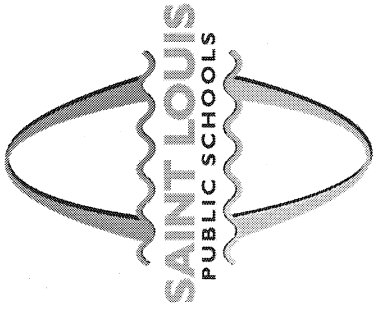




# **BOARD MEETING**

**THURSDAY, JUNE 24, 2010**

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# **A G E N D A**

## **SPECIAL ADMINISTRATIVE BOARD**

**MR. RICK SULLIVAN**

**MS. MELANIE ADAMS**

**MR. RICHARD GAINES**

## **SUPERINTENDENT OF SCHOOLS**

**DR. KELVIN R. ADAMS**

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## Meeting Agenda



**ST. LOUIS PUBLIC SCHOOLS**  
**SPECIAL ADMINISTRATIVE BOARD MEETING**  
**THURSDAY, JUNE 24, 2010 –6:00PM**  
**ADMINISTRATIVE BUILDING- 801 N. 11<sup>TH</sup> STREET**

**AGENDA**

- 1) Call to Order
- 2) Roll Call
- 3) Pledge of Allegiance
- 4) Public Comments
- 5) Approval of Minutes
  - March 9, 2010
  - April 1, 2010
  - April 15, 2010
  - April 29, 2010
- 6) Superintendent's Report
  - a) Information Items
    - i. Career and Technical Education-Adult Education and Literacy
  - b) Action Items
    - i. Consent Agenda
- 7) Board Member Updates
- 8) Adjournment

NOTES:

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## Minutes







4/29/10

## Consent Agenda

**ST. LOUIS PUBLIC SCHOOL DISTRICT  
SUPERINTENDENT'S REPORT  
June 24, 2010**

- 1.0 Preliminary
- 1.1 CONSENT AGENDA
- 1.2 Information Items Only
- a) Career and Technical Education- Adult Education and Literacy
- 1.3 Business Items – Action Required
- a) Consent Agenda
- 06-24-10-01** To approve a contract with Cannon Cochran Management Services, Inc. (CCMSI) for Workers' Compensation Claims Administration and Loss Control Services for the period July 1, 2010 through June 30, 2011 at a cost not to exceed \$130,945, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 06-24-10-02** To approve a contract with Automated Data Processing, Inc. (ADP) for enrollment and eligibility services, FSA/Section 125 administration and COBRA administration for the period July 1, 2010 through June 30, 2011 at a cost not to exceed, \$322,953, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 06-24-10-03** To approve a contract extension with Fringe Benefits Management Company (FBMC) for enrollment and eligibility services, FSA/Section 125 administration and COBRA administration for the period July 1, 2010 through January 31, 2011 at a cost not to exceed, \$164,102, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 06-24-10-04** To approve a contract renewal with the University of Missouri-Columbia/Missouri Partnership for Educational Renewal (MPER) for the period July 1, 2010 through June 30, 2011 in an amount not to exceed \$103,950, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 06-24-10-05** To approve a contract renewal with Netchemia, LLC to provide a software license for the District's web-based recruiter application for the period July 1, 2010 through June 30, 2011 at a cost not to exceed \$12,600, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 06-24-10-06** To approve a contract renewal with Dr. Alice Roach to serve as Chief of Staff of the St. Louis Public Schools for the period July 1, 2010 through June 30, 2011 at a cost not to exceed \$125,000, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 06-24-10-07** To approve a contract renewal with John Windom to serve as Executive Director of Community Education of the St. Louis Public Schools for the period July 1, 2010 through June 30, 2011 at a cost not to exceed \$92,043, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 06-24-10-08** To approve the FY 2009-2010 General Operating Budget Amendment I.



- 06-24-10-09** To approve a contract with US Bank to provide the District's banking services for the period July 1, 2010 through June 30, 2011 with the option to renew up to four (4) additional years. There is no cost associated with this request.  
**FUNDING SOURCE:** Does not apply
- 06-24-10-10** To approve a contract renewal with Rubin Brown, LLP to audit governmental activities, each major fund and the aggregate remaining fund information, which collectively comprises the financial statements for the performance period July 1, 2010 through December 31, 2010 in an amount not to exceed \$186,000, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 06-24-10-11** To approve the renewal purchase of the Automobile Liability and Physical Damage Insurance Policy for District's vehicles with State Farm Insurance Company for the period July 1, 2010 through June 30, 2011 at a cost not to exceed \$77,000, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 06-24-10-12** To approve the renewal purchase of the Excess Workers' Compensation Bond with Travelers Insurance Company through Marsh USA, the District's insurance broker, for the period July 1, 2010 through June 30, 2011 at a cost not to exceed \$11,125, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 06-24-10-13** To approve the renewal purchase of the Excess Workers' Compensation Insurance Policy with Arch Insurance through Marsh USA, the District's insurance broker for the period July 1, 2010 through June 30, 2011 at a cost not to exceed \$171,936, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 06-24-10-14** To approve the renewal purchase of the Boiler and Machinery Insurance Policy with Hartford Steam Boiler Insurance Company through Marsh USA, the District's insurance broker, for the period July 1, 2010 through June 30, 2011 at a cost not to exceed \$40,571, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 06-24-10-15** To approve the renewal purchase of the All-Risk Insurance Property Policy with Allianz Global US Insurance Company through Marsh USA, the District's insurance broker, for the period July 1, 2010 through June 30, 2011 at a cost not to exceed \$504,665, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 06-24-10-16** To approve the rescission of District Policy P3511 and District Regulation R3511 and the adoption of the Safety and Risk Management Policy to replace the rescinded policy and regulation. There is no cost associated with this request.  
**FUNDING SOURCE:** Does not apply
- 06-24-10-17** To approve a contract renewal with Chartwells-Thompson Hospitality to provide food services to the District's schools for the period July 1, 2010 through June 30, 2011, (unless terminated by either party without cause by giving a sixty (60) days notice in writing) at an amount not to exceed \$12,250,000, pending the availability of funds.  
**FUNDING SOURCE:** NON-GOB

- 06-24-10-18** To approve contract renewals with Metropolitan Taxicab Corporation, St. Louis County Cab Company, Inc. and Harris Cab Company to provide student transportation services for the 2010-2011 school year at a combined total amount not to exceed \$1,350,000, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 06-24-10-19** To approve a contract renewal with Belcan InfoServices to provide temporary technical personnel for the period July 1, 2010 through December 31, 2010 at a cost not to exceed \$50,000, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 06-24-10-20** To approve a contract renewal with Kronos Leasing to provide a software upgrade, hardware and software maintenance as well as support for the time and attendance system for the period July 1, 2010 through June 30, 2011 at a cost not to exceed \$170,610, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 06-24-10-21** To approve a contract renewal with Tyler Technologies, Inc. for the annual license renewal of the Student Information System for the period July 1, 2010 through June 30, 2011 at a cost not to exceed \$385,822, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 06-24-10-22** To approve a contract renewal with Morenet to provide connectivity to training, technical support and online reference resources for the period July 1, 2010 through June 30, 2011 at a cost not to exceed \$14,000, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 06-24-10-23** To approve a contract with Xerox Corporation to provide the operation and maintenance of the District's print shop for the period July 1, 2010 through June 30, 2011 at a cost not to exceed \$1,200,000, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 06-24-10-24** To approve a contract with Dell Corporation as the District's standardized vendor for any technology purchases such as desktop and laptop computers, servers, storage devices, peripherals, etc. for the period July 1, 2010 through June 30, 2011, with a possible renewal for 2 additional years.  
**FUNDING SOURCE:** Various (per school/department location)
- 06-24-10-25** To approve a contract renewal with Sharon Slane for consulting and grant writing services for the period July 1, 2010 through June 30, 2011 at a cost not to exceed \$50,000, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 06-24-10-26** To approve a contract renewal with Compass Management Consulting, LLC to provide external evaluation services for the *Let Freedom Ring Grant* for the period July 15, 2010 through June 30, 2011 at a cost not to exceed \$24,000, pending the availability of funds.  
**FUNDING SOURCE:** NON-GOB
- 06-24-10-27** To approve a Memorandum of Understanding with Coat-A-Kid, Inc. to provide new coats, hats and gloves to District students for the period August 1, 2010 through June 30, 2011. There is no cost associated with this request.  
**FUNDING SOURCE:** Does not apply

- 06-24-10-28** To approve a Memorandum of Understanding with The Little Bit Foundation to provide basic essentials such as school supplies, hygiene items, etc. to eleven (11) District elementary schools for the period August 1, 2010 through June 30, 2011. There is no cost associated with this request.  
**FUNDING SOURCE:** Does not apply
- 06-24-10-29** To approve a Memorandum of Understanding with the Curators of the University of Missouri on behalf of the University of Missouri to implement and evaluate the Missouri College Advising Corps Program for the period July 1, 2010 through June 30, 2011. There is no cost associated with this request.  
**FUNDING SOURCE:** Does not apply
- 06-24-10-30** To approve a contract with Abbott Ambulance, Inc. to provide ambulance services for all high school and junior varsity football games for the period August 15, 2010 through December 1, 2010 at a cost not to exceed \$15,000, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 06-24-10-31** To approve a contract amendment with Midwest Music Therapy Services, Inc. to provide music therapy to students with disabilities in the amount of \$12,400 for the current school year, pending the availability of funds.  
**FUNDING SOURCE:** NON-GOB
- 06-24-10-32** To approve a contract amendment with Mid-America Therapy to provide occupational therapy to students with disabilities in the amount of \$81,200 for the current school year, pending the availability of funds.  
**FUNDING SOURCE:** NON-GOB
- 06-24-10-33** To approve a contract renewal with Touchpoint Autism Services for placement services for autistic students for the period July 1, 2010 through June 30, 2011 at a cost not to exceed \$200,000, pending the availability of funds.  
**FUNDING SOURCE:** NON-GOB
- 06-24-10-34** To approve contract renewals with Educational Based Services, City Speech, Career Staff Unlimited, Cumberland Therapy, Mid-America Therapy and Childgarden Child Development Center to provide speech therapy services for the period July 1, 2010 through June 30, 2011 at a total combined cost not to exceed \$1,418,870, pending the availability of funds.  
**FUNDING SOURCE:** NON-GOB
- 06-24-10-35** To approve contract renewals with Mid-America Therapy, Supplemental Health Care and Childgarden Child Development Center to provide occupational and physical therapy services for the period July 1, 2010 through June 30, 2011 at a total combined cost not to exceed \$654,450, pending the availability of funds.  
**FUNDING SOURCE:** NON-GOB
- 06-24-10-36** To approve contract renewals with Edgewood Children's Home, Epworth Children and Family Services, Evangelical Children's Home, St. Vincent School, Annie Malone-Emerson Academy and Logos School to provide private placement services for the period July 1, 2010 through June 30, 2011 at a total combined cost not to exceed \$2,840,000, pending the availability of funds.  
**FUNDING SOURCE:** NON-GOB

- 06-24-10-37** To approve a contract renewal with Listening for Learning to provide audiology services to students with disabilities for the period July 1, 2010 through June 30, 2011 at a cost not to exceed \$40,125, pending the availability of funds.  
**FUNDING SOURCE:** NON-GOB
- 06-24-10-38** To approve a contract renewal with Deaf Way Interpreting Services to provide sign language interpreting services to students with disabilities for the period July 1, 2010 through June 30, 2011 at a cost not to exceed \$187,200, pending the availability of funds.  
**FUNDING SOURCE:** NON-GOB
- 06-24-10-39** To approve a contract renewal with International Institute to provide foreign language interpreting services to students and families for the period July 1, 2010 through June 30, 2011 at a cost not to exceed \$20,075, pending the availability of funds.  
**FUNDING SOURCE:** NON-GOB
- 06-24-10-40** To approve a contract renewal with Midwest Music Therapy Services, Inc. to provide music therapy services to students with disabilities for the period July 1, 2010 through June 30, 2011 at a cost not to exceed \$47,500, pending the availability of funds.  
**FUNDING SOURCE:** NON-GOB
- 06-24-10-41** To approve a contract renewal with Alternatives Unlimited to provide short-term alternative day placement services for the period July 1, 2010 through June 30, 2011 at a cost not to exceed \$495,000, pending the availability of funds.  
**FUNDING SOURCE:** NON-GOB
- 06-24-10-42** To approve a contract renewal with the Institute For Family Medicine to provide services of a medical director for the District's Health Services Office for the period July 1, 2010 through June 30, 2011 at a cost not to exceed \$8,000, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 06-24-10-43** To approve a contract renewal with the Twenty-Second Judicial Circuit of Missouri Family Court's Juvenile Division of the Truancy Initiative for the period July 1, 2010 through June 30, 2011 at a cost not to exceed \$85,000, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 06-24-10-44** To approve a contract renewal with the Missouri School Boards' Association for direct service Medicaid claiming to be provided at a cost not to exceed 10% of the generated revenue.  
**FUNDING SOURCE:** GOB
- 06-24-10-45 (CORRECTED)** To approve a contract renewal for acceptance of \$900,000 from Grace Hill Settlement House for Head Start services for the 2010-2011 school year.  
**FUNDING SOURCE:** There is no cost associated with this request
- 06-24-10-46** To approve a contract renewal with Advancement Via Individual Determination (AVID) for annual membership services for seventeen (17) District schools for the period beginning July 1, 2010 through June 30, 2011 in an amount not to exceed \$48,110, pending the availability of funds.  
**FUNDING SOURCE:** NON-GOB

- 06-24-10-47** To approve a contract renewal with Rensselaerville Institute dba School Turnaround to provide intensive intervention and leadership initiatives to fourteen (14) District elementary and middle schools for the period July 1, 2010 through June 30, 2011 at a cost not to exceed \$650,000, pending the availability of funds.  
**FUNDING SOURCE:** NON-GOB
- 06-24-10-48** To approve a contract renewal with Achievement Commitment and Excellence (ACE) Learning Centers for 200 student slots at a cost of \$1,040,000, pending the availability of funds and an additional 250 students slots pending the SIG funding, at a cost of 1,300,000. The total combined cost of this contract is \$2,340,000. ACE will continue to provide and maintain a course of instruction for alternative education as approved by the Department of Elementary and Secondary Education (DESE).  
**FUNDING SOURCE:** GOB AND NON-GOB
- 06-24-10-49** To approve contract renewals with pre-approved providers identified by DESE for Supplemental Educational Services in an amount not to exceed \$3.4M, pending the availability of funds.  
**FUNDING SOURCE:** NON-GOB
- 06-24-10-50** To approve a contract renewal with Press Journal Printing to print the 2010-2011 Community Education Full Service Schools' brochures at a cost not to exceed \$30,000, pending the availability of funds.  
**FUNDING SOURCE:** NON-GOB
- 06-24-10-51** To approve the purchase of Chinese Level 1 and Level 2 textbooks, teacher and student resources, web-based in-services and District-wide supporting software from Pearson Prentice Hall at a cost not to exceed \$7,595.94, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 06-24-10-52** To approve the purchase of Spanish 1A and 1B textbooks, teacher and student resources, professional development and District-wide supporting software from Pearson Prentice Hall at a cost not to exceed \$39,415.37, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 06-24-10-53** To approve the purchase of high school sociology textbooks, teacher and student resources and professional development from Holt-McDougal Publication, Inc. at a cost not to exceed \$20,072, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 06-24-10-54** To approve the purchase of high school psychology textbooks, teacher and student resources and professional development from Holt-McDougal Publication, Inc. at a cost not to exceed \$20,072, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 06-24-10-55** To approve the purchase of the drama textbooks, "Exploring Theater" for Carr Lane Middle School from Glenco-McGraw Hill at a cost not to exceed \$6,352.11, pending the availability of funds. The book emphasizes critical thinking skills, enforces integration across curricular areas and promotes student activities focused on state standards  
**FUNDING SOURCE:** GOB

- 06-24-10-56** To approve the purchase of replacement textual materials for the 2010-2011 school year from various District approved textbook vendors in a total combined amount not to exceed \$500,000, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 06-24-10-57** To approve the purchase of school and student licenses and professional development for grades 6-8 from Renaissance Learning at a cost not to exceed \$107,609.45, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 06-24-10-58** To approve the purchase of fall season sports equipment from Johnny Mac Sporting Goods, Bill Magan Sporting Goods, Curt Smith Sporting Goods and Riddell/All American at a total combined cost not to exceed \$73,574, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 06-24-10-59** To approve acceptance of Washington University's second year funds to support salary and benefits of parent educator staffing in the amount of \$34,762
- 06-24-10-60** To approve acceptance of the Carl Perkins Grant for the period July 1, 2010 through June 30, 2011 in the amount of \$1,528,144.
- 06-24-10-61** To approve acceptance of the Adult Education and Literacy Grant for the period July 1, 2010 through June 30, 2011 in the amount of \$1,803,033.
- 06-24-10-62** To approve an appropriation not to exceed \$68,072 to support the 2010-2011 Back to School Fair.
- 06-24-10-63** To approve the purchase of MAP End of Course test materials and scoring and reporting services for the 2010-2011 school year from the state appointed vendor, Riverside Publishing Company at an amount not to exceed \$15,000, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 06-24-10-64** To approve a contract extension with Human Resource Partnership to provide a professional temporary employee to serve as a Benefit Specialist for the period July 1, 2010 through July 31, 2010 at a cost not to exceed \$6,080, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 06-24-10-65** To ratify approval of a contract with Gaytha Harris for completion of SLPS Innovation competitive grant application for funding of the International Welcome School for the period April 1, 2010 through June 30, 2010 at a cost not to exceed \$7,950  
**FUNDING SOURCE:** GOB
- 06-24-10-66** To authorize the Superintendent to exercise discretion in the placement of surplus staff for the 2010-2011 school year.  
**(WALK-ON)**

## **ITEMS FOR CONSIDERATION FOR THE JULY 6, 2010 MEETING**

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- 07-06-10-01** To approve the 2010-2011 Assessment Calendar.  
**FUNDING SOURCE:** There is no cost associated with this request
- 07-06-10-02** To approve a sole contract renewal with the American College Testing (ACT) for the 2010-2011 school year to purchase the EXPLORE and PLAN tests to include test booklets and score reports at a cost not to exceed \$40,000, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 07-06-10-03** To approve a sole source purchase of the Project test and Online instruction from ACT to include test booklets and score reports at a cost not to exceed \$50,500, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 07-06-10-04** To approve a sole source contract renewal with CTB/McGraw Hill for the 2010-2011 school year to purchase the Missouri Assessment Program (MAP GLE) tests to include test books, and scoring and reporting services at a cost not to exceed \$25,000, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 07-06-10-05** To approve a sole source contract renewal with CTB/McGraw Hill for the 2010-2011 school year to purchase and administer the TerraNova 3 norm-referenced assessments to include test booklets, scoring, online and paper reporting and professional development at a cost not to exceed \$398,133, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 07-06-10-06** To approve a sole source contract renewal with CTB/McGraw Hill for the 2010-2011 school year to purchase and administer the Acuity formative assessment to include test booklets, reporting, scoring and professional development at a cost not to exceed \$295,000, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 07-06-10-07** To approve a sole source contract with Scantron Corporation to develop 18 new high school benchmarks aligned to the State mandated MAP End of Course (EOC) assessment for the 2010-2011 school year at a cost not to exceed \$55,000, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 07-06-10-08** To approve a sole source purchase from Harland Technology for a maintenance agreement on a NCS OpScan 21 Scanner that is used to score the formative assessments and academic program evaluations. The period of the agreement is for the 2010-2011 school year at a cost not to exceed \$7,900, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 07-06-10-09** To approve a sole source purchase of augmented communicators from DynaVox Mayer-Johnson at a cost not to exceed \$19,084, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 07-06-10-10** To approve a membership renewal with CHARACTERplus for the period July 10, 2010 through June 30, 2011 at a cost not to exceed \$5,370, pending the availability of funds.  
**FUNDING SOURCE:** NON-GOB

- 07-06-10-11** To approve a contract renewal with the University of Missouri for the Leadership Academy for Character Education for the period January 2011 through December 2011 at a cost not to exceed \$15,000, pending the availability of funds.  
**FUNDING SOURCE:** NON-GOB
- 07-06-10-12** To approve a contract renewal with St. Louis for Exceptional Gifted Students to provide a full-time, multi-aged, enriched and extended academic program for those highly gifted students who need an alternative to regular classroom for the period August 2010 through June 30, 2011 in an amount not to exceed \$28,800, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 07-06-10-13** To approve a Memorandum of Understanding with MERS/Goodwill to provide school to work transition training for CAJT/Nottingham special education students for the period July 10, 2010 through June 30, 2011.  
**FUNDING SOURCE:** There is no cost associated with this request
- 07-06-10-14** To approve a Memorandum of Understanding with Kenrick Seminary to provide school to work transition training for CAJT/Nottingham special education students for the period July 10, 2010 through June 30, 2011.  
**FUNDING SOURCE:** There is no cost associated with this request
- 07-06-10-15** To approve a Memorandum of Understanding with Industrial Aid to provide school to work transition training for CAJT/Nottingham special education students for the period July 10, 2010 through June 30, 2011.  
**FUNDING SOURCE:** There is no cost associated with this request
- 07-06-10-16** To approve a Memorandum of Understanding with The City of St. Louis Department of Health to participate as a member of the public health response team for the period July 10, 2010 through June 30, 2011. The District will provide staff to ensure safety at four point of dispensing sites.  
**FUNDING SOURCE:** There is no cost associated with this request
- 07-06-10-17** To approve a Memorandum of Understanding with The City of St. Louis Department of Health to participate as a member of the public health response team for the period July 10, 2010 through June 30, 2011. The District will provide the use of thirteen school sites as the point of dispensing sites.  
**FUNDING SOURCE:** There is no cost associated with this request
- 07-06-10-18** To approve a contract with Industrial Acoustics Company to provide design-build installation of a radio broadcast room at Beaumont High School for the period July 9, 2010 through October 30, 2010 at a total cost not to exceed \$52,690 that will include the 10% contingency fee, pending the availability of funds.  
**FUNDING SOURCE:** NON-GOB
- 07-06-10-19** To approve a two year contract extension renewal with First Student, Inc. to provide routing and scheduling services along with transportation services for the District for the period July 1, 2010 through June 30, 2011 at a cost not to exceed \$21,970,009, pending the availability of funds and legal review.  
**FUNDING SOURCE:** GOB
- 07-06-10-20** To approve the final bus routes for the 2009-2010 school year.  
**FUNDING SOURCE:** There is no cost associated with this request



- 07-06-10-21** To approve the May 2010 Budget Transaction Report.
- 07-06-10-22** To approve the purchase of Athletic Accident Insurance from Chubb Group of Insurance Companies for the period August 1, 2010 through July 31, 2011 at a cost not to exceed \$47,878, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 07-06-10-23** To approve a contract renewal with Steven R. Carroll and Associates for legislative representation of the St. Louis Public Schools for the 2010-2011 school year at a cost not to exceed \$53,000 that will include reimbursement of expenses incurred, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 07-06-10-24** To approve a contract renewal with eSchool Solutions for the annual maintenance fee for the Substitute Employee Management System for the 2010-2011 school year at a cost not to exceed \$14,800, pending the availability of funds.  
**FUNDING SOURCE:** GOB
- 07-06-10-25** To rescind Board Regulation 4670 concerning substitute teachers.  
**FUNDING SOURCE:** There is no cost associated with this request

**June 24, 2010**





# SAINT LOUIS PUBLIC SCHOOLS

Date: May 27, 2010

To: Dr. Kelvin R. Adams, Superintendent

From: Sharonica Hardin, Chief Human Resource Officer

## VENDOR SELECTION METHOD:

- ☒ RFP/Bid  
☐ Sole Source  
☐ Contract Renewal  
☐ Ratification

Previous Bd. Res. #:

Agenda Item: 06-24-10-01  
Information: ☐  
Conference: ☐  
Action: ☒

## SUBJECT:

To approve a contract with Cannon Cochran Management Services Inc. (CCMSI) for Workers' Compensation Claims Administration and Loss Control Services for the period from July 1, 2010 through June 30, 2011 at a cost not to exceed \$130,945.00. This contract was public bid. CCMSI was the low bidder and received that highest rating from each of the bid evaluators.

