from Backpack Gear, Inc. at a cost not to exceed \$100,300.00, for the 2011-2012 school year for students who are in transition with housing/homelessness.

## BACKGROUND:

Backpack Gear Inc. will provide 6,200 backpacks containing basic school supplies along with additional items (dictionary, thesaurus, flashcards, activity books, and calculator) essential to learning and/or experiencing academic success. Four bids (Backpack Gear Inc., Universal Business Supply, Office Essentials, Kits for Kidz) were received. Backpack Gear Inc. was the only company able to fulfill the complete order request. In addition, Backpack Gear Inc. agreed not to tax the items and ship them free of charge.

Accountability Plan Goal: Goal I: Student Performance

Objective/Strategy:

I.D.3.b

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

Fund Source: 822 - RM - 640 - 2336 - 6411

Non GOB

Requisition #: 10124118

Amount: \$ 100,300.00

Fund Source: - - - -

Requisition #:

Amount:

Fund Source: - - - -

Requisition #:


Amount:


Cost not to Exceed: \$ 100,300.00

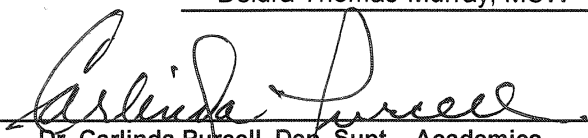
Pending Funding Availability Vendor #: 600014111


Department: Students-In-Transition

Requestor: Deidra Thomas-Murray, MSW

  
Angela Banks, Interim Budget Director

  
Enos Moss, CFO/Treasurer

  
Dr. Carlinda Purcell, Dep. Supt. - Academics

  
Dr. Kelvin R. Adams, Superintendent





# Backpack Gear, Inc.

4572 S. Orange Blossom Trail, PMB. #30

Orlando, Florida 32839

Phone: (407) 240-2343 Contact Toronto Liverpool

Fax: (407) 240-2342

## Customer Quote

Date	Estimate #
3/30/2011	1511

Customer:
St. Louis Public Schools Deidra Thomas-Murray Homeless Department 801 N. 11th Street St. Louis, MO 63101

Payment Terms	Rep
Net 30	JD

Item#.	Description	Quote Qty	Unit Price	Total
BPG325-S	600 Denier Backpack: Main/2Accessory Pockets, 2Padded Mesh Water Bottle Pockets, Contoured/Padded Arm Straps, Cell Phone/MP3 Pocket with Portal, Padded Back and I.D. Window. Measure: H16"xW11.5"xD6"	1,000	15.50	15,500.00
SSK-PreK-2nd Gr...	Kindergarten Grade Kit: 1 -Ruler 2-Folders, 1-Blunt Scissors, 24PK Crayons, 10-#2 Pencils, Crayola Markers, 1-Large Glue Stick, 1-Pencil Sharpener, 100 Pg. Compositions book, Pencil Box, Flash Cards - Addition and Subtraction, Activity/Coloring Learning Book			
BP665 (BPG-321)	600 Denier Backpack: 2 Tone, 2 Compartments, 2 Mesh Water Bottle Pockets, Front Loop Webbing, Padded Mesh Hand Strap, Padded Back and Shoulder Straps. Measures: 17.5"x12.5"x7"	1,800	15.00	27,000.00
SSK-3rd-5th Grad...	Elementary School Supply Kit: 1-Ruler, 3-Folders, 1-Blunt Scissors, 24PK Crayons, 10-#2 Pencils, Crayola Markers, 1-Large Glue Stick, 1 Wedge Eraser, 1-Pencil Sharpener, Spiral Notebooks - 70 pg. & 150 ct. Notebook Filler Paper			
BPG-274	600 Denier Backpack: 1Main/2Accessory Pockets, 2Padded Mesh Water Bottle Pockets, Contoured/Padded Arm Straps, Cell Phone/MP3 Pocket with Portal, Padded Back and I.D. Window.	1,700	16.50	28,050.00
SSK-6-8th	Elementary School Supply Kit: 1-Ruler, 3-Folders, 1-Blunt Scissors, 24PK Crayons, 10-#2 Pencils, Crayola Markers, 1-Large Glue Stick, 1 Wedge Eraser, 1-Pencil Sharpener, 100 Pg. Compositions book or Spiral Notebooks - 70 pg. & 150 ct. Notebook Filler Paper, Basic Calculator, Dictionary and Thesaurus			