## BACKGROUND:

The District is self insured for workers' compensation claims in the State of Missouri. As such, it utilizes the services of a Third Party Administrator (TPA) to administer its workers' compensation obligations to its employees. The TPA will work closely with District's staff and workers' compensation legal representation to manage claims in accordance with the District's claim management philosophy. The TPA will be responsible for compliance with all laws and regulations related to claims investigation and processing, preparation and filing of claim forms, reports to the District's excess carrier, and reports to the Missouri Division of Workers' Compensation. Communication with claimants and services providers, maintenance of data, and issuance of management reports will also be the responsibility of the TPA.

CSIP: Goal 2: Process Performance Row: 94

MSIP: 5.1

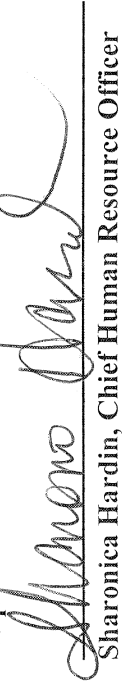
8.5.4

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

|                                       |                                                                  |                     |
|---------------------------------------|------------------------------------------------------------------|---------------------|
| Fund Source: 170-2514-6261-970-00-170 | GOB                                                              | Requisition #:      |
| Amount: \$130,945.00                  |                                                                  |                     |
| Fund Source:                          |                                                                  | Requisition #:      |
| Amount:                               |                                                                  |                     |
| Fund Source:                          |                                                                  | Requisition #:      |
| Amount:                               |                                                                  |                     |
| Cost not to Exceed: \$130,945.00      | <input checked="" type="checkbox"/> Pending Funding Availability | Vendor #: 600002925 |

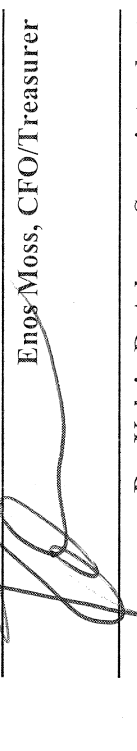
Department: Human Resources

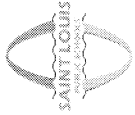
Requestor: Sharonica Hardin

  
Sharonica Hardin, Chief Human Resource Officer

  
Angela Banks, Interim Budget Director

  
Enos Moss, CFO/Treasurer

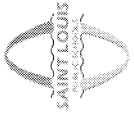
  
Dr. Kelvin R. Adams, Superintendent



## Request for Contract Renewal Form

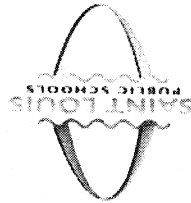
|                                                                        |                                                                     |
|------------------------------------------------------------------------|---------------------------------------------------------------------|
| Date of Submittal:                                                     | MAY 27, 2010                                                        |
| Name of Department Head submitting Request:                            | SHARONICA HARDIN                                                    |
| Name of Contract:                                                      | CANNON COCHREAN MANAGEMENT SERVICES, INC. (CCMSI)                   |
| Purpose of Contract:                                                   | WORKERS' COMPENSATION CLAIMS                                        |
| Are there changes versus prior year contract                           | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| If Yes explain Changes:                                                |                                                                     |
| Total Cost of Contract (estimated cost of expenses inclusive):         | \$130,945.00                                                        |
| Vendor Name:                                                           | CANNON COCHREAN MANAGEMENT SERVICES, INC. - 600002595               |
| Vendor Number:                                                         |                                                                     |
| Start Date of Contract:                                                | JULY 1, 2010                                                        |
| Expiration Date of Contract:                                           | JUNE 30, 2011                                                       |
| Department Responsible for Vendor Performance Monitoring:              | HUMAN RESOURCES DIVISION                                            |
| Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> | Date:                                                               |
| Superintendent Signature                                               |                                                                     |

Please attach the Vendor Performance Report and Proposed Contract



## Vendor Performance Report

| Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>                                                                                                                                                                                                                                                                                                         |                       | Report Date: May 27, 2010                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------------------------------------------------------------|
| Dept / School: HUMAN RESOURCES                                                                                                                                                                                                                                                                                                                                                                       |                       | Reported By: A JACKSON/S. HARDIN                                        |
| Vendor: AMSI                                                                                                                                                                                                                                                                                                                                                                                         |                       | Vendor #: 600002925                                                     |
| Contract # / P.O. #:                                                                                                                                                                                                                                                                                                                                                                                 |                       | Contract Name:                                                          |
| Contract Amount: \$ 130,945.00                                                                                                                                                                                                                                                                                                                                                                       |                       | Award Date:                                                             |
| Purpose of Contract (Brief Description):<br><b>WORKERS' COMPENSATION CLAIMS</b>                                                                                                                                                                                                                                                                                                                      |                       |                                                                         |
| <p><b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory</p> |                       |                                                                         |
| Category                                                                                                                                                                                                                                                                                                                                                                                             | Rating                | Comments (Brief)                                                        |
| Quality of Goods / Services                                                                                                                                                                                                                                                                                                                                                                          | 5<br>4<br>3<br>2<br>1 |                                                                         |
| Timeliness of Delivery or Performance                                                                                                                                                                                                                                                                                                                                                                | 5<br>4<br>3<br>2<br>1 |                                                                         |
| Business Relations                                                                                                                                                                                                                                                                                                                                                                                   | 5<br>4<br>3<br>2<br>1 |                                                                         |
| Customer Satisfaction                                                                                                                                                                                                                                                                                                                                                                                | 5<br>4<br>3<br>2<br>1 |                                                                         |
| Cost Control                                                                                                                                                                                                                                                                                                                                                                                         | 5<br>4<br>3<br>2<br>1 |                                                                         |
| Average Score                                                                                                                                                                                                                                                                                                                                                                                        | 20                    | Add above ratings: divide the total by the number of areas being rated. |
| <p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p>                                                                                                  |                       |                                                                         |
| Please Check                                                                                                                                                                                                                                                                                                                                                                                         |                       | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>     |



RFP Evaluation Summary  
Workers' Compensation Claims Administration Services  
RFP # 022-0910

| Name of Vendor    | Evaluation<br>Pis Total | Ranking<br>(1,2,3, etc) | Comments |
|-------------------|-------------------------|-------------------------|----------|
| CCMSI             | 84.7                    | 1                       |          |
| CCMI              | 52.7                    | 3                       |          |
| Gallagher Bassett | 58.7                    | 2                       |          |
|                   |                         |                         |          |



**RFP Evaluation Summary**  
**Workers' Compensation Claims Administration Services**  
**RFP # 22**

| Name of Vendor    | Evaluation<br>Pls Total | Ranking<br>(1,2,3, etc) | Comments |
|-------------------|-------------------------|-------------------------|----------|
| CCMSI             | 87                      | 1                       |          |
| CCMI              | 54                      | 3                       |          |
| Gallagher Bassett | 59                      | 2                       |          |
|                   |                         |                         |          |





# Evaluation Form Workers' Compensation Claims Administration Services

RFP Number 22

Name of Vendor CCM SI

| Criteria                                                                                                                                                                                                                                   | Weight  | Evaluation | Comments |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|------------|----------|
| Meets Overall RFP Requirements                                                                                                                                                                                                             | 25 Pts  |            |          |
| <ul style="list-style-type: none"> <li>- Provided 6 copies of written proposal &amp; CD</li> <li>- Attention to details of RFP</li> <li>- Overall Professionalism</li> <li>- Knowledge of Education Field</li> <li>- Creativity</li> </ul> | 25      |            |          |
| Total Price and Cost Effectiveness                                                                                                                                                                                                         | 40 Pts  |            |          |
| <ul style="list-style-type: none"> <li>- Appropriate for Services Provided</li> <li>- Adequacy of Documentation of Cost</li> <li>- Cost within Budgetary Constraints</li> </ul>                                                            | 40      |            |          |
| Prior Working Relationship with the District                                                                                                                                                                                               | 10 Pts  |            |          |
| <ul style="list-style-type: none"> <li>- Prior Work Completed for the District</li> <li>- Level of Performance on Prior Work</li> <li>- Prior Work Completed for other School Districts</li> </ul>                                         | 8       |            |          |
| Vendor's Experience and Demonstrated Expertise                                                                                                                                                                                             | 10 Pts  |            |          |
| <ul style="list-style-type: none"> <li>- Expertise in Education Field</li> <li>- Experience and Depth of Proposed Team</li> <li>- Professionalism</li> </ul>                                                                               | 9       |            |          |
| M/WBE Participation                                                                                                                                                                                                                        | 10 Pts  |            |          |
| <ul style="list-style-type: none"> <li>- Documents M/WBE Participation</li> <li>- Meets District Goals</li> </ul>                                                                                                                          | 0       |            |          |
| P Card                                                                                                                                                                                                                                     | 5 Pts   |            |          |
| - Will accept P Card for payment                                                                                                                                                                                                           | 5       |            |          |
| Total Evaluation                                                                                                                                                                                                                           | 100 Pts |            |          |



# Evaluation Form Workers' Compensation Claims Administration Services

RFP Number 22

Name of Vendor CCM

| Criteria                                                                                                                                                                                                                                   | Weight  | Evaluation | Comments |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|------------|----------|
| Meets Overall RFP Requirements                                                                                                                                                                                                             | 25 Pts  |            |          |
| <ul style="list-style-type: none"> <li>- Provided 6 copies of written proposal &amp; CD</li> <li>- Attention to details of RFP</li> <li>- Overall Professionalism</li> <li>- Knowledge of Education Field</li> <li>- Creativity</li> </ul> | 25      |            |          |
| Total Price and Cost Effectiveness                                                                                                                                                                                                         | 40 Pts  |            |          |
| <ul style="list-style-type: none"> <li>- Appropriate for Services Provided</li> <li>- Adequacy of Documentation of Cost</li> <li>- Cost within Budgetary Constraints</li> </ul>                                                            | 23      |            |          |
| Prior Working Relationship with the District                                                                                                                                                                                               | 10 Pts  |            |          |
| <ul style="list-style-type: none"> <li>- Prior Work Completed for the District</li> <li>- Level of Performance on Prior Work</li> <li>- Prior Work Completed for other School Districts</li> </ul>                                         | 0       |            |          |
| Vendor's Experience and Demonstrated Expertise                                                                                                                                                                                             | 10 Pts  |            |          |
| <ul style="list-style-type: none"> <li>- Expertise in Education Field</li> <li>- Experience and Depth of Proposed Team</li> <li>- Professionalism</li> </ul>                                                                               | 6       |            |          |
| M/WBE Participation                                                                                                                                                                                                                        | 10 Pts  |            |          |
| <ul style="list-style-type: none"> <li>- Documents M/WBE Participation</li> <li>- Meets District Goals</li> </ul>                                                                                                                          | 0       |            |          |
| P Card                                                                                                                                                                                                                                     | 5 Pts   |            |          |
| - Will accept P Card for payment                                                                                                                                                                                                           | 0       |            |          |
| Total Evaluation                                                                                                                                                                                                                           | 100 Pts |            |          |

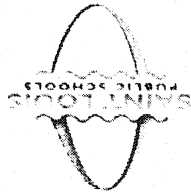


# Evaluation Form Workers' Compensation Claims Administration Services

RFP Number 22

Name of Vendor Gallagher Bassett

| Criteria                                                                                                                                                                                                                                   | Weight  | Evaluation | Comments |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|------------|----------|
| Meets Overall RFP Requirements                                                                                                                                                                                                             | 25 Pts  |            |          |
| <ul style="list-style-type: none"> <li>- Provided 6 copies of written proposal &amp; CD</li> <li>- Attention to details of RFP</li> <li>- Overall Professionalism</li> <li>- Knowledge of Education Field</li> <li>- Creativity</li> </ul> | 25      |            |          |
| Total Price and Cost Effectiveness                                                                                                                                                                                                         | 40 Pts  |            |          |
| <ul style="list-style-type: none"> <li>- Appropriate for Services Provided</li> <li>- Adequacy of Documentation of Cost</li> <li>- Cost within Budgetary Constraints</li> </ul>                                                            | 21      |            |          |
| Prior Working Relationship with the District                                                                                                                                                                                               | 10 Pts  |            |          |
| <ul style="list-style-type: none"> <li>- Prior Work Completed for the District</li> <li>- Level of Performance on Prior Work</li> <li>- Prior Work Completed for other School Districts</li> </ul>                                         | 4       |            |          |
| Vendor's Experience and Demonstrated Expertise                                                                                                                                                                                             | 10 Pts  |            |          |
| <ul style="list-style-type: none"> <li>- Expertise in Education Field</li> <li>- Experience and Depth of Proposed Team</li> <li>- Professionalism</li> </ul>                                                                               | 9       |            |          |
| M/WBE Participation                                                                                                                                                                                                                        | 10 Pts  |            |          |
| <ul style="list-style-type: none"> <li>- Documents M/WBE Participation</li> <li>- Meets District Goals</li> </ul>                                                                                                                          | 0       |            |          |
| P Card                                                                                                                                                                                                                                     | 5 Pts   |            |          |
| - Will accept P Card for payment                                                                                                                                                                                                           | 0       |            |          |
| Total Evaluation                                                                                                                                                                                                                           | 100 Pts |            |          |



RFP Evaluation Summary  
Workers' Compensation Claims Administration Services  
RFP # 22

| Name of Vendor    | Evaluation<br>Pis Total | Ranking<br>(1,2,3, etc) | Comments |
|-------------------|-------------------------|-------------------------|----------|
| CCMSI             | 84                      | 1                       |          |
| CCMI              | 47                      | 3                       |          |
| Gallagher Bassett | 57                      | 2                       |          |
|                   |                         |                         |          |



# Evaluation Form Workers' Compensation Claims Administration Services RFP Number CCM

| Name of Vendor                                                                                                                                                                                                                             |         | CCMI               |          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--------------------|----------|
| Criteria                                                                                                                                                                                                                                   | Weight  | Evaluation         | Comments |
| Meets Overall RFP Requirements                                                                                                                                                                                                             | 25 Pts  |                    |          |
| <ul style="list-style-type: none"> <li>- Provided 6 copies of written proposal &amp; CD</li> <li>- Attention to details of RFP</li> <li>- Overall Professionalism</li> <li>- Knowledge of Education Field</li> <li>- Creativity</li> </ul> |         |                    |          |
| Total Price and Cost Effectiveness                                                                                                                                                                                                         | 40 Pts  | 20                 |          |
| <ul style="list-style-type: none"> <li>- Appropriate for Services Provided</li> <li>- Adequacy of Documentation of Cost</li> <li>- Cost within Budgetary Constraints</li> </ul>                                                            |         |                    |          |
| Prior Working Relationship with the District                                                                                                                                                                                               | 10 Pts  | 0                  |          |
| <ul style="list-style-type: none"> <li>- Prior Work Completed for the District</li> <li>- Level of Performance on Prior Work</li> <li>- Prior Work Completed for other School Districts</li> </ul>                                         |         |                    |          |
| Vendor's Experience and Demonstrated Expertise                                                                                                                                                                                             | 10 Pts  | 30<br>Satisfactory |          |
| <ul style="list-style-type: none"> <li>- Expertise in Education Field</li> <li>- Experience and Depth of Proposed Team</li> <li>- Professionalism</li> </ul>                                                                               |         |                    |          |
| M/WBE Participation                                                                                                                                                                                                                        | 10 Pts  |                    |          |
| <ul style="list-style-type: none"> <li>- Documents M/WBE Participation</li> <li>- Meets District Goals</li> </ul>                                                                                                                          |         |                    |          |
| P Card                                                                                                                                                                                                                                     | 5 Pts   |                    |          |
| - Will accept P Card for payment                                                                                                                                                                                                           |         |                    |          |
| Total Evaluation                                                                                                                                                                                                                           | 100 Pts | 50                 |          |



# Evaluation Form Workers' Compensation Claims Administration Services

RFP Number

Name of Vendor CCSI

| Criteria                                                                                                                                                                                                                                   | Weight  | Evaluation | Comments |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|------------|----------|
| Meets Overall RFP Requirements                                                                                                                                                                                                             | 25 Pts  |            |          |
| <ul style="list-style-type: none"> <li>- Provided 6 copies of written proposal &amp; CD</li> <li>- Attention to details of RFP</li> <li>- Overall Professionalism</li> <li>- Knowledge of Education Field</li> <li>- Creativity</li> </ul> | 25 Pts  | 85         |          |
| Total Price and Cost Effectiveness                                                                                                                                                                                                         | 40 Pts  |            |          |
| <ul style="list-style-type: none"> <li>- Appropriate for Services Provided</li> <li>- Adequacy of Documentation of Cost</li> <li>- Cost within Budgetary Constraints</li> </ul>                                                            | 40 Pts  | 40         |          |
| Prior Working Relationship with the District                                                                                                                                                                                               | 10 Pts  |            |          |
| <ul style="list-style-type: none"> <li>- Prior Work Completed for the District</li> <li>- Level of Performance on Prior Work</li> <li>- Prior Work Completed for other School Districts</li> </ul>                                         | 10 Pts  | 8          |          |
| Vendor's Experience and Demonstrated Expertise                                                                                                                                                                                             | 10 Pts  |            |          |
| <ul style="list-style-type: none"> <li>- Expertise in Education Field</li> <li>- Experience and Depth of Proposed Team</li> <li>- Professionalism</li> </ul>                                                                               | 10 Pts  | 80         |          |
| M/WBE Participation                                                                                                                                                                                                                        | 10 Pts  |            |          |
| <ul style="list-style-type: none"> <li>- Documents M/WBE Participation</li> <li>- Meets District Goals</li> </ul>                                                                                                                          | 10 Pts  | 0          |          |
| P Card                                                                                                                                                                                                                                     | 5 Pts   |            |          |
| - Will accept P Card for payment                                                                                                                                                                                                           | 5 Pts   |            |          |
| Total Evaluation                                                                                                                                                                                                                           | 100 Pts | 80         |          |

450/10

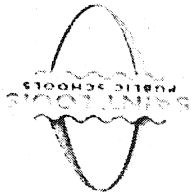


# Evaluation Form Workers' Compensation Claims Administration Services RFP Number

Name of Vendor Gallagher Bassett

| Criteria                                                                                                                                                                                                                                   | Weight  | Evaluation | Comments |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|------------|----------|
| Meets Overall RFP Requirements                                                                                                                                                                                                             | 25 Pts  |            |          |
| <ul style="list-style-type: none"> <li>- Provided 6 copies of written proposal &amp; CD</li> <li>- Attention to details of RFP</li> <li>- Overall Professionalism</li> <li>- Knowledge of Education Field</li> <li>- Creativity</li> </ul> |         | 25         |          |
| Total Price and Cost Effectiveness                                                                                                                                                                                                         | 40 Pts  |            |          |
| <ul style="list-style-type: none"> <li>- Appropriate for Services Provided</li> <li>- Adequacy of Documentation of Cost</li> <li>- Cost within Budgetary Constraints</li> </ul>                                                            |         | 20         |          |
| Prior Working Relationship with the District                                                                                                                                                                                               | 10 Pts  |            |          |
| <ul style="list-style-type: none"> <li>- Prior Work Completed for the District</li> <li>- Level of Performance on Prior Work</li> <li>- Prior Work Completed for other School Districts</li> </ul>                                         |         | 4          |          |
| Vendor's Experience and Demonstrated Expertise                                                                                                                                                                                             | 10 Pts  |            |          |
| <ul style="list-style-type: none"> <li>- Expertise in Education Field</li> <li>- Experience and Depth of Proposed Team</li> <li>- Professionalism</li> </ul>                                                                               |         | 8          |          |
| M/WBE Participation                                                                                                                                                                                                                        | 10 Pts  |            |          |
| <ul style="list-style-type: none"> <li>- Documents M/WBE Participation</li> <li>- Meets District Goals</li> </ul>                                                                                                                          |         | 0          |          |
| P Card                                                                                                                                                                                                                                     | 5 Pts   |            |          |
| - Will accept P Card for payment                                                                                                                                                                                                           |         | 0          |          |
| Total Evaluation                                                                                                                                                                                                                           | 100 Pts | 59         |          |

45  
12



**RFP Evaluation Summary**  
**Workers' Compensation Claims Administration Services**  
**RFP #**

| Name of Vendor    | Evaluation<br>Pts Total | Ranking<br>(1,2,3, etc) | Comments |
|-------------------|-------------------------|-------------------------|----------|
| CCMSI             | 83                      | 1                       |          |
| CCMI              | 57                      | 3                       |          |
| Gallagher Bassett | 60                      | 2                       |          |
|                   |                         |                         |          |