Quote Accepted By: \_\_\_\_\_ Date \_\_\_\_\_

**Total**



## Backpack Gear, Inc.

4572 S. Orange Blossom Trail, PMB. #30

Orlando, Florida 32839

Phone: (407) 240-2343 Contact Toronto Liverpool

Fax: (407) 240-2342

## Customer Quote

Date	Estimate #
3/30/2011	1511

Customer:
St. Louis Public Schools Deidra Thomas-Murray Homeless Department 801 N. 11th Street St. Louis, MO 63101

Payment Terms	Rep
Net 30	JD

Item#.	Description	Quote Qty	Unit Price	Total
BPG-274	600 Denier Backpack: 1 Main/2 Accessory Pockets, 2 Padded Mesh Water Bottle Pockets, Contoured/Padded Arm Straps, Cell Phone/MP3 Pocket with Portal, Padded Back and I.D. Window.	1,700	17.50	29,750.00
SSK-9th-12th	9-12th Grade Kit: 1 Ruler, 4 Folders, 3 Pak Liquid Highlighters, 12 pk Assorted Pens, 10 pk-#2 Pencils, 1 Large Or 2 pk Glue Sticks, 1 Wedge Eraser, Pencil Sharpener, 2- 70 pg. C/R Spiral Notebook & 2-150 ct. Filler Paper, Basic Calculator, Dictionary and Thesaurus			0.00
SH	Free Shipping & Handling Charges - 15 pallets			0.00

Quote Accepted By: \_\_\_\_\_ Date \_\_\_\_\_

**Total**

\$100,300.00



## Assembled Kit and Backpack Order Form 2011

### Billing Information

Company Name \_\_\_\_\_ (completed by KFK)  
Address \_\_\_\_\_ Acct# \_\_\_\_\_  
Company City \_\_\_\_\_ St \_\_\_\_\_ Phone# \_\_\_\_\_  
Zip Code \_\_\_\_\_  
Contact Person \_\_\_\_\_ Contact E-Mail \_\_\_\_\_

### Ship-to-Information (if different than billing information)

Ship-to Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Ship-to Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
Contact Person \_\_\_\_\_ Contact E-Mail \_\_\_\_\_

### Program Details

- A minimum order amount of \$500.00 is required on any order. Multiple products can be combined to reach this minimum
- Unit Price shown includes delivery service charges (dock-to-dock) to one location. Inside delivery is available for an extra charge
- Payment terms are net 10 days from invoice date. An invoice will be emailed/faxed to the order contact
- A delivery week MUST be requested below. Please allow a minimum of 10 working days for orders to ship.
- KFK will ship orders via most economical carrier and KFK holds the right to deliver the product before the requested delivery week
- KFK Pricing shown is valid through Dec 31, 2011.
- Applicable tax-exempt info should be sent in with organization's first order
- The KFK Order Form MUST be signed and dated before the order can be processed

### Order Information

Order Date \_\_\_\_\_ Purchase Order # \_\_\_\_\_ Delivery Week Requested \_\_\_\_\_

#### School Supply Kits - (\*note the Head Start Kit is packed inside of a backpack, not a corrugated kit box)

KFK Product#	Recommended	Unit Price	Qty Ordered	Total Price
Head Start Kit*	For Pre-School & Pre-Kindergarten	\$13.00	X <input type="text"/>	= \$ <input type="text"/>
Primary Kit	Kindergarten thru 2nd Grades	\$13.00	X <input type="text"/>	= \$ <input type="text"/>
Elementary Kit	3rd thru 5th Grades	\$13.00	X <input type="text"/>	= \$ <input type="text"/>
Junior High/HS Kit	6th thru 12th Grades	\$13.00	X <input type="text"/>	= \$ <input type="text"/>

#### Miscellaneous Kits

Teacher Kit	All Teachers	\$13.00	X <input type="text"/>	= \$ <input type="text"/>
Baby Relief Kit	Infants Newborn thru 2 Years Old	\$13.00	X <input type="text"/>	= \$ <input type="text"/>
Child Activity Kit	All Children Ages 5-18	\$13.00	X <input type="text"/>	= \$ <input type="text"/>
Child Hygiene Kit	Children PK-5th Grades	\$5.50	X <input type="text"/>	= \$ <input type="text"/>
Young Adult Hygiene Kit	Children 6th -12th Grades	\$5.50	X <input type="text"/>	= \$ <input type="text"/>
Adult Hygiene Kit	Adults Ages 19 +	\$5.50	X <input type="text"/>	= \$ <input type="text"/>

#### Backpacks (see backpack sell sheet for pictures and additional information on the KFK backpacks)

KV500	16" Pre-K through 5th Grades	\$6.00	X <input type="text"/>	= \$ <input type="text"/>
KV550	18" 6th -12th Grades	\$8.00	X <input type="text"/>	= \$ <input type="text"/>
KV575	20" 9th-12th Grades	\$12.00	X <input type="text"/>	= \$ <input type="text"/>

Checks Payable to: SchoolKidz  
11210 Katherine's Crossing, Suite 500  
Woodridge, IL 60517

Total Amount Ordered \$

Fax orders to 800-689-4315 or email to [v.reckwerdt@kitsforkidz.org](mailto:v.reckwerdt@kitsforkidz.org)

I have read and understand the above program details and pricing information above

Organization Contact \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only: Plan: \_\_\_\_\_ Invoice: E-Mail Fax Mail Order# \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

# 2011 School Supply Kit Component List



Our most popular kits are available in three different age-appropriate styles that were designed to provide a child enough school supplies for an entire school year. Each kit is assembled in a convenient, easy to carry (and distribute) corrugated school supply box with a plastic handle. As an added bonus, the kit box also serves as a storage container for the student's supplies and school work during the school year. Each kit style comes with a different color handle to make distribution a breeze and has space for each student's name, grade and teacher.

Each kit contains 30 components and includes name brand components such as Staples, Acme, Georgia Pacific & Dixon. Here is what each kit contains for 2011:

## Primary Kit (Kindergarten - 2<sup>nd</sup> Grades)

Qty.	Component Description
3	Folder, 2 pocket, Asst Colors
2	Spiral Notebooks, 70 Ct., Wide Rule
1	Construction Paper, 9 X 12, 50 Sht, Asst Clrs
1	Book, Hard Cover, "Pop-Up"
1	Facial Tissue, 2 Ply, 100 Count
1	Pencil Case, Heavy-Duty, with zipper
1	Markers, 8 count, Washable, Wide
1	Paint Set, Watercolor, 8 Colors w/Brush
1	Crayons, Tuck Box, 24/Bx
1	Pencils, #2, All Wood, dozen
1	Glue, School, Washable, 4 oz, White
3	Glue Sticks, Dries Clear, .28 oz
3	Eraser, Pink, Large
1	Scissors, 5 1/4", Blunt Tip
1	Ruler, Plastic, 12", Inches & Metric, Asst.
1	Sharpener, Pencil, Double Barrel, Canister
1	Highlighter, Chisel Tip, Yellow
1	Pencil Cap Erasers, 12/Pack
3	Pen, Medium Point, Red
1	Marker, Dry Erase, Wide Tip, Black
1	KFK Kit Box with Plastic Handle

**30 Items**



## Elementary Kit (3<sup>rd</sup> - 5<sup>th</sup> Grades)

Qty.	Component Description
3	Folders, 2 pocket, Asst Colors
2	Spiral Notebooks, 70 Ct., Wide Rule
1	Filler Paper, Wide Rule, 10.5 X 8, 120/Pk
1	Book, Hard Cover, "Illustrated Classics"
1	Facial Tissue, 2 Ply, 100 Count
1	Markers, 8 count, Washable, Wide
1	Colored Pencils, 12 ct., 7"
1	Pencil Case, Heavy-Duty, with zipper
1	Crayons, Tuck Box, 24/Bx
1	Pencils, #2, All Wood, dozen
1	Glue, School, Washable, 4 oz, White
2	Glue Stick, Dries Clear, .28 oz
2	Eraser, Pink, Large
1	Marker, Dry Erase, Wide Tip, Black
1	Scissors, 5 1/4", Pointed Tip
1	Ruler, Plastic, 12", Inches & Metric, Asst.
1	Highlighter, Chisel Tip, Yellow
1	Sharpener, Pencil, Barrel, Canister
3	Pen, Medium Pt., Blue
3	Pen, Medium Pt., Red
1	KFK Kit Box with Plastic Handle

**30 Items**

## Junior High/High School Kit (6<sup>th</sup>-12<sup>th</sup> Grades)

Qty.	Component Description
3	Folders, 2 Pockets, Asst Colors
2	Spiral Notebooks, 70 Ct., College Rule
1	Filler Paper, College Rule, 10.5 X 8, 120/Pk
1	Dictionary, Webster's, Pocket
1	Book Cover, Stretchable, Asst Colors
1	Facial Tissue, 2 Ply, 100 Count
1	Calculator, Scientific, 10 Digit, W/Cover
1	Colored Pencils, 12 ct., 7"
1	Pencil Case, Heavy-Duty, with zipper
1	Protractor, Plastic, Transp., 6", 180 Deg
2	Glue Stick, Dries Clear, .28 oz
2	Eraser, Pink, Large
1	Pencils, #2, All Wood, dozen
1	Scissors, 5 1/4", Pointed Tip
1	Ruler, Plastic, 12", Inches & Metric, Asst.
1	Sharpener, Pencil, Double Barrel, Canister
1	Highlighter, Student Size, Yellow
4	Pen, Medium Pt., Black or Blue
3	Pen, Medium Pt., Red
1	KFK Kit Box with Plastic Handle