JPL





**Evaluation Form**  
**Workers' Compensation Claims Administration Services**  
**RFP Number**

**Name of Vendor** Gallagher Bassett

| <b>Criteria</b>                                       |                                                                                                              | <b>Weight</b> | <b>Evaluation</b> | <b>Comments</b> |
|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|---------------|-------------------|-----------------|
| <b>Meets Overall RFP Requirements</b>                 | - Provided 6 copies of written proposal & CD                                                                 | 25 Pts        | 25                |                 |
|                                                       | - Attention to details of RFP<br>- Overall Professionalism<br>- Knowledge of Education Field<br>- Creativity |               |                   |                 |
| <b>Total Price and Cost Effectiveness</b>             |                                                                                                              | 40 Pts        | 20                |                 |
|                                                       |                                                                                                              |               |                   |                 |
|                                                       |                                                                                                              |               | 5                 |                 |
| <b>Prior Working Relationship with the District</b>   |                                                                                                              | 10 Pts        |                   |                 |
|                                                       |                                                                                                              |               | 10                |                 |
| <b>Vendor's Experience and Demonstrated Expertise</b> |                                                                                                              | 10 Pts        |                   |                 |
|                                                       |                                                                                                              |               | 0                 |                 |
| <b>M/W/BE Participation</b>                           |                                                                                                              | 10 Pts        |                   |                 |
|                                                       |                                                                                                              |               | 0                 |                 |
| <b>P Card</b>                                         |                                                                                                              | 5 Pts         |                   |                 |
|                                                       |                                                                                                              |               | 0                 |                 |
| <b>Total Evaluation</b>                               |                                                                                                              | 100 Pts       |                   |                 |



Evaluation Form  
Workers' Compensation Claims Administration Services  
RFP Number

Name of Vendor CCM

| Criteria                                                                                                                                                                                                                             | Weight  | Evaluation | Comments |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|------------|----------|
| Meets Overall RFP Requirements                                                                                                                                                                                                       | 25 Pts  |            |          |
| <ul style="list-style-type: none"><li>- Provided 6 copies of written proposal &amp; CD</li><li>- Attention to details of RFP</li><li>- Overall Professionalism</li><li>- Knowledge of Education Field</li><li>- Creativity</li></ul> |         | 25         |          |
| Total Price and Cost Effectiveness                                                                                                                                                                                                   | 40 Pts  |            |          |
| <ul style="list-style-type: none"><li>- Appropriate for Services Provided</li><li>- Adequacy of Documentation of Cost</li><li>- Cost within Budgetary Constraints</li></ul>                                                          |         | 25         |          |
| Prior Working Relationship with the District                                                                                                                                                                                         | 10 Pts  |            |          |
| <ul style="list-style-type: none"><li>- Prior Work Completed for the District</li><li>- Level of Performance on Prior Work</li><li>- Prior Work Completed for other School Districts</li></ul>                                       |         | 2          |          |
| Vendor's Experience and Demonstrated Expertise                                                                                                                                                                                       | 10 Pts  |            |          |
| <ul style="list-style-type: none"><li>- Expertise in Education Field</li><li>- Experience and Depth of Proposed Team</li><li>- Professionalism</li></ul>                                                                             |         | 5          |          |
| M/WBE Participation                                                                                                                                                                                                                  | 10 Pts  |            |          |
| <ul style="list-style-type: none"><li>- Documents M/WBE Participation</li><li>- Meets District Goals</li></ul>                                                                                                                       |         | 0          |          |
| P Card                                                                                                                                                                                                                               | 5 Pts   |            |          |
| <ul style="list-style-type: none"><li>- Will accept P Card for payment</li></ul>                                                                                                                                                     |         | 0          |          |
| Total Evaluation                                                                                                                                                                                                                     | 100 Pts |            |          |



# Evaluation Form Workers' Compensation Claims Administration Services RFP Number

Name of Vendor CCMSI

| Criteria                                                                                                                                                                                                                                   | Weight  | Evaluation | Comments |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|------------|----------|
| Meets Overall RFP Requirements                                                                                                                                                                                                             | 25 Pts  |            |          |
| <ul style="list-style-type: none"> <li>- Provided 6 copies of written proposal &amp; CD</li> <li>- Attention to details of RFP</li> <li>- Overall Professionalism</li> <li>- Knowledge of Education Field</li> <li>- Creativity</li> </ul> |         | 25         |          |
| Total Price and Cost Effectiveness                                                                                                                                                                                                         | 40 Pts  |            |          |
| <ul style="list-style-type: none"> <li>- Appropriate for Services Provided</li> <li>- Adequacy of Documentation of Cost</li> <li>- Cost within Budgetary Constraints</li> </ul>                                                            |         | 40         |          |
| Prior Working Relationship with the District                                                                                                                                                                                               | 10 Pts  |            |          |
| <ul style="list-style-type: none"> <li>- Prior Work Completed for the District</li> <li>- Level of Performance on Prior Work</li> <li>- Prior Work Completed for other School Districts</li> </ul>                                         |         | 7          |          |
| Vendor's Experience and Demonstrated Expertise                                                                                                                                                                                             | 10 Pts  |            |          |
| <ul style="list-style-type: none"> <li>- Expertise in Education Field</li> <li>- Experience and Depth of Proposed Team</li> <li>- Professionalism</li> </ul>                                                                               |         | 8          |          |
| M/WBE Participation                                                                                                                                                                                                                        | 10 Pts  |            |          |
| <ul style="list-style-type: none"> <li>- Documents M/WBE Participation</li> <li>- Meets District Goals</li> </ul>                                                                                                                          |         | 0          |          |
| P Card                                                                                                                                                                                                                                     | 5 Pts   |            |          |
| - Will accept P Card for payment                                                                                                                                                                                                           |         |            |          |
| Total Evaluation                                                                                                                                                                                                                           | 100 Pts |            |          |

83

83





# SAINT LOUIS PUBLIC SCHOOLS

Date: April 7, 2010  
To: Dr. Kelvin R. Adams, Superintendent  
From: Sharonica Hardin, Chief Human Resource Officer

## VENDOR SELECTION METHOD:

|                                     |                  |                     |
|-------------------------------------|------------------|---------------------|
| <input checked="" type="checkbox"/> | RFP/Bid          | 015-0910            |
| <input type="checkbox"/>            | Sole Source      |                     |
| <input type="checkbox"/>            | Contract Renewal | Previous Bd. Res. # |
| <input type="checkbox"/>            | Ratification     |                     |

Agenda Item: ☐  
Information: ☐  
Conference: ☐  
Action: ☒

06-24-002

## SUBJECT:

To approve the contract with Automated Data Processing, Inc. (ADP) as the vendor of choice for enrollment and eligibility services, FSA/Section 125 administration, and COBRA administration. The contract will be for the period July 1, 2010 to June 30, 2011 for a cost not to exceed \$322,953.00. The contract will contain an option to renew for two additional years pending funding availability and SAB approval.

## BACKGROUND:

Six vendors responded to RFP 015-0910 including the incumbent, and ADP is the selected vendor. The evaluation summary is attached. ADP will begin the transition to take over all the services detailed above on July 1. Due to the complexity of the transition and the number of data feeds required, the transition will not be complete until December 1, at which time ADP will take over full responsibility for all services.

|       |        |                                        |       |     |       |     |
|-------|--------|----------------------------------------|-------|-----|-------|-----|
| CSIP: | Goal # | SLPS Goal #2 - Process and Performance | Row # | 154 | MSIP: | 5.1 |
|-------|--------|----------------------------------------|-------|-----|-------|-----|

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

|                     |                              |                                     |                              |                     |
|---------------------|------------------------------|-------------------------------------|------------------------------|---------------------|
| Fund Source:        | 110 - 2832 - 6319 - 990 - 00 | GOB                                 | Requisition #:               |                     |
| Amount:             | \$ 322,953.00                |                                     |                              |                     |
| Fund Source:        | - - - - -                    |                                     | Requisition #:               |                     |
| Amount:             |                              |                                     |                              |                     |
| Fund Source:        | - - - - -                    |                                     | Requisition #:               |                     |
| Amount:             |                              |                                     |                              |                     |
| Cost not to Exceed: | \$ 322,953.00                | <input checked="" type="checkbox"/> | Pending Funding Availability | Vendor #: 600011173 |

Department: Human Resources

Requestor:

Patricia Canada

*Sharonica Hardin*

Sharonica Hardin, Chief Human Resource Officer

*Angela Banks*  
Angela Banks, Interim Budget Director

*Enos Moss*  
Enos Moss, CFO/Treasurer

Dr/ Kelvin R. Adams, Superintendent

**On-line Enrollment Services**

| Vendor | Q1    | Q2 | Q3    | Q4   | Q5  | Overall Avg. Score |
|--------|-------|----|-------|------|-----|--------------------|
| FBMC   | 10.32 | 0  | 13.13 | 17.5 | 9   | 49.95              |
| ADP    | 15.11 | 0  | 12.2  | 14.5 | 8.7 | 50.51              |

ADP chosen as vendor of choice for dependent audit and on-line enrollment. ADP offers a better performance guarantee than any of the other vendors for Dependent audit. ADP also score slightly higher than FBMC for the on-line enrollment and will provide better performance guarantee if both RFP's are awarded.

While Chapman Kelly scored higher, it does not offer the performance guarantee provided by ADP

ADP has significantly more experience in providing on-line enrollment services. FBMC when originally awarded SLPS contract did not have an on-line enrollment services, all work was performed by paper, therefore making SLPS its test case.



**St. Louis Public Schools**  
**Cost Estimate for 3-Year Contract**  
**Proposed Start Date: July 1, 2010**

Updated 3.2.2010

| Service Provided:                                                                                                    |            |            |               |            |                      |            |                 |           |                       |
|----------------------------------------------------------------------------------------------------------------------|------------|------------|---------------|------------|----------------------|------------|-----------------|-----------|-----------------------|
| Pricing per Eligible Employee:                                                                                       |            |            |               |            |                      |            |                 |           |                       |
| Eligible                                                                                                             |            |            |               |            |                      |            |                 |           |                       |
| 2007-2009 Costs                                                                                                      |            |            |               |            |                      |            |                 |           |                       |
| FBMC                                                                                                                 |            |            |               |            |                      |            |                 |           |                       |
| Next Generation                                                                                                      |            |            |               |            |                      |            |                 |           |                       |
| benefitsolver                                                                                                        |            |            |               |            |                      |            |                 |           |                       |
| Meritain                                                                                                             |            |            |               |            |                      |            |                 |           |                       |
| ADP                                                                                                                  |            |            |               |            |                      |            |                 |           |                       |
| Secova                                                                                                               |            |            |               |            |                      |            |                 |           |                       |
| Full Section 125 Administration                                                                                      |            |            |               |            |                      |            |                 |           |                       |
| 3,715                                                                                                                | \$2.78     | Included   | \$2.78        | Included   | \$0.50               | Included   | \$0.50          | Included  | \$0.60                |
| 127                                                                                                                  | Included   | Included   | Included      | Included   | \$3.50               | Included   | \$6.95          | Included  | \$5.85                |
| COBRA / HIPAA Admin                                                                                                  | 3,715      | Included   | \$0.35        | Included   | \$0.55               | Included   | \$1.10          | See Below | Included              |
| Enrollments                                                                                                          | 3,715      | Included   | \$0.80        | Included   | \$2.60               | Included   | \$3.75          | Included  | \$7.95                |
| Call Center                                                                                                          | 3,715      | Included   | \$0.17        | Included   | \$0.40               | See Below  | Included        | Included  | Included              |
| Enrollment Materials                                                                                                 | 3,715      |            |               |            |                      |            |                 |           |                       |
| Unit Pricing:                                                                                                        |            |            |               |            |                      |            |                 |           |                       |
| Units                                                                                                                |            |            |               |            |                      |            |                 |           |                       |
| COBRA Qualifying Events (per month)                                                                                  | 25         | Included   |               | Included   | \$1.75               | Included   |                 | \$31      | Included              |
| FMLA / LOA Direct Billing (per month)                                                                                | 60         | Included   |               | Included   | \$12.50              | Included   | \$2.50          | \$5.75    | Included              |
| Open Enrollment COBRA Packets (each)                                                                                 | 34         | Included   |               | Included   | \$9.25               | Included   |                 | \$25      | Included              |
| Enrollment Packets (annual for 4,000)                                                                                | 1          | Included   |               | Included   | \$17,000             | Included   |                 | \$12,940  | Printing Not Included |
| Postage for all mailings (2010 actual)                                                                               |            |            |               |            |                      |            |                 |           |                       |
| Implementation Fee (2010-2011 Only):                                                                                 | 1          | \$0        | \$0           | \$10,000   | \$18,750             | \$15,000   | \$0             | \$59,530  | \$97,500              |
| Renewal / Annual Fees (future years):                                                                                | 1          | \$0        | \$0           | \$8,000    | \$0                  | \$0        | \$0             | \$45,784  | \$35,395              |
| 3-Year Cost Estimate:                                                                                                |            |            |               |            |                      |            |                 |           |                       |
| 2007-2009 Costs                                                                                                      |            |            |               |            |                      |            |                 |           |                       |
| FBMC                                                                                                                 |            |            |               |            |                      |            |                 |           |                       |
| Next Generation                                                                                                      |            |            |               |            |                      |            |                 |           |                       |
| benefitsolver                                                                                                        |            |            |               |            |                      |            |                 |           |                       |
| Meritain                                                                                                             |            |            |               |            |                      |            |                 |           |                       |
| ADP                                                                                                                  |            |            |               |            |                      |            |                 |           |                       |
| Secova                                                                                                               |            |            |               |            |                      |            |                 |           |                       |
| Estimated Annual Cost for 2010-2011:                                                                                 | \$177,571  | \$191,168  | \$226,579     | \$238,525  | \$250,658            | \$322,953  | \$490,131       | \$428,026 |                       |
| Estimated Annual Cost for 2011-2012:                                                                                 |            | \$191,168  | \$224,579     | \$219,775  | \$235,658            | \$309,207  | \$428,026       |           |                       |
| Estimated Annual Cost for 2012-2013:                                                                                 |            | \$196,903  | \$224,579     | \$219,775  | \$252,154            | \$322,379  | \$428,026       |           |                       |
| Total Estimated 3-year Cost (Postage Excluded)                                                                       |            |            |               |            |                      |            |                 |           |                       |
|                                                                                                                      | \$523,083  | \$579,240  | \$675,736     | \$678,076  | \$738,469            | \$954,539  | \$1,346,183     |           |                       |
| Increase from Current Pricing                                                                                        |            |            |               |            |                      |            |                 |           |                       |
|                                                                                                                      |            | \$56,157   | \$152,654     | \$154,993  | \$215,386            | \$431,457  | \$823,101       |           |                       |
| Percent Change from Current Pricing                                                                                  |            |            |               |            |                      |            |                 |           |                       |
|                                                                                                                      |            | 10.7%      | 29.2%         | 29.6%      | 41.2%                | 82.5%      | 157.4%          |           |                       |
| Additional / Optional Pricing:                                                                                       |            |            |               |            |                      |            |                 |           |                       |
| 2007-2009 Costs                                                                                                      |            |            |               |            |                      |            |                 |           |                       |
| FBMC                                                                                                                 |            |            |               |            |                      |            |                 |           |                       |
| Next Generation                                                                                                      |            |            |               |            |                      |            |                 |           |                       |
| benefitsolver                                                                                                        |            |            |               |            |                      |            |                 |           |                       |
| Meritain                                                                                                             |            |            |               |            |                      |            |                 |           |                       |
| ADP                                                                                                                  |            |            |               |            |                      |            |                 |           |                       |
| Secova                                                                                                               |            |            |               |            |                      |            |                 |           |                       |
| Custom Reporting                                                                                                     | \$100/hour | \$85/hour  | None Expected | \$150/hour | \$150/hour           | \$150/hour | Ad hoc included | \$50/hour |                       |
| Custom Programming                                                                                                   | \$100/hour | \$85/hour  | None Expected | \$150/hour | \$150/hour           | \$150/hour | Not indicated   | \$50/hour |                       |
| FSA Debit Card                                                                                                       | n/a        | \$0.02 PPM | Included      | \$1.50 PPM | Fee with Card \$6.20 |            | Included        | Included  |                       |
| Notes:                                                                                                               |            |            |               |            |                      |            |                 |           |                       |
| 2007 cost: \$3,655 PPM                                                                                               |            |            |               |            |                      |            |                 |           |                       |
| 2008 & 2009: \$3,825 PPM                                                                                             |            |            |               |            |                      |            |                 |           |                       |
| Estimated Annual cost for 2012-2015 is prior year cost plus DOL CPI. Assumed 3% CPI for each year, 2009 CPI was 2.7% |            |            |               |            |                      |            |                 |           |                       |
| 1) Pricing above reflects a 3-year contract                                                                          |            |            |               |            |                      |            |                 |           |                       |
| 2) The group can opt to pay a fee of \$9,600 instead of \$0.20 PPM for enrollment book printing.                     |            |            |               |            |                      |            |                 |           |                       |
| 1) Annual Max Call Center Minutes apply; 2) Verification Service fee of \$15 per event is not included above.        |            |            |               |            |                      |            |                 |           |                       |
| Detailed pricing 2012-2013 cost not to exceed +7%                                                                    |            |            |               |            |                      |            |                 |           |                       |
| Price includes 2012-2013 cost dependent audit; increase not to exceed +5%                                            |            |            |               |            |                      |            |                 |           |                       |
| Annual renewal fee is equal to 1 month admin for system updates & plan changes                                       |            |            |               |            |                      |            |                 |           |                       |

(1) Constant enrollment & units assumed for all 3-years. No RIF, etc. are taken into account.  
(2) Eligible counts per the 1/4/2010 FBMC Invoice; FSA counts provided by Karen; Number of COBRA packets for 2010 enrollment provided by FBMC; Postage amount is estimated base on figured provided by FBMC on 2/10/2010.

# **St. Louis Public Schools** **Enrollment Services / COBRA / FSA RFP Response Analysis - Pricing Evaluation** **Proposed Start Date: July 1, 2010**

Updated 3.2.2010

| Service Provided: | Current Fees | FBMC | Next Generation | benefitsolver | Meritain | ADP | Secova |
|-------------------|--------------|------|-----------------|---------------|----------|-----|--------|
|-------------------|--------------|------|-----------------|---------------|----------|-----|--------|

| Pricing per Eligible Employee:         | Eligible         | 3,715            | \$2.78           | Included         | \$0.50           | Included         | \$0.60           |
|----------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Full Section 125 Administration        |                  |                  |                  |                  |                  |                  |                  |
| Flexible Spending Accounts (PPM)       | 127              | Included         | Included         | Included         | \$6.95           | Included         | \$3.50           |
| COBRA / HIPAA Admin                    | 3,715            | \$0.275          | \$0.35           | Included         | \$1.10           | See Below        | Included         |
| Enrollments                            | 3,715            | \$0.60           | \$0.80           | Included         | \$3.75           | Included         | \$7.95           |
| Call Center                            | 3,715            | Included         | Included         | See Below        | Included         | Included         | Included         |
| Enrollment Materials                   | 3,715            | \$0.17           | \$0.20           |                  |                  |                  |                  |
| <b>Unit Pricing:</b>                   | <b>Units</b>     |                  |                  |                  |                  |                  |                  |
| COBRA Qualifying Events (per month)    | 25               | Included         | Included         | Included         | \$1.75           | Included         | \$31             |
| FMLA / LOA Direct Billing (per month)  | 60               | Included         | Included         | Included         | \$12.50          | Included         | \$5.75           |
| Open Enrollment COBRA Packets (each)   | 34               | Included         | Included         | Included         | \$9.25           | Included         | \$25             |
| Enrollment Packets (annual for 4,000)  | 1                | Included         | Included         | Included         | \$17,000         | Included         | \$12,940         |
| Postage for all mailings (2010 actual) | 1                | \$7,053          | \$7,053          | Included         | \$7,053          | Included         | \$7,053          |
| Implementation Fee:                    | 1                | \$0              | \$0              | Included         | \$18,750         | Included         | \$97,500         |
| <b>Estimated Annual Cost:</b>          | <b>\$177,571</b> | <b>\$191,168</b> | <b>\$226,579</b> | <b>\$238,525</b> | <b>\$250,658</b> | <b>\$322,953</b> | <b>\$490,131</b> |
| <b>Annual Increase from Current:</b>   | <b>n/a</b>       | <b>\$13,597</b>  | <b>\$49,008</b>  | <b>\$60,954</b>  | <b>\$73,086</b>  | <b>\$145,382</b> | <b>\$312,560</b> |
| <b>Percent Change from Current:</b>    | <b>n/a</b>       | <b>7.7%</b>      | <b>27.6%</b>     | <b>34.3%</b>     | <b>41.2%</b>     | <b>81.9%</b>     | <b>176.0%</b>    |

| Future Costs: | Current Fees | FBMC | Next Generation | benefitsolver | Meritain | ADP | Secova |
|---------------|--------------|------|-----------------|---------------|----------|-----|--------|
|---------------|--------------|------|-----------------|---------------|----------|-----|--------|

|                                      |                   |              |              |               |                   |                   |              |
|--------------------------------------|-------------------|--------------|--------------|---------------|-------------------|-------------------|--------------|
| Renewal / Annual Fees:               | n/a               | n/a          | \$8,000      | None Provided | None Provided     | \$45,784          | \$35,395     |
| Estimated Annual Cost for 2011-2012: | Same as 2010      | Same as 2010 | Same as 2010 | Same as 2010  | Same as 2010      | Same as 2010      | Same as 2010 |
| Estimated Annual Cost for 2012-2013: | 2010/11 Fee + CPI | Same as 2010 | Same as 2010 | Same as 2010  | Not to exceed +7% | Not to exceed +5% | Same as 2010 |
| Estimated Annual Cost for 2013-2014: | 2012 Fee + CPI    | Not Provided | Not Provided | Not Provided  | Not Provided      | Not Provided      | Not Provided |
| Estimated Annual Cost for 2014-2015: | 2013 Fee + CPI    | Not Provided | Not Provided | Not Provided  | Not Provided      | Not Provided      | Not Provided |

| Additional / Optional Pricing: | Current Fees | FBMC | Next Generation | benefitsolver | Meritain | ADP | Secova |
|--------------------------------|--------------|------|-----------------|---------------|----------|-----|--------|
|--------------------------------|--------------|------|-----------------|---------------|----------|-----|--------|

|                    |            |            |               |            |                      |                 |           |
|--------------------|------------|------------|---------------|------------|----------------------|-----------------|-----------|
| Custom Reporting   | \$100/hour | \$85/hour  | None Expected | \$150/hour | \$150/hour           | Ad hoc included | \$50/hour |
| Custom Programming | \$100/hour | \$85/hour  | None Expected | \$150/hour | \$150/hour           | Not indicated   | \$50/hour |
| FSA Debit Card     | n/a        | \$0.02 PPM | Included      | \$1.50 PPM | Fee with Card \$6.20 | Included        | Included  |

| Notes:                                                                                                                                                                                                                                          |  |  |  |  |  |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|
| Eligible counts per the 1/4/2010 FBMC invoice;<br>FSA counts provided by Karen; Number of<br>COBRA packets for 2010 enrollment provided by<br>FBMC; Postage amount is estimated base on<br>figured provided by FBMC on 2/10/2010.               |  |  |  |  |  |  |  |
| 1) Pricing above<br>reflects a 3-year<br>contract; if shorter<br>arrangement is elected<br>higher implementation<br>fees apply.<br>2) The group can opt to<br>pay a fee of \$9,600<br>instead of \$0.20 PPM<br>for enrollment book<br>printing. |  |  |  |  |  |  |  |
| 1) Annual Max Call<br>Center Minutes apply;<br>2) Verification Service<br>fee of \$15 per event is<br>not included above.                                                                                                                       |  |  |  |  |  |  |  |
| Detailed pricing<br>proposal not provided;<br>Questionnaire<br>responses reflected<br>many answers tied to<br>ASO medical, not just<br>eligibility, not sure they<br>understand the full<br>scope of services<br>required.                      |  |  |  |  |  |  |  |
| Price includes<br>dependent audit                                                                                                                                                                                                               |  |  |  |  |  |  |  |







# SAINT LOUIS PUBLIC SCHOOLS

Date: April 7, 2010  
To: Dr. Kelvin R. Adams, Superintendent  
From: Sharonica Hardin, Chief Human Resource Officer

## VENDOR SELECTION METHOD:

|                                                        |                                 |
|--------------------------------------------------------|---------------------------------|
| <input type="checkbox"/> RFP/Bid                       | _____                           |
| <input type="checkbox"/> Sole Source                   | _____                           |
| <input checked="" type="checkbox"/> Contract Extension | Previous Bd. Res. # 11-19-09-03 |
| <input type="checkbox"/> Ratification                  | _____                           |

Agenda Item: \_\_\_\_\_  
Information: \_\_\_\_\_  
Conference: \_\_\_\_\_  
Action: \_\_\_\_\_

1624-10-03  
☐ ☐ ☒

## SUBJECT:

To approve a contract extension with Fringe Benefits Management Company (FBMC) to provide enrollment and eligibility services, FSA/Section 125 administration, and COBRA administration for the period July 1, 2010 to January 31, 2011 at a cost not to exceed \$164,102.00. FBMC will administer the open enrollment period for benefits in October and the data feeds in November as Automated Data Processing, Inc. (ADP) transitions into this role.

## BACKGROUND:

The extension is being requested to ensure an orderly transition of services from FBMC to ADP effective January 1, 2011. The parallel operation in November and December will ensure that the transition is seamless and that there is no impact on services to the District's employees.

|                                                                                             |                              |                                                                  |                |           |
|---------------------------------------------------------------------------------------------|------------------------------|------------------------------------------------------------------|----------------|-----------|
| CSIP:                                                                                       | Goal #                       | SLPS Goal #2 - Process and Performance                           | Row # 154      | MSIP: 5.1 |
| FUNDING SOURCE: (Fund Type) - (Function) - (Object Code) - (Location Code) - (Project Code) |                              |                                                                  |                |           |
| Fund Source:                                                                                | 110 - 2832 - 6319 - 990 - 00 | GOB                                                              | Requisition #: |           |
| Amount:                                                                                     | \$ 164,102.00                |                                                                  | Requisition #: |           |
| Fund Source:                                                                                | - - - - -                    |                                                                  | Requisition #: |           |
| Amount:                                                                                     |                              |                                                                  |                |           |
| Fund Source:                                                                                | - - - - -                    |                                                                  |                |           |
| Amount:                                                                                     |                              |                                                                  |                |           |
| Cost not to Exceed:                                                                         | \$ 164,102.00                | <input checked="" type="checkbox"/> Pending Funding Availability | Vendor #:      | 600012681 |

Department: Human Resources

Requestor: Patricia Canada

Angela Banks, Interim Budget Director  
Enos Moss, CFO/Treasurer

Sharonica Hardin, Chief Human Resource Officer

Dr. Kelvin R. Adams, Superintendent



## Vendor Performance Report

| Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>                                                                                                                                                                                                                                                                                                    | Report Date: May 20, 2010                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| Dept / School: Human Resources                                                                                                                                                                                                                                                                                                                                                                  | Reported By: Patricia Canada                |
| Vendor: Fringe Benefits Management Company                                                                                                                                                                                                                                                                                                                                                      | Vendor #: 600012681                         |
| Contract # / P.O. #:                                                                                                                                                                                                                                                                                                                                                                            | Contract Name: Benefits Consulting Services |
| Contract Amount: \$ 202,000                                                                                                                                                                                                                                                                                                                                                                     | Award Date: 11/19/2009                      |
| Purpose of Contract (Brief Description): To provide benefits administrative services.                                                                                                                                                                                                                                                                                                           |                                             |
| <b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory |                                             |
| Category                                                                                                                                                                                                                                                                                                                                                                                        | Rating                                      |
| Quality of Goods / Services                                                                                                                                                                                                                                                                                                                                                                     | 5<br>4<br>3 +<br>2<br>1                     |
| Timeliness of Delivery or Performance                                                                                                                                                                                                                                                                                                                                                           | 5<br>4<br>3 +<br>2<br>1                     |
| Business Relations                                                                                                                                                                                                                                                                                                                                                                              | 5<br>4<br>3 +<br>2<br>1                     |
| Customer Satisfaction                                                                                                                                                                                                                                                                                                                                                                           | 5<br>4<br>3 +<br>2<br>1                     |
| Cost Control                                                                                                                                                                                                                                                                                                                                                                                    | 5<br>4<br>3 +<br>2<br>1                     |
| Average Score                                                                                                                                                                                                                                                                                                                                                                                   | 3.0                                         |
| Add above ratings: divide the total by the number of areas being rated.                                                                                                                                                                                                                                                                                                                         |                                             |
| Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.                                                                                                    |                                             |
| Please Check    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                                                                                                                                                                                                                                                                                                             |                                             |

### VENDOR PERFORMANCE REPORT INSTRUCTIONS

**Type of report**

Identify if this the final report or a quarterly report (3 months)

**Report Date**

the date the report is prepared

**Department**

Indicate the name of the reporting department

**Reported By**

Please sign your name

**Vendor**

Enter the vendor's name

**Vendor Number**

Enter the vendor's assigned number

**Contract # / PO #**

Enter the assigned contract # or the purchase order # for the goods or Services being reported

**Contract Name**

This the official name used when the contract was solicited

**Contract Amount**

The total dollar value of the contract: the amount listed on the Board Resolution

**Award Date**

Enter the date that the Board approved this contract

**Contract Description**

Provide a brief description of the work being done under the contract

**Performance Ratings**

In the comment column provide the rationale for the rating you give.

Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

### Performance Ratings Guidelines

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

### Performance Categories Descriptions

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





# SAINT LOUIS PUBLIC SCHOOLS

Date: May 20, 2010  
To: Dr. Kelvin R. Adams, Superintendent  
From: Sharonica Hardin, Chief Human Resource Officer

## VENDOR SELECTION METHOD:

☐ RFP/Bid  
☐ Sole Source  
☒ Contract Renewal  
☐ Ratification

Previous Bd. Res. #: \_\_\_\_\_

Agenda Item: 06-24-10-04  
Information: ☐  
Conference: ☐  
Action: ☒

## SUBJECT:

To approve a contract renewal with the University of Missouri-Columbia(MU)/Missouri Partnership for Educational Renewal (MPER) membership fee from July 1, 2010 - June 30, 2011 in an amount not to exceed \$103,950.

## BACKGROUND:

CSIP Goal #1 - Through this partnership, SLPs has benefitted through the variety of opportunities provided by MPER. An outline of the various opportunities is contained in additional support documentation. The most positively fiscal opportunity in which we participate in is the MU Fellows Program, which results in a positive cash flow of approximately \$11,000 per site. There will be three buildings participating in the MU Fellows Program for the 2010-11 school year. Additional information regarding the MU fellows Program is provided in the support documentation. Participation in the various opportunities offered by MPER assist the District's efforts as indicated in CSIP Goal #1.

CSIP: Goal 1: Performance Row: 4

MSIP: 9.1.2

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

|                                                                  |                      |
|------------------------------------------------------------------|----------------------|
| Fund Source: 110-2832-990-00-110-6319                            | Requisition #:       |
| Amount: \$103,950.00                                             |                      |
| Fund Source:                                                     | Requisition #:       |
| Amount:                                                          |                      |
| Fund Source:                                                     | Requisition #:       |
| Amount:                                                          |                      |
| Cost not to Exceed: \$103,950.00                                 | Vendor #: 6000000954 |
| <input checked="" type="checkbox"/> Pending Funding Availability |                      |

Department: Human Resources

Requestor: Sharonica Hardin

Sharonica Hardin, Chief Human Resource Officer

Angela Banks, Interim Budget Director

Enos Moss, CFO/Treasurer

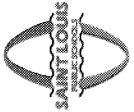
Dr. Kelvin R. Adams, Superintendent



## Request for Contract Renewal Form

|                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date of Submittal:                                                                                                                                                                                                                                                                |
| May 24, 2010                                                                                                                                                                                                                                                                      |
| Name of Department Head submitting Request:<br>Sharonica Hardin, Chief Human Resource Officer                                                                                                                                                                                     |
| Name of Contract:<br>MPER (Missouri Partnership for Educational Renewal)                                                                                                                                                                                                          |
| Purpose of Contract: SLPS has been a member of MU Partnership Educational Renewal since 1999. MPER was created to form a collaborative alliance between local education agencies and the UM-Columbia with a focus on school reform & professional development support for reform. |
| Are there changes versus prior year contract <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                  |
| If Yes explain Changes:<br>Reduction in cost                                                                                                                                                                                                                                      |
| Total Cost of Contract (estimated cost of expenses inclusive):<br><br>\$103,950.00                                                                                                                                                                                                |
| Vendor Name:<br>MPER                                                                                                                                                                                                                                                              |
| Vendor Number:<br>600000954                                                                                                                                                                                                                                                       |
| Start Date of Contract:<br><br>July 1, 2010                                                                                                                                                                                                                                       |
| Expiration Date of Contract:<br><br>June 30, 2011                                                                                                                                                                                                                                 |
| Department Responsible for Vendor Performance Monitoring:<br><br>Human Resources                                                                                                                                                                                                  |
| Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Date:                                                                                                                                                                                                      |
| Superintendent Signature                                                                                                                                                                                                                                                          |

Please attach the Vendor Performance Report and Proposed Contract



## Vendor Performance Report

| Type of report: Final <input type="checkbox"/> Quarterly <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                     |                       | Report Date: May 17, 2010                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------------------------------------------------------------|
| Dept / School: Human Resources                                                                                                                                                                                                                                                                                                                                                                                                        |                       | Reported By: Sharonica Hardin                                           |
| Vendor: MPER                                                                                                                                                                                                                                                                                                                                                                                                                          |                       | Vendor #: 600009543                                                     |
| Contract # / P.O./ #: TBD                                                                                                                                                                                                                                                                                                                                                                                                             |                       | Contract Name: MU Partnership for Edu Renewal                           |
| Contract Amount: \$ 103,950.00                                                                                                                                                                                                                                                                                                                                                                                                        |                       | Award Date: July 1, 2010                                                |
| <b>Purpose of Contract (Brief Description):</b><br>St. Louis Public Schools has been a member of MU Partnership for Educational Renewal (MPER) since 1999. MPER was created to form a collaborative alliance between local education agencies and the University of Missouri-Columbia with a focus on school reform and professional development support for reform.                                                                  |                       |                                                                         |
| <b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). <b>Ratings</b> 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory                                |                       |                                                                         |
| Category                                                                                                                                                                                                                                                                                                                                                                                                                              | Rating                | Comments (Brief)                                                        |
| Quality of Goods / Services                                                                                                                                                                                                                                                                                                                                                                                                           | 5<br>4<br>3<br>2<br>1 |                                                                         |
| Timeliness of Delivery or Performance                                                                                                                                                                                                                                                                                                                                                                                                 | 5<br>4<br>3<br>2<br>1 |                                                                         |
| Business Relations                                                                                                                                                                                                                                                                                                                                                                                                                    | 5<br>4<br>3<br>2<br>1 |                                                                         |
| Customer Satisfaction                                                                                                                                                                                                                                                                                                                                                                                                                 | 5<br>4<br>3<br>2<br>1 |                                                                         |
| Cost Control                                                                                                                                                                                                                                                                                                                                                                                                                          | 5<br>4<br>3<br>2<br>1 |                                                                         |
| Average Score                                                                                                                                                                                                                                                                                                                                                                                                                         | 5                     | Add above ratings: divide the total by the number of areas being rated. |
| Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period. <div style="text-align: right;">           Please Check    Yes <input checked="" type="checkbox"/>    No <input type="checkbox"/> </div> |                       |                                                                         |



# UNIVERSITY OF MISSOURI SPONSORED ACTIVITY CONTRACT\*

Date: \_\_\_\_\_ Contract Number: \_\_\_\_\_

| Quantity      | Unit Description                 | Unit Cost<br>(from approved<br>price list) | Extended<br>Price |
|---------------|----------------------------------|--------------------------------------------|-------------------|
| 6             | Teaching Fellows for 2010 – 2011 | \$17,325                                   | \$103,950.00      |
| Total<br>Cost |                                  |                                            | \$103,950.00      |

Are Federal funds (directly or flow through) to be used to pay for this contract? No If yes, what is the CFDA number? \_\_\_\_\_

1. This contract is entered by and between St. Louis City School District, (hereinafter "Sponsor") and The Curators of the University of Missouri on behalf of the MU Partnership for Educational Renewal Office and the College of Education (hereinafter "University").
2. Contract period shall begin on July 1, 2010 and end on June 30, 2011.
3. Ownership of intellectual property resulting from this contract will vest with University and be maintained in accordance with University policies.
4. The relation of University to Sponsor shall be that of an independent contractor. University shall have no authority to bind Sponsor for any obligation or expense not specifically stated in this contract. University shall have no authority to represent itself as an agent of Sponsor.
5. For purposes of this Agreement, the term "Confidential Information" shall mean all written or orally transmitted information, which the disclosing party shall deem to be confidential and proprietary, including but not limited to data, know-how, technical and non-technical materials, and specifications which the disclosing party has delivered to the receiving party pursuant to this Agreement and which shall be marked as "Confidential" or by some similar designation. Both University and Sponsor shall maintain and protect such Confidential Information in a manner no less stringent than it would maintain its own confidential and proprietary information and shall use the Confidential Information only for the purposes contemplated under this Agreement. The preceding obligations of nondisclosure and limitations of use shall not apply to the extent that the receiving party can demonstrate that the Confidential Information (a) was in its possession or control at the time of disclosure, (b) is or becomes public knowledge through no fault or omission of the receiving party, (c) is lawfully obtained from a third party having a legal right to disclose such information, (d) is independently developed without reference to the discloser's Confidential Information, or (e) is required by law to be disclosed. In the event the Confidential Information is disclosed orally or visually, it shall be reduced to writing or other tangible form and identified as "Confidential" or a similar designation and delivered to the receiving party within thirty (30) days from the date of disclosure; during such thirty (30) day period, the receiving party shall treat such information as "Confidential Information." The obligations of nondisclosure and limitation of use shall terminate five (5) years from the Beginning Date of this Agreement.
6. Any publicity release mentioning contract activities shall reference Sponsor. Any publications, including audiovisual items, produced with contract funds and/or reporting data from contract shall give credit to the contract and Sponsor.
7. Either party may terminate this contract at any time, with or without cause, upon thirty (30) days written notice. In the event of termination, University shall be paid only for work satisfactorily completed and accepted by Sponsor and for all noncancellable obligations incurred prior to the date of termination.
8. University shall comply with all applicable provisions of Federal and State laws and regulations relating to the activities conducted hereunder.
9. University shall retain all books, records, and other documents relevant to this contract for a period of two (2) years after final payment or completion of an audit, whichever is later. University shall allow authorized representatives of Sponsor, State, and Federal Government to inspect these records upon request with appropriate notice. University shall comply with requirements of OMB Circular A-133, OMB Circular A-21, and Federal Cost Accounting Standards. University shall return to Sponsor any funds finally disallowed in an audit of this contract.
10. Paragraphs 3, 5, 6, and 9 shall survive expiration or termination of this Agreement.

11. This contract is a fixed unit price contract. Notwithstanding any other payment provision of this contract, if University fails to submit reports when due, or fails to perform required work or services, Sponsor may withhold payment or reject invoices under this contract until reports are submitted or required work or services performed, whichever is applicable, unless the failure is due to causes beyond the control of University. University shall bill Sponsor semiannually. Sponsor shall pay invoices within 30 days of receipt.

Billing shall be: \_\_\_\_\_  
OR \_\_\_\_\_  
\_\_\_\_\_ paper addressed to:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THIS CONTRACT EXPRESSES THE COMPLETE AGREEMENT OF THE PARTIES AND SHALL SUPERSEDE ALL PREVIOUS COMMUNICATIONS, REPRESENTATIONS OR AGREEMENTS, EITHER VERBAL OR WRITTEN, BETWEEN THE PARTIES PERTAINING TO THE SUBJECT MATTER OF THIS CONTRACT. PERFORMANCE SHALL BE GOVERNED SOLELY BY THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT AS INTERPRETED UNDER THE LAWS OF THE STATE OF MISSOURI. BY SIGNING BELOW, UNIVERSITY AND SPONSOR AGREE TO ALL TERMS AND CONDITIONS SET FORTH IN THIS CONTRACT. THIS CONTRACT BECOMES FULLY EXECUTED ON THE DATE OF THE LATEST OF THE THREE SIGNATURES REQUIRED BELOW.



UNIVERSITY PROGRAM SIGNATURE  
  
PRINTED NAME/TITLE  
Michael Pullis, Co-Director  
MU Partnership for Educational Renewal

DATE \_\_\_\_\_

AUTHORIZED SPONSOR SIGNATURE  
  
PRINTED NAME/TITLE  
Dr. Kelvin Adams, Superintendent  
St. Louis City School District

DATE 5/19/2010

Pending Board approval

AUTHORIZED UNIVERSITY SIGNATURE  
  
PRINTED NAME/TITLE  
Office of Sponsored Program Administration

DATE \_\_\_\_\_

\*This contract form is usable only for approved rates of authorized Service Operations with a currently approved rate schedule.

**2010 - 2011  
MU PARTNERSHIP FOR EDUCATIONAL RENEWAL  
MU Teaching Fellowship Program  
Agreement**

University of Missouri  
College of Education  
and  
St. Louis City School District

The University of Missouri College of Education, hereinafter referred to as the University, and the St. Louis City School District, hereinafter referred to as the District, hereby enter into an agreement for the MU Teaching Fellowship Program.

The agreement is for a 12 month period beginning July 1, 2010. This agreement will be reviewed at the conclusion of the year to gain continued approval of the appropriate officials of the District and the University. The Agreement can be amended by mutual agreement of both parties.

As part of the Agreement, the University agrees to the following:

1. Provide the District with 6 teaching fellows who have completed a Bachelor's Degree and hold a valid Missouri teaching certificate.
2. Screen and recommend teaching fellows based on the standards published in the MU application form.
3. Provide and be responsible for all financial considerations associated with the teaching fellow contract.
4. Teaching fellows are assigned or reassigned at the discretion of the District.
5. Require each teaching fellow to sign an MU contract that declares the role of teaching fellow to be a one-year assignment with no presumption of employment with the District either during or following the term of the fellowship.
6. Participate in the coordination of the Teaching Fellowship Program.
7. Provide teaching fellows the option to purchase student health insurance.

As part of the Agreement, the District agrees to the following:

1. Financial arrangements for the 2010 - 2011 agreement are:
  - a.) the District agrees to pay the University of Missouri \$17,325 per teaching fellow selected for the 2010 – 2011 school year;
  - b.) the payments will be made per paragraph 11 of the University of Missouri Sponsored Activity;
  - c.) payments will be made to the University of Missouri;
2. Provide the University with the names of mentor teachers, one (1) mentor teacher for each two (2) teaching fellows unless other agreements are made. Each mentor teacher will provide induction assistance to two teaching fellows per year.
3. Provide a full-time classroom placement for each teaching fellow.
4. Classroom assignments for the teaching fellows will be determined by the District.
5. Provide a contact person within the District for the Teaching Fellowship Program.

As part of this Agreement, the District and the University mutually agree to the following:

1. Teaching fellows will be governed by the approved school calendar for teachers in rendering services to the District.
2. Teaching fellows will be provided with the same absence privileges as provided for District teachers. The District pays for the substitute teachers.
3. Duty assignments for mentor teachers will be mutually determined by the District and the University, with time allotments approximately as follows:
  - 33% - provide induction assistance to two teaching fellows
  - 33% - responsibilities assigned by the Districts
  - 33% - responsibilities assigned by the University

4. While assigned to the District, all teaching fellows shall be accountable to the District to abide by all district rules, policies, and procedures as deemed applicable by the District. Any teaching fellow does not abide by District rules, policies, procedures, or meet performance expectations in the judgment of the supervising principal may be released by the District to the University.
5. Teaching Fellows are not employees of the District and accordingly, the District is not responsible for payment of any wages or any benefits or any employment tax for any teaching fellows placed in the District as part of the program.
6. Teaching Fellows will not be assigned to an extracurricular position that has recurring responsibilities that interfere with participation in the Teaching Fellowship Program (ex. coaching, club sponsoring.)
7. To the extent permitted by Missouri law and without waiving sovereign immunity, the University agrees to assume responsibility for all claims, demands, and suits against the District either (1) brought by a teaching fellow, or (2) brought by a third party as a result of the conduct of a teaching fellow, unless the claim, demand, or suit is caused by the negligence of District employees.

This agreement is executed on July 1, 2010.

For the St. Louis City School District

For the MU Partnership  
Educational Renewal

  
\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Co-Director

\_\_\_\_\_  
Board of Education Representative

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**St. Louis City School District**

|                                 |                     |                  |
|---------------------------------|---------------------|------------------|
| Mason Elementary School         | Crane , Jessica     | 5th grade        |
| Mason Elementary School         | Watson , Harmony    | 2nd grade        |
| Patrick Henry Elementary School | Munzlinger , Amanda | 2nd grade        |
| Patrick Henry Elementary School | Zoellner , Lindsey  | 1st grade        |
| Stix Early Childhood Center     | Hammock , Valerie   | Kindergarten     |
| Stix Early Childhood Center     | Lomax , Jaime       | 1st or 2nd grade |

## Teaching Fellow Agreement

University of Missouri College of Education,  
MU Teaching Fellow,

and

St. Louis City School District

Jessica Leeann Crane agrees to accept a Teaching Fellow position with the College of Education, University of Missouri, and the **St. Louis City School District** for the **2010-2011** academic year.