**30 Items**

# Bulk Order Form 2011

School Supplies, Backpacks, Hygiene Items, Clothing



Page 1

Order Date \_\_\_\_\_

## Billing Information

Name \_\_\_\_\_ Acct# \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
 Contact \_\_\_\_\_ E-Mail \_\_\_\_\_

## Shipping Information (if different than billing information)

Name \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
 Contact \_\_\_\_\_ E-Mail \_\_\_\_\_

Assembled Kits	Item#	Unit of Measure	Unit Cost	Units Per Carton	Units Ordered	Total Cost
School Supply Kit, "Primary", Grades K-2nd	PrimaryKFK	Kit	\$13.00	6		\$ -
School Supply Kit, "Elementary", Grades 3rd-5th	ElementaryKFK	Kit	\$13.00	6		\$ -
School Supply Kit, "Junior High/HIS, Grades 6th-12th	JuniorHighKFK	Kit	\$13.00	6		\$ -
School Supply Kit, "Head Start", Grades PS/PK	HeadStartKFK	Kit	\$13.00	6		\$ -
Hygiene Kit, Child, Packed in a Toiletry Case	2011ChildHyg	Kit	\$5.50	15		\$ -
Hygiene Kit, Young Adult, Packed in a Toiletry Case	2011YoungHyg	Kit	\$5.50	15		\$ -
Hygiene Kit, Adult, Packed in a Toiletry Case	2011AdultHyg	Kit	\$5.50	15		\$ -
Teacher Kit, Packed in a Kit Box	TeacherKit	Kit	\$13.00	6		\$ -
<b>School Supplies in Bulk</b>						
Binder, 3 Ring, 1.5", Assorted Colors	K212012	Ea	\$1.45	48		\$ -
Book, Elementary, 24 Asst Titles	400147	Ea	\$1.45	48		\$ -
Calculator, Large Display, 8 Digit	209005	Ea	\$1.09	72		\$ -
Calculator, Scientific, 10 Dig, W/Cover	400154	Bx	\$1.95	48		\$ -
Colored Pencils, 7", 12 Count, Assorted Colors	V6155	Bx	\$0.85	72		\$ -
Composition Book, Marble Cover, Black, 100 Count	K232059	Ea	\$0.95	48		\$ -
Construction Paper, 9 X 12, 50 Count, Asst Colors	204007	Pk	\$0.95	50		\$ -
Crayons, 24 Count, Tuck Box	V6124	Bx	\$0.62	48		\$ -
Dictionary, 5 X 8, Webster's, 180 Pages	217002	Ea	\$1.09	48		\$ -
Eraser, Pink, Large	207014	Ea	\$0.18	432		\$ -
Facial Tissue, 2 Ply, 100 count	V6130	Bx	\$0.90	30		\$ -
Filler Paper, Wide Rule, 10.5 X 8, 120/Pk	227027	Pk	\$0.99	36		\$ -
Filler Paper, College Rule, 10.5 X 8, 120/Pk	227028	Pk	\$0.99	36		\$ -
Folder, 2-Pocket, Asst Colors	V6170	Ea	\$0.20	250		\$ -
Folder, 2-Pocket, W/Fasteners, Asst Colors	245032	Ea	\$0.25	100		\$ -
Glue Stick, Washable, Clear, 28 oz.	208088	Ea	\$0.20	384		\$ -
Glue, School, Washable, 4 oz, White	V6102	Ea	\$0.42	144		\$ -
Highlighter, Chisel Tip, Student Size, Yellow	254027	Ea	\$0.24	288		\$ -
Index Cards, 3 X 5, Ruled, White, 100/Pk	235002	Pk	\$0.52	30		\$ -
Marker, Dry Erase, Chisel Tip, Low Odor	207030	Ea	\$0.39	288		\$ -
Markers, Washable, Wide Tip, 8 Ct.	V6145	Bx	\$0.99	48		\$ -
Notebook, Spiral, 70 Ct, College Rule, Asst Colors	232018	Ea	\$0.74	72		\$ -
Notebook, Spiral, 70 Ct, Wide Rule, Asst Colors	232050	Ea	\$0.74	72		\$ -
Paint Set, Watercolor, 8 Colors, W/Brush	V6136	Ea	\$0.85	48		\$ -
Pen, Medium Point, Red	V6112	Ea	\$0.07	480		\$ -
Pen, Medium Pt., Blue	V6110	Ea	\$0.07	480		\$ -
Pen, Medium Pt., Black	V6111	Ea	\$0.07	480		\$ -
Pencil Case, Fabric, 3-Hole w/Grommets, 10" x 6"	212009	Ea	\$0.58	144		\$ -
Pencil Box, Plastic, 8 X 5 X 2, Asst Colors	248001P	Ea	\$0.69	12		\$ -
Pencils, #2, Unsharpened, All Wood, Dozen	V6125	Dz	\$0.64	120		\$ -
Protractor, 6", 180 Degrees, Clear	201018	Ea	\$0.22	144		\$ -
Ruler, 12", Plastic, Inch & Cm, Center Holes, Asst	244004	Ea	\$0.20	240		\$ -
Scissors, 5 1/4", Pointed Tip	V6142	Ea	\$0.45	144		\$ -
Scissors, 5 1/4", Blunt Tip	V6141	Ea	\$0.45	144		\$ -
Sharpener, Pencil, Double Barrel, Canister	201016	Ea	\$0.30	72		\$ -

Total \$ Page 1

Add to totals on page 2

# Bulk Order Form 2010

School Supplies, Backpacks, Hygiene Items, Clothing



Page 2

Order Date

Please order product in multiples of carton quantity

Backpacks in Bulk	Item#	Unit of Measure	Unit Cost	Units Per Carton	Units Ordered	Total Cost
Backpack, "Economy" Style, 16" X 12" X 5", Asst	KV900	Ea	\$4.50	24		\$ -
Backpack, "Elementary" Style, 16" X 12" X 5", Asst	KV500	Ea	\$6.00	24		\$ -
Backpack, "Junior High" Style, 18" X 13" X 6, Asst	KV550	Ea	\$8.00	24		\$ -
Backpack, "High School" Style, 20" X 14" X 7, Asst	KV575	Ea	\$12.00	24		\$ -
Backpack, Clear, Vinyl, 16" X 12" X 5"	335020	Ea	\$6.00	24		\$ -
<b>Children's Hygien Items in Bulk</b>						
Comb, 7", Flexible, Black	300102	Ea	\$0.05	1440		\$ -
Hair Brush, Plastic, Gray	300101	Ea	\$0.45	288		\$ -
Shampoo & Body Bath, 8 Oz, Flip Top	300129	Ea	\$0.72	48		\$ -
Soap, Bar, 4.75 Oz, Anti-Bacterial	300116	Ea	\$0.68	100		\$ -
Soap Box, Plastic, Clear, W/Hinged Lid	300126	Ea	\$0.28	100		\$ -
Toothpaste, 4.75 oz Tube, Mint Flavor	300128	Ea	\$0.65	60		\$ -
Toothbrush, Child, 27 Tuft, Blue	300113	Pk	\$0.07	1440		\$ -
Dental Floss, Unwaxed, 12 Yards	300131	Fa	\$0.50	144		\$ -
Facial Tissue, Pocket Pack, 10/Pk	K261025	Pk	\$0.25	144		\$ -
Washcloth, 10 X 10, Cotton, White	300122	Fa	\$0.30	240		\$ -
Deodorant/Antiperspirant, 1.5 Oz, Roll-On	300109	Ea	\$0.49	96		\$ -
Toothbrush, Adult, 30 Tuft, White	300107	Ea	\$0.07	1440		\$ -
Razor, Disposable, Twin Blade	300105	Ea	\$0.14	100		\$ -
Shaving Cream, 1 oz., Gel	300106	Ea	\$0.49	144		\$ -
<b>Children's Clothing in Bulk</b>						
Socks, Crew, Unisex, Size 6-8 (Ages 6-12), White	320030	Pair	\$0.80	12		\$ -
Socks, Crew, Unisex, Size 9-11 (Ages 13+), White	320031	Pair	\$0.80	12		\$ -
Underwear, Briefs, Boys, White, Medium (Ages 5-8) 3/Pk	320020	Pk	\$4.95	24		\$ -
Underwear, Briefs, Boys, White, Large (Ages 9-12) 3/Pk	320021	Pk	\$4.95	24		\$ -
Underwear, Briefs, Boys, White, XLarge (Ages 13-18) 3/Pk	320022	Pk	\$4.95	24		\$ -
Underwear, Briefs, Girls, Asst. Medium (Ages 5-8) 5/Pk	320026	Pk	\$4.95	24		\$ -
Underwear, Briefs, Boys, Asst. Large (Ages 9-12) 5/Pk	320027	Pk	\$4.95	24		\$ -
Underwear, Briefs, Boys, Asst. XLarge (Ages 13-18) 5/Pk	320028	Pk	\$4.95	24		\$ -
Sweatshirt, Boys, Hanes, Fleece, Asst Clrs & Sizes	400178EA	Ea	\$3.00	24		\$ -
Sweatshirt, Girls, Hanes, Fleece, Asst Clrs & Sizes	400179EA	Ea	\$3.00	24		\$ -
Sweatpants, Boys, Hanes, Fleece, Asst Clrs & Sizes	400185EA	Ea	\$3.00	24		\$ -
Sweatpants, Girls, Hanes, Fleece, Asst Clrs & Sizes	400186EA	Ea	\$3.00	24		\$ -
Sweatshirt, "Hoodie", Boys, Fleece, Asst Clrs & Sizes	400190EA	Ea	\$4.50	24		\$ -
Sweatshirt, "Hoodie", Girls, Fleece, Asst Clrs & Sizes	400191EA	Ea	\$4.50	24		\$ -
Winter Cap, Knit, One Size Fits All, Asst Colors	320039EA	Ea	\$1.25	12		\$ -
Gloves, Winter, Magic Stretch, Asst Colors	320038EA	Ea	\$1.15	12		\$ -
<b>Baby/Layette Items in Bulk</b>						
Baby Bath, 4 Oz., W/Twist Cap	300151	Ea	\$0.65	96		\$ -
Baby Lotion, 4 Oz., W/Twist Cap	300152	Ea	\$0.65	96		\$ -
Baby Shampoo, "No More Tears", 4 Oz.	300114	Ea	\$0.55	96		\$ -
Baby Wipes, W/Aloe Vera, 80 Count	300155	Ea	\$1.15	12		\$ -
Petroleum Jelly, 2 oz Tube	400206	Ea	\$0.99	144		\$ -
<b>Miscellaneous Items in Bulk</b>						
Blanket, Fleece, 50" X 60", Asst Colors	400174	Ea	\$2.99	80		\$ -
Playing Cards, , Asst of Go Fish/Old Maid/Crazy 8's	256020	Ea	\$0.85	72		\$ -