The Teaching Fellow will enroll in a graduate program in the College of Education leading to a Master's degree with emphasis in Learning and Instruction. The Teaching Fellow will be enrolled in courses approved for the MU Teaching Fellowship Program and must maintain at least a 3.000 grade point average. A stipend of \$13,080 will be paid monthly over 12 months beginning **August, 2010** to the Teaching Fellow. In addition, the University of Missouri will pay the Teaching Fellow's tuition for up to 33 graduate credit hours.

The undersigned Teaching Fellow, as part of his/her graduate training, agrees to serve for the **2010-2011** school year in a classroom assigned by the **St. Louis City School District**. The Teaching Fellows will serve as a responsible member of the staff of the assigned school under the direct authority and/or supervision of the school principal and will attend all required school and/or District meetings, including orientation. The Teaching Fellow will also receive supplementary supervision and guidance, provided and arranged by the Teaching Fellowship Program. The Teaching Fellow will not be assigned to an extracurricular position that has recurring responsibilities that interfere with participation in the Teaching Fellowship Program.

The undersigned Teaching Fellow agrees to hold a valid Professional Missouri Teaching Certificate and understands that the Teaching Fellow position is a one-year terminal appointment with no presumption of employment or tenure in the **St. Louis City School District**.

The undersigned Teaching Fellow will maintain a cumulative GPA of 3.000 or better to remain in good academic standing according to graduate school policies found in the Graduate School Catalog. If the Teaching Fellow drops below the required 3.000 GPA and is placed on probation, the Teaching Fellow will lose his/her tuition fee waiver and will be responsible for all fees associated with the graduate coursework until the Teaching Fellow is removed from probation.

Further, if for any reason the Teaching Fellow fails to complete the entire program, he/she will reimburse the University of Missouri for stipend and tuition as mutually determined by the **St. Louis City School District** and the University of Missouri. The Teaching Fellow agrees not to seek regular employment for the **2010-2011** academic year.

We, the undersigned, accept the Teaching Fellow Agreement as stated above.

4/20/2010  
Date

Jessica Leeann Crane  
Signature of MU Teaching Fellow

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of District Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Director of MPER

## Teaching Fellow Agreement

University of Missouri College of Education,  
MU Teaching Fellow,

and

St. Louis City School District

**Jessica Leeann Crane** agrees to accept a Teaching Fellow position with the College of Education, University of Missouri, and the **St. Louis City School District** for the **2010-2011** academic year.

The Teaching Fellow will enroll in a graduate program in the College of Education leading to a Master's degree with emphasis in Learning and Instruction. The Teaching Fellow will be enrolled in courses approved for the MU Teaching Fellowship Program and must maintain at least a 3.000 grade point average. A stipend of \$13,080 will be paid monthly over 12 months beginning **August, 2010** to the Teaching Fellow. In addition, the University of Missouri will pay the Teaching Fellow's tuition for up to 33 graduate credit hours.

The undersigned Teaching Fellow, as part of his/her graduate training, agrees to serve for the **2010-2011** school year in a classroom assigned by the **St. Louis City School District**. The Teaching Fellows will serve as a responsible member of the staff of the assigned school under the direct authority and/or supervision of the school principal and will attend all required school and/or District meetings, including orientation. The Teaching Fellow will also receive supplementary supervision and guidance, provided and arranged by the Teaching Fellowship Program. The Teaching Fellow will not be assigned to an extracurricular position that has recurring responsibilities that interfere with participation in the Teaching Fellowship Program.

The undersigned Teaching Fellow agrees to hold a valid Professional Missouri Teaching Certificate and understands that the Teaching Fellow position is a one-year terminal appointment with no presumption of employment or tenure in the **St. Louis City School District**.

The undersigned Teaching Fellow will maintain a cumulative GPA of 3.000 or better to remain in good academic standing according to graduate school policies found in the Graduate School Catalog. If the Teaching Fellow drops below the required 3.000 GPA and is placed on probation, the Teaching Fellow will lose his/her tuition fee waiver and will be responsible for all fees associated with the graduate coursework until the Teaching Fellow is removed from probation.

Further, if for any reason the Teaching Fellow fails to complete the entire program, he/she will reimburse the University of Missouri for stipend and tuition as mutually determined by the **St. Louis City School District** and the University of Missouri. The Teaching Fellow agrees not to seek regular employment for the **2010-2011** academic year.

We, the undersigned, accept the Teaching Fellow Agreement as stated above.

4/20/2010  
Date

Jessica Leeann Crane  
Signature of MU Teaching Fellow

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of District Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Director of MPER



## Teaching Fellow Agreement

University of Missouri College of Education,  
MU Teaching Fellow,  
and

St. Louis City School District

Valerie Christin Hammock agrees to accept a Teaching Fellow position with the College of Education, University of Missouri, and the **St. Louis City School District** for the **2010-2011** academic year.

The Teaching Fellow will enroll in a graduate program in the College of Education leading to a Master's degree with emphasis in Learning and Instruction. The Teaching Fellow will be enrolled in courses approved for the MU Teaching Fellowship Program and must maintain at least a 3.000 grade point average. A stipend of \$13,080 will be paid monthly over 12 months beginning **August, 2010** to the Teaching Fellow. In addition, the University of Missouri will pay the Teaching Fellow's tuition for up to 33 graduate credit hours.

The undersigned Teaching Fellow, as part of his/her graduate training, agrees to serve for the **2010-2011** school year in a classroom assigned by the **St. Louis City School District**. The Teaching Fellows will serve as a responsible member of the staff of the assigned school under the direct authority and/or supervision of the school principal and will attend all required school and/or District meetings, including orientation. The Teaching Fellow will also receive supplementary supervision and guidance, provided and arranged by the Teaching Fellowship Program. The Teaching Fellow will not be assigned to an extracurricular position that has recurring responsibilities that interfere with participation in the Teaching Fellowship Program.

The undersigned Teaching Fellow agrees to hold a valid Professional Missouri Teaching Certificate and understands that the Teaching Fellow position is a one-year terminal appointment with no presumption of employment or tenure in the **St. Louis City School District**.

The undersigned Teaching Fellow will maintain a cumulative GPA of 3.000 or better to remain in good academic standing according to graduate school policies found in the Graduate School Catalog. If the Teaching Fellow drops below the required 3.000 GPA and is placed on probation, the Teaching Fellow will lose his/her tuition fee waiver and will be responsible for all fees associated with the graduate coursework until the Teaching Fellow is removed from probation.

Further, if for any reason the Teaching Fellow fails to complete the entire program, he/she will reimburse the University of Missouri for stipend and tuition as mutually determined by the **St. Louis City School District** and the University of Missouri. The Teaching Fellow agrees not to seek regular employment for the **2010-2011** academic year.

We, the undersigned, accept the Teaching Fellow Agreement as stated above.

4/21/10  
Date

Valerie Hammock  
Signature of MU Teaching Fellow

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of District Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Director of MPER

## Teaching Fellow Agreement

University of Missouri College of Education,  
MU Teaching Fellow,

and

St. Louis City School District

**Valerie Christin Hammock** agrees to accept a Teaching Fellow position with the College of Education, University of Missouri, and the **St. Louis City School District** for the **2010-2011** academic year.

The Teaching Fellow will enroll in a graduate program in the College of Education leading to a Master's degree with emphasis in Learning and Instruction. The Teaching Fellow will be enrolled in courses approved for the MU Teaching Fellowship Program and must maintain at least a 3.000 grade point average. A stipend of \$13,080 will be paid monthly over 12 months beginning **August, 2010** to the Teaching Fellow. In addition, the University of Missouri will pay the Teaching Fellow's tuition for up to 33 graduate credit hours.

The undersigned Teaching Fellow, as part of his/her graduate training, agrees to serve for the **2010-2011** school year in a classroom assigned by the **St. Louis City School District**. The Teaching Fellows will serve as a responsible member of the staff of the assigned school under the direct authority and/or supervision of the school principal and will attend all required school and/or District meetings, including orientation. The Teaching Fellow will also receive supplementary supervision and guidance, provided and arranged by the Teaching Fellowship Program. The Teaching Fellow will not be assigned to an extracurricular position that has recurring responsibilities that interfere with participation in the Teaching Fellowship Program.

The undersigned Teaching Fellow agrees to hold a valid Professional Missouri Teaching Certificate and understands that the Teaching Fellow position is a one-year terminal appointment with no presumption of employment or tenure in the **St. Louis City School District**.

The undersigned Teaching Fellow will maintain a cumulative GPA of 3.000 or better to remain in good academic standing according to graduate school policies found in the Graduate School Catalog. If the Teaching Fellow drops below the required 3.000 GPA and is placed on probation, the Teaching Fellow will lose his/her tuition fee waiver and will be responsible for all fees associated with the graduate coursework until the Teaching Fellow is removed from probation.

Further, if for any reason the Teaching Fellow fails to complete the entire program, he/she will reimburse the University of Missouri for stipend and tuition as mutually determined by the **St. Louis City School District** and the University of Missouri. The Teaching Fellow agrees not to seek regular employment for the **2010-2011** academic year.

We, the undersigned, accept the Teaching Fellow Agreement as stated above.

4/21/10

Date

Valerie Hammock

Signature of MU Teaching Fellow

Date

Signature of District Representative

Date

Signature of Co-Director of MPER

## Teaching Fellow Agreement

University of Missouri College of Education,  
MU Teaching Fellow,  
and  
St. Louis City School District

**Jaime Rae Lomax** agrees to accept a Teaching Fellow position with the College of Education, University of Missouri, and the **St. Louis City School District** for the **2010-2011** academic year.

The Teaching Fellow will enroll in a graduate program in the College of Education leading to a Master's degree with emphasis in Learning and Instruction. The Teaching Fellow will be enrolled in courses approved for the MU Teaching Fellowship Program and must maintain at least a 3.000 grade point average. A stipend of \$13,080 will be paid monthly over 12 months beginning **August, 2010** to the Teaching Fellow. In addition, the University of Missouri will pay the Teaching Fellow's tuition for up to 33 graduate credit hours.

The undersigned Teaching Fellow, as part of his/her graduate training, agrees to serve for the **2010-2011** school year in a classroom assigned by the **St. Louis City School District**. The Teaching Fellows will serve as a responsible member of the staff of the assigned school under the direct authority and/or supervision of the school principal and will attend all required school and/or District meetings, including orientation. The Teaching Fellow will also receive supplementary supervision and guidance, provided and arranged by the Teaching Fellowship Program. The Teaching Fellow will not be assigned to an extracurricular position that has recurring responsibilities that interfere with participation in the Teaching Fellowship Program.

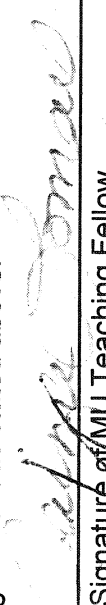
The undersigned Teaching Fellow agrees to hold a valid Professional Missouri Teaching Certificate and understands that the Teaching Fellow position is a one-year terminal appointment with no presumption of employment or tenure in the **St. Louis City School District**.

The undersigned Teaching Fellow will maintain a cumulative GPA of 3.000 or better to remain in good academic standing according to graduate school policies found in the Graduate School Catalog. If the Teaching Fellow drops below the required 3.000 GPA and is placed on probation, the Teaching Fellow will lose his/her tuition fee waiver and will be responsible for all fees associated with the graduate coursework until the Teaching Fellow is removed from probation.

Further, if for any reason the Teaching Fellow fails to complete the entire program, he/she will reimburse the University of Missouri for stipend and tuition as mutually determined by the **St. Louis City School District** and the University of Missouri. The Teaching Fellow agrees not to seek regular employment for the **2010-2011** academic year.

We, the undersigned, accept the Teaching Fellow Agreement as stated above.

5-1-10  
Date

  
Signature of MU Teaching Fellow

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of District Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Director of MPER

## Teaching Fellow Agreement

University of Missouri College of Education,  
MU Teaching Fellow,  
and  
St. Louis City School District

**Jaime Rae Lomax** agrees to accept a Teaching Fellow position with the College of Education, University of Missouri, and the **St. Louis City School District** for the **2010-2011** academic year.

The Teaching Fellow will enroll in a graduate program in the College of Education leading to a Master's degree with emphasis in Learning and Instruction. The Teaching Fellow will be enrolled in courses approved for the MU Teaching Fellowship Program and must maintain at least a 3.000 grade point average. A stipend of \$13,080 will be paid monthly over 12 months beginning **August, 2010** to the Teaching Fellow. In addition, the University of Missouri will pay the Teaching Fellow's tuition for up to 33 graduate credit hours.

The undersigned Teaching Fellow, as part of his/her graduate training, agrees to serve for the **2010-2011** school year in a classroom assigned by the **St. Louis City School District**. The Teaching Fellows will serve as a responsible member of the staff of the assigned school under the direct authority and/or supervision of the school principal and will attend all required school and/or District meetings, including orientation. The Teaching Fellow will also receive supplementary supervision and guidance, provided and arranged by the Teaching Fellowship Program. The Teaching Fellow will not be assigned to an extracurricular position that has recurring responsibilities that interfere with participation in the Teaching Fellowship Program.

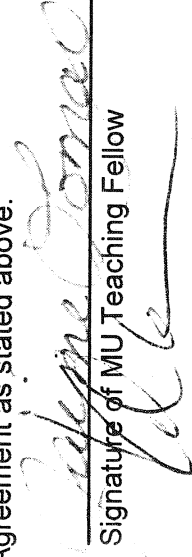
The undersigned Teaching Fellow agrees to hold a valid Professional Missouri Teaching Certificate and understands that the Teaching Fellow position is a one-year terminal appointment with no presumption of employment or tenure in the **St. Louis City School District**.

The undersigned Teaching Fellow will maintain a cumulative GPA of 3.000 or better to remain in good academic standing according to graduate school policies found in the Graduate School Catalog. If the Teaching Fellow drops below the required 3.000 GPA and is placed on probation, the Teaching Fellow will lose his/her tuition fee waiver and will be responsible for all fees associated with the graduate coursework until the Teaching Fellow is removed from probation.

Further, if for any reason the Teaching Fellow fails to complete the entire program, he/she will reimburse the University of Missouri for stipend and tuition as mutually determined by the **St. Louis City School District** and the University of Missouri. The Teaching Fellow agrees not to seek regular employment for the **2010-2011** academic year.

We, the undersigned, accept the Teaching Fellow Agreement as stated above.

5-1-10  
Date

  
Signature of MU Teaching Fellow

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of District Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Director of MPER

## Teaching Fellow Agreement

University of Missouri College of Education,  
MU Teaching Fellow,

and

St. Louis City School District

**Amanda Kay Munzlinger** agrees to accept a Teaching Fellow position with the College of Education, University of Missouri, and the **St. Louis City School District** for the **2010-2011** academic year.

The Teaching Fellow will enroll in a graduate program in the College of Education leading to a Master's degree with emphasis in Learning and Instruction. The Teaching Fellow will be enrolled in courses approved for the MU Teaching Fellowship Program and must maintain at least a 3.000 grade point average. A stipend of \$13,080 will be paid monthly over 12 months beginning **August, 2010** to the Teaching Fellow. In addition, the University of Missouri will pay the Teaching Fellow's tuition for up to 33 graduate credit hours.

The undersigned Teaching Fellow, as part of his/her graduate training, agrees to serve for the **2010-2011** school year in a classroom assigned by the **St. Louis City School District**. The Teaching Fellows will serve as a responsible member of the staff of the assigned school under the direct authority and/or supervision of the school principal and will attend all required school and/or District meetings, including orientation. The Teaching Fellow will also receive supplementary supervision and guidance, provided and arranged by the Teaching Fellowship Program. The Teaching Fellow will not be assigned to an extracurricular position that has recurring responsibilities that interfere with participation in the Teaching Fellowship Program.

The undersigned Teaching Fellow agrees to hold a valid Professional Missouri Teaching Certificate and understands that the Teaching Fellow position is a one-year terminal appointment with no presumption of employment or tenure in the **St. Louis City School District**.

The undersigned Teaching Fellow will maintain a cumulative GPA of 3.000 or better to remain in good academic standing according to graduate school policies found in the Graduate School Catalog. If the Teaching Fellow drops below the required 3.000 GPA and is placed on probation, the Teaching Fellow will lose his/her tuition fee waiver and will be responsible for all fees associated with the graduate coursework until the Teaching Fellow is removed from probation.

Further, if for any reason the Teaching Fellow fails to complete the entire program, he/she will reimburse the University of Missouri for stipend and tuition as mutually determined by the **St. Louis City School District** and the University of Missouri. The Teaching Fellow agrees not to seek regular employment for the **2010-2011** academic year.

We, the undersigned, accept the Teaching Fellow Agreement as stated above.

4/22/10  
Date

Amanda Kay Munzlinger  
Signature of MU Teaching Fellow

\_\_\_\_\_  
Date  
Signature of District Representative

\_\_\_\_\_  
Date  
Signature of Co-Director of MPER

## Teaching Fellow Agreement

University of Missouri College of Education,  
MU Teaching Fellow,  
and  
St. Louis City School District

**Amanda Kay Munzinger** agrees to accept a Teaching Fellow position with the College of Education, University of Missouri, and the **St. Louis City School District** for the **2010-2011** academic year.

The Teaching Fellow will enroll in a graduate program in the College of Education leading to a Master's degree with emphasis in Learning and Instruction. The Teaching Fellow will be enrolled in courses approved for the MU Teaching Fellowship Program and must maintain at least a 3.000 grade point average. A stipend of \$13,080 will be paid monthly over 12 months beginning **August, 2010** to the Teaching Fellow. In addition, the University of Missouri will pay the Teaching Fellow's tuition for up to 33 graduate credit hours.

The undersigned Teaching Fellow, as part of his/her graduate training, agrees to serve for the **2010-2011** school year in a classroom assigned by the **St. Louis City School District**. The Teaching Fellows will serve as a responsible member of the staff of the assigned school under the direct authority and/or supervision of the school principal and will attend all required school and/or District meetings, including orientation. The Teaching Fellow will also receive supplementary supervision and guidance, provided and arranged by the Teaching Fellowship Program. The Teaching Fellow will not be assigned to an extracurricular position that has recurring responsibilities that interfere with participation in the Teaching Fellowship Program.

The undersigned Teaching Fellow agrees to hold a valid Professional Missouri Teaching Certificate and understands that the Teaching Fellow position is a one-year terminal appointment with no presumption of employment or tenure in the **St. Louis City School District**.

The undersigned Teaching Fellow will maintain a cumulative GPA of 3.000 or better to remain in good academic standing according to graduate school policies found in the Graduate School Catalog. If the Teaching Fellow drops below the required 3.000 GPA and is placed on probation, the Teaching Fellow will lose his/her tuition fee waiver and will be responsible for all fees associated with the graduate coursework until the Teaching Fellow is removed from probation.

Further, if for any reason the Teaching Fellow fails to complete the entire program, he/she will reimburse the University of Missouri for stipend and tuition as mutually determined by the **St. Louis City School District** and the University of Missouri. The Teaching Fellow agrees not to seek regular employment for the **2010-2011** academic year.

We, the undersigned, accept the Teaching Fellow Agreement as stated above.

4/22/10  
Date

Amanda Munzinger  
Signature of MU Teaching Fellow

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of District Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Director of MPER

## Teaching Fellow Agreement

University of Missouri College of Education,  
MU Teaching Fellow,  
and  
St. Louis City School District

Harmony Leeds Watson agrees to accept a Teaching Fellow position with the College of Education, University of Missouri, and the **St. Louis City School District** for the **2010-2011** academic year.

The Teaching Fellow will enroll in a graduate program in the College of Education leading to a Master's degree with emphasis in Learning and Instruction. The Teaching Fellow will be enrolled in courses approved for the MU Teaching Fellowship Program and must maintain at least a 3.000 grade point average. A stipend of \$13,080 will be paid monthly over 12 months beginning **August, 2010** to the Teaching Fellow. In addition, the University of Missouri will pay the Teaching Fellow's tuition for up to 33 graduate credit hours.

The undersigned Teaching Fellow, as part of his/her graduate training, agrees to serve for the **2010-2011** school year in a classroom assigned by the **St. Louis City School District**. The Teaching Fellows will serve as a responsible member of the staff of the assigned school under the direct authority and/or supervision of the school principal and will attend all required school and/or District meetings, including orientation. The Teaching Fellow will also receive supplementary supervision and guidance, provided and arranged by the Teaching Fellowship Program. The Teaching Fellow will not be assigned to an extracurricular position that has recurring responsibilities that interfere with participation in the Teaching Fellowship Program.

The undersigned Teaching Fellow agrees to hold a valid Professional Missouri Teaching Certificate and understands that the Teaching Fellow position is a one-year terminal appointment with no presumption of employment or tenure in the **St. Louis City School District**.

The undersigned Teaching Fellow will maintain a cumulative GPA of 3.000 or better to remain in good academic standing according to graduate school policies found in the Graduate School Catalog. If the Teaching Fellow drops below the required 3.000 GPA and is placed on probation, the Teaching Fellow will lose his/her tuition fee waiver and will be responsible for all fees associated with the graduate coursework until the Teaching Fellow is removed from probation.

Further, if for any reason the Teaching Fellow fails to complete the entire program, he/she will reimburse the University of Missouri for stipend and tuition as mutually determined by the **St. Louis City School District** and the University of Missouri. The Teaching Fellow agrees not to seek regular employment for the **2010-2011** academic year.

We, the undersigned, accept the Teaching Fellow Agreement as stated above.

4-22-2010  
Date

Harmony Leeds Watson  
Signature of MU Teaching Fellow

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of District Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Director of MPER



## Teaching Fellow Agreement

University of Missouri College of Education,  
MU Teaching Fellow,  
and  
St. Louis City School District

Harmony Leeds Watson agrees to accept a Teaching Fellow position with the College of Education, University of Missouri, and the **St. Louis City School District** for the **2010-2011** academic year.

The Teaching Fellow will enroll in a graduate program in the College of Education leading to a Master's degree with emphasis in Learning and Instruction. The Teaching Fellow will be enrolled in courses approved for the MU Teaching Fellowship Program and must maintain at least a 3.000 grade point average. A stipend of \$13,080 will be paid monthly over 12 months beginning **August, 2010** to the Teaching Fellow. In addition, the University of Missouri will pay the Teaching Fellow's tuition for up to 33 graduate credit hours.

The undersigned Teaching Fellow, as part of his/her graduate training, agrees to serve for the **2010-2011** school year in a classroom assigned by the **St. Louis City School District**. The Teaching Fellows will serve as a responsible member of the staff of the assigned school under the direct authority and/or supervision of the school principal and will attend all required school and/or District meetings, including orientation. The Teaching Fellow will also receive supplementary supervision and guidance, provided and arranged by the Teaching Fellowship Program. The Teaching Fellow will not be assigned to an extracurricular position that has recurring responsibilities that interfere with participation in the Teaching Fellowship Program.