Delivery Week Requested:

Page 2 Total \$ Amount

Purchase Order Number:

Add in Page 1 Total \$ Amount

Orders can be faxed to 800-689-4315 or emailed to [vreckwerdt@kitsforkids.org](mailto:vreckwerdt@kitsforkids.org)

## Bulk Order Terms & Conditions

Order Total

- \* Minimum Order is \$500.00. Pricing includes delivery service (dock to dock) to one location in the U.S.
- \* Payment terms are net 10 days from invoice date. An invoice will be emailed/faxed to the order contact
- \* A delivery week MUST be requested above. Please allow a minimum of 7 working days for orders to ship.
- \* Pricing is valid through December 31st, 2011. Applicable tax-exempt info should be sent in with organization's first order
- \* KFK Order Form MUST be signed and dated before it can be accepted
- \* School/District Purchase Orders are accepted. Please fill in the purchase order number above and attach a hard copy to this order form

I have read and understand the above program details and pricing information above

Organization Contact

Title

Office Use Only: Plan: Invoice: E-Mail Fax Mail Order# Date Initials









## BOARD RESOLUTION

Date: April 18, 2011

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item : 05-05-11-37

Information: ☐

Action: ☒

Action to be Approved: Contract

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

**SUBJECT:** To approve a sole source contract with the Black Alliance for Educational Options to conduct student recruitment and enrollment in support of Ashland, Clay, Cole, Columbia, Cote Brilliant, Farragut and Meramec schools. The services will be provided from May 6, 2011 to August 15, 2011 at a cost not to exceed \$20,000.

**BACKGROUND:** The Black Alliance for Educational Options will implement its Parents in Education program to encourage and assist parents in enrolling their children at Ashland, Clay, Cole, Columbia, Cote Brilliant, Farragut or Meramec schools. The program uses a combination of school open houses, parent communication and door-to-door canvassing to assist families in enrolling.

Accountability Plan Goals: Goal IV: Parent Community Involvement

Objective/Strategy: IV.A.