The undersigned Teaching Fellow agrees to hold a valid Professional Missouri Teaching Certificate and understands that the Teaching Fellow position is a one-year terminal appointment with no presumption of employment or tenure in the **St. Louis City School District**.

The undersigned Teaching Fellow will maintain a cumulative GPA of 3.000 or better to remain in good academic standing according to graduate school policies found in the Graduate School Catalog. If the Teaching Fellow drops below the required 3.000 GPA and is placed on probation, the Teaching Fellow will lose his/her tuition fee waiver and will be responsible for all fees associated with the graduate coursework until the Teaching Fellow is removed from probation.

Further, if for any reason the Teaching Fellow fails to complete the entire program, he/she will reimburse the University of Missouri for stipend and tuition as mutually determined by the **St. Louis City School District** and the University of Missouri. The Teaching Fellow agrees not to seek regular employment for the **2010-2011** academic year.

We, the undersigned, accept the Teaching Fellow Agreement as stated above.

Date

Harmony Leeds Watson  
Signature of MU Teaching Fellow

Date

[Signature]  
Signature of District Representative

Date

[Signature]  
Signature of Co-Director of MPER



## Teaching Fellow Agreement

University of Missouri College of Education,  
MU Teaching Fellow,  
and  
St. Louis City School District

**Lindsey Marie Zoellner** agrees to accept a Teaching Fellow position with the College of Education, University of Missouri, and the **St. Louis City School District** for the **2010-2011** academic year.

The Teaching Fellow will enroll in a graduate program in the College of Education leading to a Master's degree with emphasis in Learning and Instruction. The Teaching Fellow will be enrolled in courses approved for the MU Teaching Fellowship Program and must maintain at least a 3.000 grade point average. A stipend of \$13,080 will be paid monthly over 12 months beginning **August, 2010** to the Teaching Fellow. In addition, the University of Missouri will pay the Teaching Fellow's tuition for up to 33 graduate credit hours.

The undersigned Teaching Fellow, as part of his/her graduate training, agrees to serve for the **2010-2011** school year in a classroom assigned by the **St. Louis City School District**. The Teaching Fellows will serve as a responsible member of the staff of the assigned school under the direct authority and/or supervision of the school principal and will attend all required school and/or District meetings, including orientation. The Teaching Fellow will also receive supplementary supervision and guidance, provided and arranged by the Teaching Fellowship Program. The Teaching Fellow will not be assigned to an extracurricular position that has recurring responsibilities that interfere with participation in the Teaching Fellowship Program.

The undersigned Teaching Fellow agrees to hold a valid Professional Missouri Teaching Certificate and understands that the Teaching Fellow position is a one-year terminal appointment with no presumption of employment or tenure in the **St. Louis City School District**.

The undersigned Teaching Fellow will maintain a cumulative GPA of 3.000 or better to remain in good academic standing according to graduate school policies found in the Graduate School Catalog. If the Teaching Fellow drops below the required 3.000 GPA and is placed on probation, the Teaching Fellow will lose his/her tuition fee waiver and will be responsible for all fees associated with the graduate coursework until the Teaching Fellow is removed from probation.

Further, if for any reason the Teaching Fellow fails to complete the entire program, he/she will reimburse the University of Missouri for stipend and tuition as mutually determined by the **St. Louis City School District** and the University of Missouri. The Teaching Fellow agrees not to seek regular employment for the **2010-2011** academic year.

We, the undersigned, accept the Teaching Fellow Agreement as stated above.

4/23/10  
Date

  
Signature of MU Teaching Fellow

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of District Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Director of MPER

**University of Missouri College of Education,  
MU Teaching Fellow,  
and  
St. Louis City School District**

Signature of Co-Director of MPER

## Justification for Board Agenda Items

### #37 – Missouri Partnership for Educational Renewal – MU Fellows Program:

This program is based on a per Fellow cost. Next year, 10-11 we will have fewer Fellows than in 09-10. In 09-10 we have had four buildings with eight Fellows (2 per building) participate @ a cost of \$138,6000. In 10-11 we will have 3 buildings and 6 Fellows at a cost not to exceed \$103,950. Positive fiscal impact results from not having to pay benefits or beginning teacher salary since they are not District employees.

|       | # Participating Buildings | # Fellows @ 2 per Building | Cost       | Positive Fiscal Impact |
|-------|---------------------------|----------------------------|------------|------------------------|
| 09-10 | 4                         | 8                          | ~ \$138600 | ~\$46,000              |
| 10-11 | 3                         | 6                          | ~\$103,950 | ~ \$ 34,500            |





# SAINT LOUIS PUBLIC SCHOOLS

Date: May 27, 2010

To: Dr. Kelvin R. Adams, Superintendent

From: Sharonica Hardin, Chief Human Resource Officer

## VENDOR SELECTION METHOD:

- ☐ RFP/Bid  
☐ Sole Source  
☒ Contract Renewal  
☐ Ratification

Previous Bd. Res. #: 04-02-09-08

Agenda Item: 06-24-10-05  
Information: ☐  
Conference: ☐  
Action: ☒

## SUBJECT:

To approve a contract renewal with Netchemia, LLC to provide software license for the District's web-based recruiter application for the period from July 1, 2010 through June 30, 2011 at a cost not to exceed \$12,600.00.

## BACKGROUND:

This web-based and fully integrated software application has helped to streamline the employment application process within the District. The software currently saves the District countless man hours.

CSIP: Goal 2: Process Performance Row: 94 MSIP: 5.1 8.10.1

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

|                                   |                                                                  |                     |
|-----------------------------------|------------------------------------------------------------------|---------------------|
| Fund Source: 990-00-110-2832-6319 | GOB                                                              | Requisition #:      |
| Amount: 12,600.00                 |                                                                  |                     |
| Fund Source:                      |                                                                  | Requisition #:      |
| Amount:                           |                                                                  |                     |
| Fund Source:                      |                                                                  | Requisition #:      |
| Amount:                           |                                                                  |                     |
| Cost not to Exceed: \$12,600.00   | <input checked="" type="checkbox"/> Pending Funding Availability | Vendor #: 600013650 |

Department: Human Resources

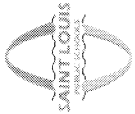
Requestor: Sharonica Hardin

Sharonica Hardin  
Sharonica Hardin, Chief Human Resource Officer

Angela Banks  
Angela Banks, Interim Budget Director

Eros Moss  
Eros Moss, CFO/Treasurer

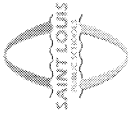
Dr. Kelvin R. Adams  
Dr. Kelvin R. Adams, Superintendent



## Request for Contract Renewal Form

|                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------|
| Date of Submittal:<br><b>MAY 27, 2010</b>                                                                        |
| Name of Department Head submitting Request:<br><b>SHARONICA HARDIN</b>                                           |
| Name of Contract:<br><b>NETCHEMIA, LLC (RENEWAL)</b>                                                             |
| Purpose of Contract:<br><b>PROVIDE SOFTWARE LICENSE FOR WEB-BASED RECRUITER APPLICATION.</b>                     |
| Are there changes versus prior year contract <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| If Yes explain Changes:                                                                                          |
| Total Cost of Contract (estimated cost of expenses inclusive):<br><b>NOT TO EXCEED \$12,600.00</b>               |
| Vendor Name:<br><b>NETCHEMIA, LLC</b>                                                                            |
| Vendor Number:<br><b>60013650</b>                                                                                |
| Start Date of Contract:<br><b>JULY 1, 2010</b>                                                                   |
| Expiration Date of Contract:<br><b>JUNE 30, 2011</b>                                                             |
| Department Responsible for Vendor Performance Monitoring:<br><b>HUMAN RESOURCES DIVISION</b>                     |
| Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Date:                                     |
| Superintendent Signature                                                                                         |

Please attach the Vendor Performance Report and Proposed Contract



## Vendor Performance Report

| Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>                                                                                                                                                                                                                                                                                                    | Report Date: MAY 27, 2010            |                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-------------------------------------------------------------------------|
| Dept / School: HUMAN RESOURCES DIV.                                                                                                                                                                                                                                                                                                                                                             | Reported By: ANITA JACKSON/S. HARDIN |                                                                         |
| Vendor: NETCHEMIA, LLC                                                                                                                                                                                                                                                                                                                                                                          | Vendor #: 600013650                  |                                                                         |
| Contract # / P.O. #:                                                                                                                                                                                                                                                                                                                                                                            | Contract Name:                       |                                                                         |
| Contract Amount: \$ 12,600.-                                                                                                                                                                                                                                                                                                                                                                    | Award Date:                          |                                                                         |
| Purpose of Contract (Brief Description):<br><b>WEB-BASED RECRUITER APPLICATION</b>                                                                                                                                                                                                                                                                                                              |                                      |                                                                         |
| <b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory |                                      |                                                                         |
| Category                                                                                                                                                                                                                                                                                                                                                                                        | Rating                               | Comments (Brief)                                                        |
| Quality of Goods / Services                                                                                                                                                                                                                                                                                                                                                                     | 5<br>④<br>3<br>2<br>1                |                                                                         |
| Timeliness of Delivery or Performance                                                                                                                                                                                                                                                                                                                                                           | 5<br>④<br>3<br>2<br>1                |                                                                         |
| Business Relations                                                                                                                                                                                                                                                                                                                                                                              | 5<br>④<br>3<br>2<br>1                |                                                                         |
| Customer Satisfaction                                                                                                                                                                                                                                                                                                                                                                           | 5<br>④<br>3<br>2<br>1                |                                                                         |
| Cost Control                                                                                                                                                                                                                                                                                                                                                                                    | 5<br>④<br>3<br>2<br>1                |                                                                         |
| Average Score                                                                                                                                                                                                                                                                                                                                                                                   | 20                                   | Add above ratings: divide the total by the number of areas being rated. |
| Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.                                                                                                    |                                      |                                                                         |
| Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                |                                      |                                                                         |







# SAINT LOUIS PUBLIC SCHOOLS

Date: June 4, 2010  
To: Dr. Kelvin R. Adams, Superintendent  
From: Sharonica Hardin, Chief Human Resource Officer

## VENDOR SELECTION METHOD:

- ☐ RFP/Bid  
☐ Sole Source  
☒ Contract Renewal  
☐ Authorization/Adoption

Previous Bd. Res. #: 08-06-09-31

Agenda Item: 06-27-10-06  
Information: ☐  
Conference: ☐  
Action: ☒

## SUBJECT:

To approve a contract renewal with Alice Roach to serve as the Chief of Staff at a cost not to exceed \$125,000.00 for the period from July 1, 2010 through June 30, 2011.

## BACKGROUND:

The term of this Agreement shall be from July 1, 2010 through June 30, 2011, subject to termination earlier as provided herein. Throughout this term, Employee shall devote Employee's full time and best efforts to perform the duties of Chief of Staff as hereinafter defined in a professional manner and shall not engage in any other activity in such a manner as to adversely affect the duties assigned to Employee under this Agreement.

CSIP: Goal 1: Performance Row: 94

MSIP: 5.1 8.5.4

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

|                                   |                                                                  |                |
|-----------------------------------|------------------------------------------------------------------|----------------|
| Fund Source: 110-2321-6319-804-00 | GOB                                                              | Requisition #: |
| Amount: \$125,000.00              |                                                                  |                |
| Fund Source:                      |                                                                  | Requisition #: |
| Amount:                           |                                                                  |                |
| Fund Source:                      |                                                                  | Requisition #: |
| Amount:                           |                                                                  |                |
| Cost not to Exceed: \$125,000.00  | <input checked="" type="checkbox"/> Pending Funding Availability | Vendor #:      |

Department: Human Resources

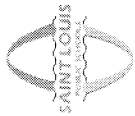
Requestor: Sharonica Hardin

Sharonica Hardin, Chief Human Resource Officer

Angela Banks, Interim Budget Director

Enos Moss, CFO/Treasurer

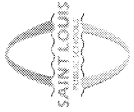
Dr. Kelvin R. Adams, Superintendent



## Request for Contract Renewal Form

|                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------|
| Date of Submittal:<br><b>MAY 27, 2010</b>                                                                        |
| Name of Department Head submitting Request:<br><b>HUMAN RESOURCES DIVISION/SHARONICA HARDIN</b>                  |
| Name of Contract:<br><b>DR. ALICE ROACH (RENEWAL)</b>                                                            |
| Purpose of Contract:<br><b>CONTRACT FOR CHIEF OF STAFF FOR 2010/2010</b>                                         |
| Are there changes versus prior year contract <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| If Yes explain Changes:                                                                                          |
| Total Cost of Contract (estimated cost of expenses inclusive):<br><b>\$ 125,000</b>                              |
| Vendor Name: <b>DR. ALICE ROACH</b> Vendor Number: <b>600013254</b>                                              |
| Start Date of Contract:<br><b>JULY 1, 2010</b>                                                                   |
| Expiration Date of Contract:<br><b>JUNE 30, 2011</b>                                                             |
| Department Responsible for Vendor Performance Monitoring:<br><b>OFFICE OF THE SUPERINTENDENT</b>                 |
| Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Date:                                     |
| Superintendent Signature                                                                                         |

Please attach the Vendor Performance Report and Proposed Contract



## Vendor Performance Report

| Type of report: Final <input type="checkbox"/> Quarterly <input type="checkbox"/>                                                                                                                                                                                                                                                                                                               | Report Date: May 27, 2010          |                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-------------------------------------------------------------------------|
| Dept / School: Human Resources                                                                                                                                                                                                                                                                                                                                                                  | Reported By: A. JACKSON, S. HARDIN |                                                                         |
| Vendor: Dr. Alice Roach                                                                                                                                                                                                                                                                                                                                                                         | Vendor #: 600013254                |                                                                         |
| Contract # / P.O. #:                                                                                                                                                                                                                                                                                                                                                                            | Contract Name:                     |                                                                         |
| Contract Amount: \$ 125,000.00                                                                                                                                                                                                                                                                                                                                                                  | Award Date:                        |                                                                         |
| Purpose of Contract (Brief Description):                                                                                                                                                                                                                                                                                                                                                        |                                    |                                                                         |
| <b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory |                                    |                                                                         |
| Category                                                                                                                                                                                                                                                                                                                                                                                        | Rating                             | Comments (Brief)                                                        |
| Quality of Goods / Services                                                                                                                                                                                                                                                                                                                                                                     | 5<br><u>4</u><br>3<br>2<br>1       |                                                                         |
| Timeliness of Delivery or Performance                                                                                                                                                                                                                                                                                                                                                           | 5<br><u>4</u><br>3<br>2<br>1       |                                                                         |
| Business Relations                                                                                                                                                                                                                                                                                                                                                                              | 5<br><u>4</u><br>3<br>2<br>1       |                                                                         |
| Customer Satisfaction                                                                                                                                                                                                                                                                                                                                                                           | 5<br><u>4</u><br>3<br>2<br>1       |                                                                         |
| Cost Control                                                                                                                                                                                                                                                                                                                                                                                    | 5<br><u>4</u><br>3<br>2<br>1       |                                                                         |
| Average Score                                                                                                                                                                                                                                                                                                                                                                                   | 20                                 | Add above ratings: divide the total by the number of areas being rated. |
| Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.                                                                                                    |                                    |                                                                         |
| Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                |                                    |                                                                         |





# SAINT LOUIS PUBLIC SCHOOLS

Date: June 4, 2010

To: Dr. Kelvin R. Adams, Superintendent

From: Sharonica Hardin, Chief Human Resource Officer

## VENDOR SELECTION METHOD:

- ☐ RFP/Bid  
☐ Sole Source  
☒ Contract Renewal  
☐ Authorization/Adoption
- Previous Bd. Res. #: 08-06-09-30

Agenda Item: 06-24-10-07  
Information: ☐  
Conference: ☐  
Action: ☒

## SUBJECT:

To approve a contract renewal with John Windom to serve as the Executive Director, Community Education at a cost not to exceed \$92,043.00 for the period from July 1, 2010 through June 30, 2011.

## BACKGROUND:

The term of this Agreement shall be from July 1, 2010 through June 30, 2011, subject to termination earlier as provided herein. Throughout this term, Employee shall devote Employee's full time and best efforts to perform the duties of Executive Director, Community Education as hereinafter defined in a professional manner and shall not engage in any other activity in such a manner as to adversely affect the duties assigned to Employee under this Agreement.

CSIP: Goal 1: Performance Row: 94 MSIP: 5.1 8.5.4

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

|                                   |                                                                  |                |
|-----------------------------------|------------------------------------------------------------------|----------------|
| Fund Source: 110-1665-6319-827-00 | GOB                                                              | Requisition #: |
| Amount: \$92,043.00               |                                                                  |                |
| Fund Source:                      |                                                                  | Requisition #: |
| Amount:                           |                                                                  |                |
| Fund Source:                      |                                                                  | Requisition #: |
| Amount:                           |                                                                  |                |
| Cost not to Exceed: \$92,043.00   | <input checked="" type="checkbox"/> Pending Funding Availability | Vendor #:      |

Department: Human Resources

Requestor: Sharonica Hardin

Sharonica Hardin

Sharonica Hardin, Chief Human Resource Officer

Angela Banks

Angela Banks, Interim Budget Director

Eros Moss

Eros Moss, CFO/Treasurer

Dr. Kelvin R. Adams

Dr. Kelvin R. Adams, Superintendent

Request for Contract Renewal Form

|                                                                        |                                                                     |
|------------------------------------------------------------------------|---------------------------------------------------------------------|
| Date of Submittal:                                                     | MAY 27, 2010                                                        |
| Name of Department Head submitting Request:                            | SHARONICA HARDIN/HUMAN RESOURCES DIVISION                           |
| Name of Contract:                                                      | JOHN WINDOM                                                         |
| Purpose of Contract:                                                   | EXECUTIVE DIRECTOR, COMMUNITY EDUCATION                             |
| Are there changes versus prior year contract                           | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| If Yes explain Changes:                                                |                                                                     |
| Total Cost of Contract (estimated cost of expenses inclusive):         | \$92,043.00                                                         |
| Vendor Name:                                                           | JOHN WINDOM                                                         |
| Vendor Number:                                                         | 600013272                                                           |
| Start Date of Contract:                                                | JULY 1, 2010                                                        |
| Expiration Date of Contract:                                           | JUNE 30, 2011                                                       |
| Department Responsible for Vendor Performance Monitoring:              | HUMAN RESOURCES DIVISION                                            |
| Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> | Date:                                                               |
| Superintendent Signature                                               |                                                                     |

Please attach the Vendor Performance Report and Proposed Contract

## Vendor Performance Report

| Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                 |                       | Report Date: MAY 27, 2010                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------------------------------------------------------------|
| Dept / School: HUMAN RESOURCES DIV                                                                                                                                                                                                                                                                                                                                                                                           |                       | Reported By: A. JACKSON, S. HARDIN                                      |
| Vendor: JOHN WINDOM                                                                                                                                                                                                                                                                                                                                                                                                          |                       | Vendor #: 600013272                                                     |
| Contract # / P.O. #:                                                                                                                                                                                                                                                                                                                                                                                                         |                       | Contract Name:                                                          |
| Contract Amount: \$ 92,043.00                                                                                                                                                                                                                                                                                                                                                                                                |                       | Award Date:                                                             |
| Purpose of Contract (Brief Description):                                                                                                                                                                                                                                                                                                                                                                                     |                       |                                                                         |
| <b>EXECUTIVE DIRECTOR OF COMMUNITY EDUCATION</b>                                                                                                                                                                                                                                                                                                                                                                             |                       |                                                                         |
| <p><b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory</p>                         |                       |                                                                         |
| Category                                                                                                                                                                                                                                                                                                                                                                                                                     | Rating                | Comments (Brief)                                                        |
| Quality of Goods / Services                                                                                                                                                                                                                                                                                                                                                                                                  | 5<br>4<br>3<br>2<br>1 |                                                                         |
| Timeliness of Delivery or Performance                                                                                                                                                                                                                                                                                                                                                                                        | 5<br>4<br>3<br>2<br>1 |                                                                         |
| Business Relations                                                                                                                                                                                                                                                                                                                                                                                                           | 5<br>4<br>3<br>2<br>1 |                                                                         |
| Customer Satisfaction                                                                                                                                                                                                                                                                                                                                                                                                        | 5<br>4<br>3<br>2<br>1 |                                                                         |
| Cost Control                                                                                                                                                                                                                                                                                                                                                                                                                 | 5<br>4<br>3<br>2<br>1 |                                                                         |
| Average Score                                                                                                                                                                                                                                                                                                                                                                                                                | 20                    | Add above ratings: divide the total by the number of areas being rated. |
| <p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: right;">Please Check    Yes <input checked="" type="checkbox"/>    No <input type="checkbox"/></p> |                       |                                                                         |







# SAINT LOUIS PUBLIC SCHOOLS

Date: May 25, 2010  
To: Dr. Kelvin R. Adams, Superintendent  
From: Enos Moss, CFO/Treasurer

## VENDOR SELECTION METHOD:

- ☐ RFP/Bid  
☐ Sole Source  
☐ Contract Renewal  
☒ Financial Report

Previous Bd. Res. #:

Agenda Item: 06-24-10-08  
Information: ☒  
Conference: ☐  
Action: ☐

## SUBJECT:

To approve the FY 2009-2010 General Operating Budget - Amendment I.

## BACKGROUND:

The Finance Division periodically provides updated GOB revenue and expenditure projections during the fiscal year.