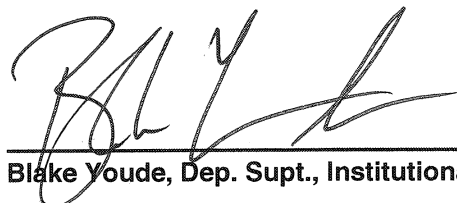
**FUNDING SOURCE:** (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source:	GOB	Requisition #:
Amount: \$20,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$20,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600014402

Department: Institutional Advancement

  
Angela Banks, Budget Director

  
Enos Moss, CFO/Treasurer

  
Blake Youde, Dep. Supt., Institutional Advancement

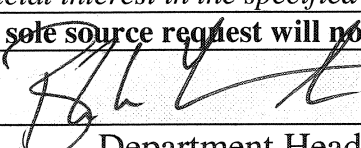
  
Dr. Kelvin R. Adams, Superintendent

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# REQUEST FOR SOLE SOURCE PURCHASE

<b>Requestor: Blake Youde</b>	<b>Date: April 18, 2011</b>
<b>Department / School: Institutional Advancement</b>	<b>Phone Number: 345-2353</b>
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
<b>Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)</b>	
Door-to-door canvassing for student recruitment and enrollment	
<b>Vendor Name: Black Alliance for Educational Options</b>	<b>Email: bertha@baeo.org</b>
<b>Vendor Contact: Bertha Gilkey Bonds</b>	<b>Phone Number 372-5587</b>
<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>	
No others are available.	
<b>3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)</b>	
Proposal attached.	
<b>4. List the Names of other Vendors contacted &amp; Price Quotes:</b>	
N/A	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
<b>Your sole source request will not be approved without the required signatures below:</b>	
	
Department Head	Date
CFO	Date
Superintendent	Date

## Sole Source Checklist

### 1. Check one of the following:

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

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

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

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

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

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

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

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

- Document a search for additional suppliers

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

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

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

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

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

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

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

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

- Sole supplier (i.e. Regional Distributor)

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

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

- Complete Emergency Purchase Form

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



April 11, 2011

Dr. Kelvin Adams, Superintendent  
St. Louis Public Schools  
801 N 11<sup>th</sup> Street  
St. Louis, MO 63106

Re: MO BAEO Parents in Education Marketing Strategy  
Located at Clay, Cole, Cole Brilliant, Farragut,  
Meramec, Columbia and Ashland Schools

Dear Dr. Adams,

On behalf of the MO Black Alliance for Educational Options, please find attached our proposal for the **MO BAEO Parents in Education Marketing Strategy** for St Louis Public Schools. The following schools will be impacted by this marketing project. They are Clay, Cole, Cole Brilliant, Farragut, Meramec, Columbia and Ashland Schools.

As we utilized multiple voices targeting neighborhoods and inviting students and their families to attend their neighborhood schools. The MO Black Alliance for Educational Options focus is to increase the number of St. Louis Public Schools families. We have parents helping parents realize their pivotal role in their children's education.

Our commitment to parents in the urban areas in St. Louis is paramount in educational reforms. We will give maximum attention to the details of assuring that we are reaching families utilizing Recruiters known as "the street team" from door to door, festivals, open house, fairs, malls and other public places. Upon completion of our recruitment and marketing we will provide follow up on all students recruited, parent orientation, The City of St. Louis Truancy policy, Parent Handbook and PTO activities.

We are excited about the opportunities and our future work with the St. Louis Public Schools students and their families. We look forward to a favorable decision and are ready to improve our children's education.

Sincerely,

Bertha Gilkey-Bonds, MO BAEO State Director

Cc: Kenneth Campbell, BAEO President  
Shree Medlock, BAEO National Advocacy Director  
Smita Chhada-Shah



## **Parents in Education Marketing Strategy for St. Louis Public Schools**

*Located at Clay, Cole, Cole Brilliant, Farragut, Meramec, Columbia and Ashland Schools*

This proposal lists strategies developed as a result of recruitment activities initiated by the Black Alliance for Educational Options (BAEO) to increase the number of families served by St. Louis Public Schools. Activities initiated in St. Louis by BAEO will produce a significant number of results for Clay, Cole, Cole Brilliant, Farragut, Meramec, Columbia and Ashland Schools. As a grass roots organization BAEO has parents and others working to help parents realize their pivotal role in the education of their children. BAEO supports parental choice.

This proposed marketing strategy enhances our commitment to the parents in the St. Louis urban areas. It is important to note that the proposed strategy is not a one month recruitment blitz but the start of a holistic systemic approach for working with parents. One Parent Field Recruiter/Coordinator and Recruiter Task Force Team will be designated to work with the schools during the recruitment efforts. This 2011-2012 Initiative called Parents in Education is a joint effort involving the original partners—MO BAEO, St. Louis Public Schools and parents.