CSIP: Goal 2: Process Performance Row: 74 MSIP: 8.5.1

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

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

Department: Budget

Requestor: Angela Banks

Angela Banks, Interim Budget Director

Enos Moss, CFO/Treasurer

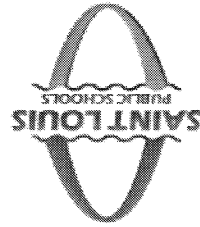
Dr. Kelvin R. Adams, Superintendent

# FY2009-2010 General Operating Budget Amendment I

June 8, 2010

Enos Moss

Chief Financial Officer/Treasurer





# FY2009-2010 Executive Summary

- ▶ Original Budget
  - Approved March 28, 2009
- ▶ A Tumultuous Year
  - Weak economy
  - State reductions
  - Commitment to SLPs academic initiatives



## Original to Proposed Variance: FY2009-2010 Revenues

- Local & County: +\$2.2M
  - (+) Property Taxes (reassessment year)
  - (+) Indirect
  - (-) Sales Taxes (Prop C & Deseg)
  - (-) Interest Income, Building Sales
- State: +\$2.5M
  - (+) Basic Formula (lower charter enrollment)
  - (+) Miscellaneous (high need and one-time funds)
  - (-) Transportation (State allocation reductions)
- Federal: +\$1.9M
  - (+) Medicaid (new vendor)



## Original to Proposed Variance: FY2009-2010 Expenditures

- Payroll-Related: +\$29.5M
  - (+) FY08-09 and FY09-10 raises
  - (+) Medical & worker's comp/unemployment benefits
  - (+) Summer school (crosses fiscal years)
  - (+) Unrealized and/or late RIF's
  - (+) Contract to in-house services (ACE, Aramark)
  - (+) Ineligible federal staff placements
  - (+) Approved staff additions
  - (+) Higher than projected student enrollment
  - (+) Daily & continuing substitutes



## Original to Proposed Variance: FY2009-2010 Expenditures

- Non-Payroll Related: \$3.1 M
  - (+) Re-opened/new schools
  - (+) Lead abatement
  - (+) Textbooks (additional students)
  - (+) Legal settlements
  - (+) Roof and elevator repairs
  - (+) Special education , full service schools, sports, mobility, and after-school transportation
  - (-) Contract to in-house services (ACE, Aramark)
  - (-) February 26 Budget freeze



# FY2009-2010 Year-End Risks & Concerns

- ▶ Revenues
  - Property & sales taxes
  - Medicaid based on 2 quarters with new vendor
- ▶ Expenditures
  - Unencumbered expenditures
  - Extra-service not yet submitted
  - Substitutes
- ▶ Negative general operating cash



# SLPS May 2010, Year End Projection

|                                        | FY 09/10           | Approved           | Amendment I | May 2010          | YTD Spend  |
|----------------------------------------|--------------------|--------------------|-------------|-------------------|------------|
| <b>Beginning Fund Balance</b>          | \$ (48,856)        | \$ (48,856)        |             | \$ (48,856)       | \$ 185,398 |
| Local Revenues                         | \$ 201,826         | 203,775            |             | \$ 185,398        | 363        |
| County Revenues                        | 2,718              | 2,968              |             | 69,144            | 1,303      |
| State Revenues                         | 80,259             | 82,725             |             |                   |            |
| Federal Revenues                       | 4,370              | 6,270              |             |                   |            |
| <b>Total Revenues</b>                  | <b>\$ 289,173</b>  | <b>\$ 295,738</b>  |             | <b>\$ 256,208</b> |            |
| <b>Salary &amp; Benefit Expend's:</b>  |                    |                    |             |                   |            |
| Regular Salaries                       | \$ 126,263         | \$ 145,626         |             | \$ 134,089        |            |
| Temporary / Overtime                   | 10,551             | 11,293             |             | 9,661             |            |
| Benefits                               | 50,462             | 59,835             |             | 55,960            |            |
| <b>Total Salary &amp; Benefits</b>     | <b>\$ 187,276</b>  | <b>\$ 216,754</b>  |             | <b>\$ 199,709</b> |            |
| <b>Other Expend's:</b>                 |                    |                    |             |                   |            |
| Purchased/Prof. Services               | \$ 47,781          | \$ 39,456          |             | \$ 33,519         |            |
| Property Services                      | 16,272             | 22,248             |             | 18,124            |            |
| Contracted Transportation              | 24,064             | 30,864             |             | 30,047            |            |
| Operational Expenditures               | 13,174             | 12,028             |             | 10,786            |            |
| Debt Obligations                       | 568                | 322                |             | 295               |            |
| <b>Total Other</b>                     | <b>\$ 101,859</b>  | <b>\$ 104,918</b>  |             | <b>\$ 92,771</b>  |            |
| <b>Total Expenditures</b>              | <b>\$ 289,135</b>  | <b>\$ 321,672</b>  |             | <b>\$ 292,481</b> |            |
| <b>Contingencies</b>                   |                    |                    |             |                   |            |
| <b>Fund Subsidies</b>                  | \$ 1,144           | 1,144              |             |                   |            |
| <i>Net Add/(Depletion) of Reserves</i> | \$ 38              | \$ (24,790)        |             |                   |            |
| <b>Ending Fund Balance - GOB</b>       | <b>\$ (48,818)</b> | <b>\$ (73,646)</b> |             |                   |            |







# SAINT LOUIS PUBLIC SCHOOLS

Date: May 25, 2010  
To: Dr. Kelvin R. Adams, Superintendent  
From: Enos K. Moss, CFO/Treasurer

## VENDOR SELECTION METHOD:

|                                     |                          |              |
|-------------------------------------|--------------------------|--------------|
| <input checked="" type="checkbox"/> | RFP/Bid                  | RFP 027-0910 |
| <input type="checkbox"/>            | Sole Source              |              |
| <input type="checkbox"/>            | Insurance Policy Renewal |              |
| <input type="checkbox"/>            | Ratification             |              |

Agenda Item:  
Information:  
Conference:  
Action:

|                          |                          |                                     |
|--------------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--------------------------|--------------------------|-------------------------------------|

06-24-10-09

## SUBJECT:

To approve a contract with US Bank to provide the District's banking services for the period 7/1/10 to 6/30/11 with the option to renew for up to four additional years. There is no cost associated with this contractor.

## BACKGROUND:

US Bank was one of three vendors responding to the RFP, and is the District's current depository. In response to this RFP, US Bank has offered the most competitive interest rates and lowest fees of the three banks participating. There are no costs associated with this resolution, as US Bank has offered an annual credit, which when applied monthly will eliminate the monthly banking fees. US Bank's technical, commercial customer service and day to day banking professionals have done a good job in meeting the District's banking needs.

|       |        |                                        |       |    |       |       |
|-------|--------|----------------------------------------|-------|----|-------|-------|
| CSIP: | Goal # | SLPS Goal #2 - Process and Performance | Row # | 77 | MSIP: | 8.5.4 |
|-------|--------|----------------------------------------|-------|----|-------|-------|

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

|                     |    |   |   |    |                              |                     |
|---------------------|----|---|---|----|------------------------------|---------------------|
| Fund Source:        | -  | - | - | 00 | GOB                          | Requisition #:      |
| Amount:             | \$ | - |   |    |                              |                     |
| Fund Source:        | -  | - | - | -  |                              | Requisition #:      |
| Amount:             |    |   |   |    |                              |                     |
| Fund Source:        | -  | - | - | -  |                              | Requisition #:      |
| Amount:             |    |   |   |    |                              |                     |
| Cost not to Exceed: | \$ | - |   |    | Pending Funding Availability | Vendor #: 600012051 |

Department: Treasurer's Office

Angela Banks, Interim Budget Director

Requestor: Donna Johnson

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

| Criteria                                             | US Bank                                                                                                                               | UMB                                                                                                                                               | Bank of America                                                                                                                                                    |
|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Interest Rate<br>Checking, Funds Mgmt,<br>Repo Sweep | US Bank was most competitive in all areas, offering a rate that will more rapidly respond to rate inflation than the others.          | UMB offered a competitive rate in all three areas, however the rate does not increase as rapidly in response to rate inflation as US Bank's rate. | Bank of America Merrill Lynch offered a competitive rate on checking and Funds Mgmt deposits, however the REPO sweep rate was extremely low.                       |
| Monthly Fees                                         | US Bank offered the lowest fees. US Bank has offered an annual credit which should completely offset the cost of monthly fees.        | UMB Bank's fees were the highest of the three.                                                                                                    | Bank of America Merrill Lynch offered competitive fees. Also offered a credit to cover fees if SLPs maintains a compensating cash balance of approx \$9.5 million. |
| Vendor's Experience and Demonstrated Expertise       | Depositories all provided evidence of governmental & education experience and expertise.                                              | Depositories all provided evidence of governmental & education experience and expertise.                                                          | Depositories all provided evidence of governmental & education experience and expertise.                                                                           |
| Prior Working Relationship with the District         | Generally good, with one unfavorable situation.                                                                                       | Good past relationship                                                                                                                            | Past relationship was fair, however it was over 10 years ago with a different team.                                                                                |
| Meets Overall Proposal Requirements                  | Responded completely to the RFP. Depository has the experience, technology and personnel to handle the banking needs of the District. | Responded completely to the RFP. Depository has the experience, technology and personnel to handle the banking needs of the District.             | Responded completely to the RFP. Depository has the experience, technology and personnel to handle the banking needs of the District.                              |
| Ranking                                              | 1                                                                                                                                     | 2                                                                                                                                                 | 3                                                                                                                                                                  |

Evaluators: Lynn Byrd, Donna Johnson, Kevin Coyne  
Recommendation: US Bank





# SAINT LOUIS PUBLIC SCHOOLS

Date: May 25, 2010  
To: Dr. Kelvin R. Adams, Superintendent  
From: Enos Moss, CFO/Treasurer

## VENDOR SELECTION METHOD:

- ☐ RFP/Bid  
☐ Sole Source  
☒ Contract Renewal  
☐ Ratification

Previous Bd. Res. #: 09-22-09-02

Agenda Item: 06-24-10-10  
Information: ☐  
Conference: ☐  
Action: ☒

## SUBJECT:

To approve a contract renewal with Rubin Brown, LLP to audit governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprises the financial statements of th St. Louis Public Schools at a cost not to exceed \$186,000. The period of performance of the services will be July 1, 2010 to December 31, 2010.

## BACKGROUND:

RSMs. 165.181 requires that at the close of each fiscal school year, the Mayor of the City of St. Louis shall appoint one or more expert accountants, who shall examine the books, accounts and vouchers of the treasurer and all other departments of expenditures of the Board of the Metropolitan District (SLPS) and shall make due report thereof to the Mayor and the Board of Education of the City of St. Louis. The Mayor has appointed Rubin Brown, LLP to serve as the statutorily required expert accountant for SLPS. The audit includes the financial reporting model described in the Governmental Standards Board (GASB) Statement Number 34.

CSIP: Goal 2: Process Performance Row: 78 MSIP: 8.5.4

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

|                                   |                                                                  |                     |
|-----------------------------------|------------------------------------------------------------------|---------------------|
| Fund Source: 110-2517-6315-978-00 | GOB                                                              | Requisition #:      |
| Amount: \$ 186,000.00             |                                                                  |                     |
| Fund Source:                      |                                                                  | Requisition #:      |
| Amount:                           |                                                                  |                     |
| Fund Source:                      |                                                                  | Requisition #:      |
| Amount:                           |                                                                  |                     |
| Cost not to Exceed: \$186,000.00  | <input checked="" type="checkbox"/> Pending Funding Availability | Vendor #: 600001244 |

Department: Finance

Requestor: Enos Moss

Angela Banks, Interim Budget Director

Enos K. Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent





# SAINT LOUIS PUBLIC SCHOOLS

Date: June 1, 2010

To: Dr. Kelvin R. Adams, Superintendent

From: Enos K. Moss, CFO/Treasurer

## VENDOR SELECTION METHOD:

|                                     |                          |             |
|-------------------------------------|--------------------------|-------------|
| <input type="checkbox"/>            | RFP/Bid                  |             |
| <input type="checkbox"/>            | Sole Source              |             |
| <input checked="" type="checkbox"/> | Insurance Policy Renewal | 06-25-09-03 |
| <input type="checkbox"/>            | Ratification             |             |

Agenda Item:  
Information:  
Conference:  
Action:

|                          |                          |                          |                                     |
|--------------------------|--------------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|-------------------------------------|

06-24-10-11

## SUBJECT:

To approve the purchase of a renewal Automobile Liability and Physical Damage Insurance Policy with State Farm Insurance Company. The renewal of the policy would be for the period July 1, 2010 through June 30, 2011 at a cost not to exceed \$77,000.00 for the vehicles we currently have. The Board approved an option to renew the policy in 2009 as long as the rate is verified by our insurance broker to be competitive. Our insurance broker, Marsh USA, has verified the rate to be competitive.

## BACKGROUND:

The Automobile Liability and Physical Damage Insurance will provide coverage on 79 vehicles that the District owns or leases. This is the first year that the coverage has not been bid in five years.

|       |        |                                        |       |    |       |       |
|-------|--------|----------------------------------------|-------|----|-------|-------|
| CSIP: | Goal # | SLPS Goal #2 - Process and Performance | Row # | 75 | MSIP: | 8.5.4 |
|-------|--------|----------------------------------------|-------|----|-------|-------|

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

|                     |     |           |      |   |      |   |     |   |    |     |                              |                     |
|---------------------|-----|-----------|------|---|------|---|-----|---|----|-----|------------------------------|---------------------|
| Fund Source:        | 110 | -         | 2514 | - | 6354 | - | 970 | - | 00 | GOB | Requisition #:               |                     |
| Amount:             | \$  | 77,000.00 |      |   |      |   |     |   |    |     | Requisition #:               |                     |
| Fund Source:        | -   | -         | -    | - | -    | - | -   | - | -  |     | Requisition #:               |                     |
| Amount:             |     |           |      |   |      |   |     |   |    |     |                              |                     |
| Fund Source:        | -   | -         | -    | - | -    | - | -   | - | -  |     |                              |                     |
| Amount:             |     |           |      |   |      |   |     |   |    |     |                              |                     |
| Cost not to Exceed: | \$  | 77,000.00 |      |   |      |   |     |   |    |     | Pending Funding Availability | Vendor #: 600009900 |

Department: Risk Management

Requestor:

Kevin Coyne

Angela Banks, Interim Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

# St. Louis Public School District Auto and Driver List as of May 1, 2010

## Vehicles Driven By SLPs

| Department     | Vehicle Description | Model | Year | Serial Number      | License Number | Garage Location | Driver        |
|----------------|---------------------|-------|------|--------------------|----------------|-----------------|---------------|
| Finance        | Nissan Altima       |       | 1994 | IN4B3U1D8RC184606  |                | Warehouse       | Derwin Jordan |
| Garage & Trans | GMC K3500           |       | 1998 | 1G7HK34R3W2542835  |                | Warehouse       |               |
| Garage & Trans | GMC Topkick         |       | 1990 | 1GDDJ6H1P7LJ06824  | 51             | Warehouse       |               |
| Garage & Trans | GMC K2500           |       | 1991 | 1G7GK24K9KE511423  | 93             | Warehouse       |               |
| Garage & Trans | GMC K2500           |       | 1989 | 1G7GK24K4KE511460  | 95             | Warehouse       |               |
| Garage & Trans | GMC BOX TRUCK       |       | 1992 | 1GDG6H1P8NH519513  | 63             | Warehouse       |               |
| Garage & Trans | Ford F-650          |       | 2000 | 3FDNF6523YMA59100  | 67             | Warehouse       |               |
| Garage & Trans | GMC BOX TRUCK       |       | 2002 | 1GDDJ7H1E62J509219 |                |                 |               |
| Garage & Trans | ASTRO VAN           |       | 2002 | 1GCDM19X72B131400  | 84             | Warehouse       |               |
| Garage & Trans | Ford STEP VAN       |       | 2002 | 1FDWE35L82HA82057  | 86             | Warehouse       |               |
| Garage & Trans | F-350 VAN           |       | 2003 | 1FTSS34L23HA91142  | 73             | Warehouse       |               |
| Garage & Trans | Ford F-150          |       | 2004 | 1FTRF12W64NB57697  |                |                 | CLIFF AVERS   |
| Security       | Ford Crown Victoria |       | 1995 | 2FALP71WXSX180201  |                | LOT             |               |
| Security       | Ford Crown Victoria |       | 1996 | 2FALP71W1TX120745  |                | LOT             |               |
| Security       | Ford Crown Victoria |       | 1997 | 2FALP71W5VX150043  |                | LOT             | D. WADDELL    |
| Security       | Ford Crown Victoria |       | 1998 | 2FAFP71W8WX122316  |                | LOT             |               |
| Security       | Dodge Caravan       |       | 1998 | 2B4GP2437WR19655   |                | LOT             |               |
| Security       | Chevrolet Impala    |       | 2003 | 2G1WPF52EX39102553 |                |                 | J. NALLS      |
| Security       | Chevrolet Impala    |       | 2003 | 2G1WPF52E439430549 |                |                 | R. BEST       |
| Security       | Chevrolet Impala    |       | 2003 | 2G1WPF52E339102085 |                |                 | K. MILLER     |
| Security       | Chevrolet Impala    |       | 2003 | 2G1WPF52E339256733 |                |                 | M. WILLIAMS   |
| Security       | Chevrolet Impala    |       | 2003 | 2G1WPF52EX39250377 |                |                 | D. WILSON     |
| Security       | Chevrolet Impala    |       | 2004 | 2G1WPF52E749341575 |                |                 | M. WHITEHEAD  |
| Security       | Chevrolet Impala    |       | 2004 | 2G1WPF52E349342318 |                |                 | F. PAYNE      |
| Security       | Chevrolet Cavalier  |       | 2004 | 1G1JC52FX47350526  |                |                 | W. BUNTON     |
| Security       | Chevrolet Cavalier  |       | 2004 | 1G1JC52F747322666  |                |                 | J. RUSSELL    |
| Security       | Chevrolet Cavalier  |       | 2004 | 1G1JC52F547322181  |                |                 | LOT           |
| Security       | Chevrolet Malibu    |       | 2005 | 1G1ND52F55M190167  |                |                 | C. ABRAM      |
| Security       | Chevrolet Impala    |       | 2006 | 2G1WT55K569330202  |                |                 | L. TAYLOR     |



|    |                |                    |      |                    |            |  |                    |
|----|----------------|--------------------|------|--------------------|------------|--|--------------------|
| 30 | Security       | Chevrolet Impala   | 2006 | 2G1WB55K769271785  |            |  | M. DOBYNES         |
| 31 | Security       | Chevrolet Impala   | 2006 | 2GawB55K369344117  |            |  | S. WILLIAMS        |
| 32 | Security       | Chevrolet Malibu   | 2006 | 1G1ZT51F96F167700  |            |  | E. PATTON          |
| 33 | Security       | Chevrolet Malibu   | 2006 | 1G1ZT51856F208695  |            |  | T. THOMPSON        |
| 34 | Security       | Chevrolet Malibu   | 2006 | 1G1ZT51F76F262465  |            |  | C. GILBERT         |
| 35 | Security       | Chevrolet Impala   | 2009 | 2G1WB57KX91227358  |            |  | R. CAYCE           |
| 36 | Security       | Ford Taurus        | 2004 | 1FAHP53U84A185186  | 239        |  | C. JENKINS         |
| 37 | Security       | Ford Taurus        | 2004 | 1FAHP53UX4A185187  |            |  | C. HARRIS          |
| 38 | Security       | Ford Freestar      | 2004 | 2FMZA51634BA86831  |            |  |                    |
| 39 | Security       | Ford E150 Van      | 2004 | 1FTRF14W84HA87747  |            |  |                    |
| 40 | Superintendent | Ford Escape        | 2009 | 1FMCU02719KA81454  |            |  | K. ADAMS           |
| 41 | Technology     | GMC Van            | 1995 | 1GTFDM19WXS564068  | 801 Garage |  |                    |
| 42 | Technology     | GMC Safari Van     | 1998 | 1GTFDM19W8WB519572 | 801 Garage |  |                    |
| 43 | Cleveland      | Chevrolet Pass Van | 1993 | 2GAGG39K2P4137494  |            |  | Uniform Transport  |
| 44 | Vashon         | Chevrolet Cavalier | 2002 | 1G1JC524027244291  |            |  | Driver's Education |
| 45 | Operations     | Ford Taurus        | 2004 | 1FAHP53U14A185188  |            |  |                    |
| 46 |                |                    |      |                    |            |  |                    |

## Vehicles Driven By Aramark

|    | Department | Vehicle Description | Model Year | Serial Number     | License Number | Garage Location | Driver |
|----|------------|---------------------|------------|-------------------|----------------|-----------------|--------|
| 1  | Aramark    | Ford E-250 RWD CA   | 2003       | 1FTNE242X3HA18882 |                |                 |        |
| 2  |            | Ford E-250 RWD CA   | 2003       | 1FTNE24293HA18890 |                |                 |        |
| 3  |            | Ford E-250 RWD CA   | 2003       | 1FTNE24293HA18825 |                |                 |        |
| 4  |            | Ford E-250 RWD CA   | 2003       | 1FTNE24203HA18888 |                |                 |        |
| 5  |            | Ford E-250 RWD CA   | 2003       | 1FTNE24283HA18881 |                |                 |        |
| 6  |            | Ford E-250 RWD CA   | 2003       | 1FTNE24243HA18893 |                |                 |        |
| 7  |            | Ford F-150 4X2 RE   | 2004       | 1FTRF12W74NB57692 |                |                 |        |
| 8  |            | Ford F-150 4X2 RE   | 2004       | 1FTRF12W94NB57693 | 231            | Warehouse       |        |
| 9  |            | Ford F-150 4X2 RE   | 2004       | 1FTRF12W04NB57694 |                |                 |        |
| 10 |            | Ford F-150 4X2 RE   | 2004       | 1FTRF12W24NB57695 |                |                 |        |
| 11 |            | Ford E-150 RWD CA   | 2004       | 1FTRF14WX4HA87751 |                |                 |        |
| 12 |            | Ford E-150 RWD CA   | 2004       | 1FTRF14W34HA87753 |                |                 |        |
| 13 |            | Ford F-150 4X2 RE   | 2004       | 1FTRF12W04NC46262 |                |                 |        |
| 14 |            | Ford E-250 RWD CA   | 2004       | 1FTNE24W14HB36761 |                |                 |        |
| 15 |            | Ford E-250 RWD CA   | 2004       | 1FTNE24W04HB36766 |                |                 |        |
| 16 |            | Ford E-250 RWD CA   | 2004       | 1FTNE24W24HB36767 |                |                 |        |

[illegible]





# SAINT LOUIS PUBLIC SCHOOLS

Date: May 19, 2010  
To: Dr. Kelvin R. Adams, Superintendent  
From: Enos K. Moss, CFO/Treasurer

## VENDOR SELECTION METHOD:

|                                     |                          |             |
|-------------------------------------|--------------------------|-------------|
| <input type="checkbox"/>            | RFP/Bid                  |             |
| <input type="checkbox"/>            | Sole Source              |             |
| <input checked="" type="checkbox"/> | Insurance Policy Renewal | 06-25-09-20 |
| <input type="checkbox"/>            | Ratification             |             |

Agenda Item:  
Information:  
Conference:  
Action:

|                          |                          |                                     |
|--------------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--------------------------|--------------------------|-------------------------------------|

06-24-10-12

## SUBJECT:

To approve the purchase of a renewal Excess Workers' Compensation Bond with Travelers Insurance Company through our insurance broker, Marsh USA. The renewal of the policy would be for the period July 1, 2010 through June 30, 2011 at a cost not to exceed \$11,125.00. This Bond is continuous until cancelled and the rate has not changed in the last five years.