**The essential elements of our marketing approach** for Clay, Cole, Cole Brilliant, Farragut, Meramec, Columbia and Ashland Schools

The plan utilizes MO BAEO, parents and other support individuals as Recruiters/Task Force that can relate to the parents from the perspective of the parent. The team comprised of such individuals interface with the school development efforts and Retention Cadre or Task Force for each school. The elements of the marketing plan are discussed with the specific task force; school development, retention, parent orientation and school leaders. This allows maximum attention to details.

Each school provides a list of addresses and telephone number of parents that currently have students attending the school. A survey is sent home to all parents as to whether they will enroll their children for the next school year. (Form developed by the school). This information is culled. An electronic data sheet is created for each school. This matches the projected enrollment with the



returning students from Clay, Cole, Cole Brilliant, Farragut, Meramec, Columbia and Ashland Schools. The benchmark for the specific numbers by grades is created by the school. Students that will reenroll are entered. All parents that do not return forms are contacted so that the information can be secured. Incentives are generated for parents that reenroll early. Two such incentives include BAEO dollars and school uniform shirts. BAEO Family Support Centers will handle distribution of shirts and the Parent Orientations.

All impacted schools will host an informational open house. A minimum of two open houses will be scheduled. A joint Open house with all impacted schools and a separate more intimate one will be held at each school. Each school is asked to produce a five to ten minute power point presentation that highlights its people, programs, and the uniqueness of the school. The school leaders, teachers, and parent will provide prospective parent with the strengths of enrolling in this specific school. Each school because of its emphasis area will share how that aspect of schooling is pertinent as a consideration for enrollment.

The Recruitment Team will target high population areas through door to door canvassing in the neighborhoods as well as community events. A minimum of two canvases will be initiated and as many community fairs as possible will be attended. New enrolled students will be encouraged to attend neighborhood schools. Incentives will be given for families that utilize the neighborhood schools from the BAEO Family Education Support Centers. As schools have year-end programs and events a recruitment table will be utilized. Invitations for prospective parents will be given out for each event. Teachers and other school workers as well as the Parents in Education Team will staff Open Houses. School persons will sign the prospective students up immediately. Several activities will be instituted on a yearly basis to support the annual recruitment of students. A status report will be provided at least once every two weeks. The goal of securing the agreed on recruitment bench mark is first week in August 2011.

### ***Incentives and Orientation***

#### **The MO BAEO Family Education Support Center**

Upon completion of Parent Orientation, Parents will receive a shirt and receive BAEO dollars for purchasing other items such as pencil, notebooks, ink pens, in addition to personal and hygiene items and the like will be made available for purchase at the BAEO Family Education Support Centers. Specific days will be designated for purchasing supplies. Credit towards supplies will be distributed as incentives for recruiting efforts by parents. Other Incentives for parents to earn BAEO dollars include volunteering and participation in opportunities throughout the year.

Parents Orientation will cover the role of the Family Education Support Center, school handbook, Truancy policy and enforcement, role of the Intervention Team, the roles of the PTO Officers, PTO monthly meetings, Student Councils and student council meetings.

PTO Committees include: an Advocacy Committee, Mentoring, Education, Fundraising, Parent Professional Development and Gardening committees. Parents will be encouraged to participate in one or more of these committees, attend meetings and other activities. Descriptions of these committees are provided at orientation. BAEO dollars will be issued by the BAEO Family Education Support Centers to parents who participate in the school, center, PTO meetings and committees.

### TimeLine

*The timeline for the completion of the Marketing/Recruiting is as follows:*

Submit completed proposal to SLPS Officials	4/11/2011
Schedule meeting to review proposal modifications (if any)	4/15/2011
Submit final proposal with changes to SLPS	4/18/2011
Board Approval of the MO BAEO Parents in Education Marketing Strategies for St. Louis Public Schools proposal	TBA by SLPS Official
Meet with Principals and Superintendent or his Designee to review MO BAEO Parents in Education Marketing Strategy for St Louis Public Schools Plan	4/28/2011
The Recruitment Coordinator & Recruiter Task Force Hiring and Assignment	4/29/2011
Brief recruitment updates	May/June/July/August
Parents Orientation/Incentives	First Day of School
Recruitment timeline completed	8/31/2011



## **Budget**

It is agreed to allocate \$10,000 for every 75 students recruited. The payment schedule calls for \$5,000 of this fee being paid up front. The remaining balance of \$5,000 will be paid to MO BAEO within five days of invoice for completing recruitment of the first 75 students. Additional student recruitment payments will be paid exactly as described as referenced above and upon receipt of MO BAEO invoices for each 75 students recruited.