## BACKGROUND:

The Excess Workers' Compensation Bond is the security required by the State of Missouri as collateral for the payment of workers' compensation claims under the District's approved self-insurance program.

|       |        |                                        |       |    |       |       |
|-------|--------|----------------------------------------|-------|----|-------|-------|
| CSIP: | Goal # | SLPS Goal #2 - Process and Performance | Row # | 75 | MSIP: | 8.5.4 |
|-------|--------|----------------------------------------|-------|----|-------|-------|

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

|                     |     |   |           |   |      |   |     |   |    |     |                              |                     |
|---------------------|-----|---|-----------|---|------|---|-----|---|----|-----|------------------------------|---------------------|
| Fund Source:        | 170 | - | 2514      | - | 6261 | - | 970 | - | 00 | GOB | Requisition #:               |                     |
| Amount:             | \$  |   | 11,125.00 |   |      |   |     |   |    |     | Requisition #:               |                     |
| Fund Source:        | -   | - | -         | - | -    | - | -   | - | -  | -   | Requisition #:               |                     |
| Amount:             |     |   |           |   |      |   |     |   |    |     | Requisition #:               |                     |
| Fund Source:        | -   | - | -         | - | -    | - | -   | - | -  | -   | Requisition #:               |                     |
| Amount:             |     |   |           |   |      |   |     |   |    |     | Requisition #:               |                     |
| Cost not to Exceed: | \$  |   | 11,125.00 |   |      |   |     |   |    |     | Pending Funding Availability | Vendor #: 600002438 |

Department: Risk Management

Requestor: Kevin Coyne

Angela Banks, Interim Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

**Excess Workers Compensation Bond**

- The information provided below reflects the renewal in conjunction with the self insurers bond filed with the State of Missouri. There is no change in the pricing, terms, conditions, or limits. This bond is continuous in form.

▪ Insurer: Travelers Casualty & Surety Company of

America

Bond #: 051S103336357 BCM

Bond Amount: \$2,225,000 which is fully collateralized via LOC  
Billing Period: July 1, 2010 – July 1, 2011

Premium: \$11,125

Bond Term: Continuous until cancelled





# SAINT LOUIS PUBLIC SCHOOLS

Date: May 19, 2010  
To: Dr. Kelvin R. Adams, Superintendent  
From: Enos K. Moss, CFO/Treasurer

## VENDOR SELECTION METHOD:

|                                     |                          |             |
|-------------------------------------|--------------------------|-------------|
| <input type="checkbox"/>            | RFP/Bid                  |             |
| <input type="checkbox"/>            | Sole Source              |             |
| <input checked="" type="checkbox"/> | Insurance Policy Renewal | 06-25-09-05 |
| <input type="checkbox"/>            | Ratification             |             |

Agenda Item: ☐  
Information: ☐  
Conference: ☐  
Action: ☒

06-24-10-13

## SUBJECT:

To approve the purchase of a renewal Excess Workers' Compensation Insurance Policy with Arch Insurance through our insurance broker, Marsh USA. The renewal of the policy would be for the period July 1, 2010 through June 30, 2011 at a cost not to exceed \$171,936.00. The Board approved an option to renew the policy in 2009 as long as the rate is verified by our insurance broker to be competitive. Our insurance broker, Marsh USA, has verified the rate to be competitive.

## BACKGROUND:

The Excess Workers' Compensation Insurance Policy will provide coverage on all District employees. The Policy provides coverage for those claims that exceed the District's self-insurance limit of \$500,000. This is the first year that the coverage has not been bid in five years. The 2010 cost of \$171,936.00 represents a \$21,854 decrease over the 2009 cost, an overall decrease of 11%.

|       |        |                                        |       |    |       |       |
|-------|--------|----------------------------------------|-------|----|-------|-------|
| CSIP: | Goal # | SLPS Goal #2 - Process and Performance | Row # | 75 | MSIP: | 8.5.4 |
|-------|--------|----------------------------------------|-------|----|-------|-------|

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

|                     |     |            |                                     |                              |           |           |     |   |    |     |                |
|---------------------|-----|------------|-------------------------------------|------------------------------|-----------|-----------|-----|---|----|-----|----------------|
| Fund Source:        | 170 | -          | 2514                                | -                            | 6261      | -         | 970 | - | 00 | GOB | Requisition #: |
| Amount:             | \$  | 171,936.00 |                                     |                              |           |           |     |   |    |     |                |
| Fund Source:        | -   | -          | -                                   | -                            | -         | -         | -   | - | -  |     | Requisition #: |
| Amount:             |     |            |                                     |                              |           |           |     |   |    |     |                |
| Fund Source:        | -   | -          | -                                   | -                            | -         | -         | -   | - | -  |     | Requisition #: |
| Amount:             |     |            |                                     |                              |           |           |     |   |    |     |                |
| Cost not to Exceed: | \$  | 171,936.00 | <input checked="" type="checkbox"/> | Pending Funding Availability | Vendor #: | 600002438 |     |   |    |     |                |

Department: Risk Management

Requestor: Kevin Coyne

Angela Banks, Interim Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

# Excess Workers Compensation

|                                      | MIDWEST<br>EMPLOYERS | 04-05         | CNA           | 05-06         | CNA           | 06-07         | ARCH INSURANCE | 07-08     | ARCH INSURANCE | 08-09     | ARCH INSURANCE | 09-10     | ARCH INSURANCE | 10-11     | % of<br>Change |
|--------------------------------------|----------------------|---------------|---------------|---------------|---------------|---------------|----------------|-----------|----------------|-----------|----------------|-----------|----------------|-----------|----------------|
| Covered States                       | Missouri             | Missouri      | Missouri      | Missouri      | Missouri      | Missouri      | Missouri       | Missouri  | Missouri       | Missouri  | Missouri       | Missouri  | Missouri       | Missouri  |                |
| Retention                            | 500,000              | 500,000       | 500,000       | 500,000       | 500,000       | 500,000       | 500,000        | 500,000   | 500,000        | 500,000   | 500,000        | 500,000   | 500,000        | 500,000   |                |
| Limits:                              |                      |               |               |               |               |               |                |           |                |           |                |           |                |           |                |
| Workers Comp:                        | Statutory            | Statutory     | Statutory     | Statutory     | Statutory     | Statutory     | Statutory      | Statutory | Statutory      | Statutory | Statutory      | Statutory | Statutory      | Statutory |                |
| Employers Liability                  | 1,000,000            | 1,000,000     | 1,000,000     | 1,000,000     | 1,000,000     | 1,000,000     | 1,000,000      | 1,000,000 | 1,000,000      | 1,000,000 | 1,000,000      | 1,000,000 | 1,000,000      | 1,000,000 |                |
| Aggregate Limit of Liability         | 3,000,000            | N/A           | N/A           | N/A           | N/A           | N/A           | N/A            | N/A       | N/A            | N/A       | N/A            | N/A       | N/A            | N/A       |                |
| Loss Fund Amount (Minimum)           | 8,086,260            | N/A           | N/A           | N/A           | N/A           | N/A           | N/A            | N/A       | N/A            | N/A       | N/A            | N/A       | N/A            | N/A       |                |
| Specific Premium                     | 315,678              | 287,078       | 292,853       | 265,000       | 225,086       | 193,790       | 171,936        | -11%      |                |           |                |           |                |           |                |
| Specific Rate                        | 0.1509               | 0.1397        | 0.1397        | 0.1328        | 0.1139        | 0.1194        | 0.1194         | 0%        |                |           |                |           |                |           |                |
| Aggregate Premium                    | 35,075               | N/A           | N/A           | N/A           | N/A           | N/A           | N/A            |           |                |           |                |           |                |           |                |
| Total Specific & Aggregate Premium   | \$350,753            | \$287,078     | \$292,853     | \$265,000     | \$225,086     | \$193,790     | \$171,936      | -11%      |                |           |                |           |                |           |                |
| Minimum Premium - 90%                | \$284,110            | \$258,370     | \$263,568     | \$238,500     | \$202,578     | \$174,411     | \$154,742      | -11%      |                |           |                |           |                |           |                |
| Terrorism Charge (included in total) | 10,523               | 8,612         | 8,786         | \$7,650       | \$6,753       | \$5,814       | \$5,158        | -11%      |                |           |                |           |                |           |                |
| Estimated Payroll @ Inception        | \$209,150,000        | \$205,495,752 | \$209,630,003 | \$199,551,775 | \$197,534,000 | \$162,284,107 | \$144,000,000  | -11%      |                |           |                |           |                |           |                |
| Audited Payroll                      | \$215,704,647        | \$206,802,129 | \$200,426,331 | \$195,977,045 | \$196,444,975 |               |                |           |                |           |                |           |                |           |                |
| Audited Premium                      | \$360,851            | \$288,903     | \$279,996     | \$260,258     | \$223,751     |               |                |           |                |           |                |           |                |           |                |







# SAINT LOUIS PUBLIC SCHOOLS

Date: May 19, 2010

To: Dr. Kelvin R. Adams, Superintendent

From: Enos K. Moss, CFO/Treasurer

## VENDOR SELECTION METHOD:

|                                     |                          |             |
|-------------------------------------|--------------------------|-------------|
| <input type="checkbox"/>            | RFP/Bid                  |             |
| <input type="checkbox"/>            | Sole Source              |             |
| <input checked="" type="checkbox"/> | Insurance Policy Renewal | 06-25-09-02 |
| <input type="checkbox"/>            | Ratification             |             |

|                                     |              |
|-------------------------------------|--------------|
|                                     | Agenda Item: |
|                                     | Information: |
|                                     | Conference:  |
| <input checked="" type="checkbox"/> | Action:      |

06-24-10-14

## SUBJECT:

To approve the purchase of a renewal Boiler & Machinery Insurance Policy with Hartford Steam Boiler Insurance Company through our insurance broker, Marsh USA. The renewal of the policy would be for the period July 1, 2010 through June 30, 2011 at a cost not to exceed \$40,571.00. The Board approved an option to renew the policy in 2009 as long as the rate is verified by our insurance broker to be competitive. Our insurance broker, Marsh USA, has verified the rate to be competitive.

## BACKGROUND:

The Boiler & Machinery Insurance will provide coverage on \$863,216,347 in District real and personal property. This is the first year that the coverage has not been bid in seven years. The 2010 cost of \$40,571.00 represents a \$2,458 decrease over the 2009 cost, an overall decrease of 2.43%. This is the fourth consecutive year of rate decreases from Hartford Steam Boiler.

|       |        |                                        |       |    |       |       |
|-------|--------|----------------------------------------|-------|----|-------|-------|
| CSIP: | Goal # | SLPS Goal #2 - Process and Performance | Row # | 75 | MSIP: | 8.5.4 |
|-------|--------|----------------------------------------|-------|----|-------|-------|

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

|                                           |                                                                  |                     |
|-------------------------------------------|------------------------------------------------------------------|---------------------|
| Fund Source: 110 - 2514 - 6351 - 970 - 00 | GOB                                                              | Requisition #:      |
| Amount: \$ 40,571.00                      |                                                                  |                     |
| Fund Source: - - - - -                    |                                                                  | Requisition #:      |
| Amount:                                   |                                                                  |                     |
| Fund Source: - - - - -                    |                                                                  | Requisition #:      |
| Amount:                                   |                                                                  |                     |
| Cost not to Exceed: \$ 40,571.00          | <input checked="" type="checkbox"/> Pending Funding Availability | Vendor #: 600002438 |

Department: Risk Management

Requestor: Kevin Coyne

Angela Banks, Interim Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

# Boiler & Machinery

|                                                             | EXPIRING<br>2009-2010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | RENEWAL<br>2010-2011                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | % of change |
|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| ANNUAL PREMIUM                                              | \$43,029                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | \$40,571                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | -6%         |
| Total Insured Values                                        | \$893,309,330                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | \$863,216,348                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | -3%         |
| Average Rate                                                | 0.00482                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 0.00470                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |
| Rate Change From Expiring                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | -2.43%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |             |
| Term                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | July 1, 2010 To July 1, 2011                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |             |
| Property Covered                                            | Per Statement of Values                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Per Statement of Values                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |
| Perils Covered                                              | Mechanical breakdown, including rupture or bursting caused by centrifugal force; artificially generated electrical current, including electrical arcing, that damages electrical devices, appliances or wires; explosion, other than combustion explosion of steam boilers, steam piping, steam engines or steam turbines; an event inside steam boilers, steam pipes, steam engines or steam turbines that damages such equipment; an event inside hot water heating equipment that damages such equipment; or bursting cracking or splitting | Mechanical breakdown, including rupture or bursting caused by centrifugal force; artificially generated electrical current, including electrical arcing, that damages electrical devices, appliances or wires; explosion, other than combustion explosion of steam boilers, steam piping, steam engines or steam turbines; an event inside steam boilers, steam pipes, steam engines or steam turbines that damages such equipment; an event inside hot water heating equipment that damages such equipment; or bursting cracking or splitting |             |
|                                                             | Replacement Cost; Vessels > 25 years are Actual Cash Value                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Replacement Cost; Vessels > 25 years are Actual Cash Value                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |             |
|                                                             | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |             |
| CITY OF ST LOUIS AND STATE OF MO JURISDICTIONAL INSPECTIONS | included                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | included                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             |
| Inspection Fee                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |             |

# Boiler & Machinery

|  |                       |                      |
|--|-----------------------|----------------------|
|  | EXPIRING<br>2009-2010 | RENEWAL<br>2010-2011 |
|--|-----------------------|----------------------|

|                                              |                      |                      |
|----------------------------------------------|----------------------|----------------------|
| Property Damage                              | \$50,000,000         | 50,000,000           |
| Sublimits                                    |                      |                      |
| Extra Expense                                | \$1,000,000          | \$1,000,000          |
| Business Income                              | Excluded             | Excluded             |
| Expediting Expense                           | \$100,000            | \$100,000            |
| Newly Acquired Locations -<br>90 Days        | \$1,000,000          | \$1,000,000          |
| Perishable Goods                             | \$100,000            | \$100,000            |
| Demolition/Increased Cost of<br>Construction | \$500,000            | \$500,000            |
| Ordinance or Law                             | \$1,000,000          | \$1,000,000          |
| Hazardous Substances                         | \$100,000            | \$100,000            |
| Utility Interruption                         | \$1,000,000          | 1,000,000            |
| Off Premises Property Damage                 | \$25,000             | \$25,000             |
| Consequential Loss                           | P/O Perishable goods | P/O Perishable goods |
| Data or Media                                | \$100,000            | \$100,000            |

# Boiler & Machinery

|  |                       |                      |
|--|-----------------------|----------------------|
|  | EXPIRING<br>2009-2010 | RENEWAL<br>2010-2011 |
|--|-----------------------|----------------------|

|                                               |                                                               |                                                               |
|-----------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------|
| DEDUCTIBLE                                    |                                                               |                                                               |
| Combined Property Damage<br>and Extra Expense | \$5,000                                                       | \$5,000                                                       |
| A/C and Refrigerating<br>Equipment            | \$25.00 per horsepower subject to a<br>\$5,000 minimum        | \$25.00 per horsepower subject to a<br>\$5,000 minimum        |
| Utility Interruption                          | Same as Expiring                                              | Same as Expiring                                              |
| VALUATION                                     | Replacement Cost; Vessels > 25 years<br>are Actual Cash Value | Replacement Cost; Vessels > 25<br>years are Actual Cash Value |
| COINSURANCE                                   | None                                                          | None                                                          |
| CANCELLATION                                  | 90 Days except for Non-payment, 10<br>days                    | 90 Days except for Non-payment, 10<br>days                    |





# SAINT LOUIS PUBLIC SCHOOLS

Date: May 19, 2010

To: Dr. Kelvin R. Adams, Superintendent

From: Enos K. Moss, CFO/Treasurer

## VENDOR SELECTION METHOD:

|                                     |                          |             |
|-------------------------------------|--------------------------|-------------|
| <input type="checkbox"/>            | RFP/Bid                  |             |
| <input type="checkbox"/>            | Sole Source              |             |
| <input checked="" type="checkbox"/> | Insurance Policy Renewal | 06-25-09-01 |
| <input type="checkbox"/>            | Ratification             |             |

Agenda Item:  
Information:  
Conference:  
Action:

|                          |                          |                                     |
|--------------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--------------------------|--------------------------|-------------------------------------|

06-24-10-15

## SUBJECT:

To approve the purchase of a renewal All-Risk Property Insurance Policy with Allianz Global Risks U.S. Insurance Company through our insurance broker, Marsh USA. The renewal of the policy would be for the period July 1, 2010 through June 30, 2011 at a cost not to exceed \$504,665.00. The Board approved an option to renew the policy in 2009 as long as the rate is verified by our insurance broker to be competitive. Our insurance broker, Marsh USA, has verified the rate to be competitive.

## BACKGROUND:

The All-Risk Property Insurance will provide coverage on \$863,216,347 in District real and personal property. This is the first year that the coverage has not been bid in seven years. The 2010 cost of \$504,665.00 represents a \$44,253 decrease over the 2009 cost, an overall decrease of almost 5%.

|       |        |                                        |       |    |       |       |
|-------|--------|----------------------------------------|-------|----|-------|-------|
| CSIP: | Goal # | SLPS Goal #2 - Process and Performance | Row # | 75 | MSIP: | 8.5.4 |
|-------|--------|----------------------------------------|-------|----|-------|-------|

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

|                     |     |            |      |   |      |   |     |   |    |                              |                     |
|---------------------|-----|------------|------|---|------|---|-----|---|----|------------------------------|---------------------|
| Fund Source:        | 110 | -          | 2514 | - | 6351 | - | 970 | - | 00 | GOB                          | Requisition #:      |
| Amount:             | \$  | 504,665.00 |      |   |      |   |     |   |    |                              |                     |
| Fund Source:        | -   | -          | -    | - | -    | - | -   | - | -  |                              | Requisition #:      |
| Amount:             |     |            |      |   |      |   |     |   |    |                              |                     |
| Fund Source:        | -   | -          | -    | - | -    | - | -   | - | -  |                              | Requisition #:      |
| Amount:             |     |            |      |   |      |   |     |   |    |                              |                     |
| Cost not to Exceed: | \$  | 504,665.00 |      |   |      | X |     |   |    | Pending Funding Availability | Vendor #: 600002438 |

Department: Risk Management

Requestor: Kevin Coyne

Angela Banks, Interim Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

|                                                         |                                                                                                                     |                                                                                                                     |
|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
|                                                         | ALLIANZ EXPIRING                                                                                                    | ALLIANZ RENEWAL QUOTE                                                                                               |
| ANNUAL PREMIUM                                          | \$544,918                                                                                                           | \$500,665                                                                                                           |
| Engineering Fee                                         | \$4,000                                                                                                             | \$4,000                                                                                                             |
| Surplus Lines Tax                                       | N/A                                                                                                                 | N/A                                                                                                                 |
| Total Premium, Taxes, Fees                              | \$548,918                                                                                                           | \$504,665                                                                                                           |
| Total Insured Values                                    | \$893,309,330                                                                                                       | \$863,216,347                                                                                                       |
|                                                         | Blanket Limit                                                                                                       | Blanket Limit                                                                                                       |
| Average Rate                                            | 0.0610                                                                                                              | 0.0580                                                                                                              |
| Rate Change From Expiring                               |                                                                                                                     | -0.0492                                                                                                             |
| Terrorism Quote                                         | 32,700 Certified Terrorism                                                                                          | 30,040 Certified Terrorism                                                                                          |
| TERM                                                    | July 1, 2009 to July 1, 2010                                                                                        | July 1, 2010 to July 1, 2011                                                                                        |
| PERILS COVERED                                          | All Risks of direct physical loss or damage, including Flood and Earth Movement, except as excluded in Allianz form | All Risks of direct physical loss or damage, including Flood and Earth Movement, except as excluded in Allianz form |
| POLICY LIMIT                                            | \$150,000,000 Policy Limit per occurrence<br>(Blanket Limit)                                                        | \$150,000,000 Policy Limit per occurrence<br>(Blanket Limit)                                                        |
| SUBLIMITS                                               |                                                                                                                     |                                                                                                                     |
| Boiler & Machinery                                      | Not Insured                                                                                                         | Not Insured                                                                                                         |
| Earth Movement, except                                  | \$35,000,000 Annual Aggregate                                                                                       | \$35,000,000 Term Aggregate                                                                                         |
| Earth Movement for Automatic Coverage                   | \$1,000,000 Annual Aggregate                                                                                        | \$1,000,000 Term Aggregate                                                                                          |
| Earth Movement at Miscellaneous unnamed locations       | \$1,000,000 Annual Aggregate                                                                                        | \$1,000,000 Annual Aggregate                                                                                        |
| Earth Movement for locations in the State of California | Not Insured                                                                                                         | Not Insured                                                                                                         |
| Flood, except                                           | \$35,000,000 Annual Aggregate                                                                                       | \$35,000,000 Term Aggregate                                                                                         |
| Flood - Moderate Hazard Zones for Flood                 | \$25,000,000 Annual Aggregate                                                                                       | \$25,000,000 Term Aggregate                                                                                         |
| Flood - High Hazard Zones for Flood                     | \$5,000,000 Annual Aggregate                                                                                        | \$5,000,000 Term Aggregate                                                                                          |
| Flood - Automatic Coverage                              | \$1,000,000 Annual Aggregate                                                                                        | \$1,000,000 Term Aggregate                                                                                          |
| Flood at Miscellaneous unnamed locations                | \$1,000,000 Annual Aggregate                                                                                        | \$1,000,000 Term Aggregate                                                                                          |



|                                                                |                                                       |                                                       |
|----------------------------------------------------------------|-------------------------------------------------------|-------------------------------------------------------|
| Accounts Receivable                                            | \$20,000,000                                          | \$20,000,000                                          |
| Contingent Time Element                                        | \$1,000,000                                           |                                                       |
| Contractors' Equipment                                         | \$2,500,000                                           |                                                       |
| Control of Damaged Property                                    | \$5,000,000                                           |                                                       |
| Debris Removal - whichever greater:                            | 25% of loss, or \$10,000,000                          | 25% of loss, or \$10,000,000                          |
| Decontamination Costs                                          | \$250,000 Annual Aggregate                            | \$250,000 Term Aggregate                              |
| Defense Costs                                                  | \$100,000                                             | \$100,000                                             |
| Electronic Data Processing Equipment                           | \$25,000,000                                          | \$25,000,000                                          |
| Employees Personal Property                                    | \$10,000 each person, \$1,000,000                     | \$10,000 each person, \$1,000,000                     |
| Exhibitions, Fairs or Trade Show - Personal Property           | \$1,000,000                                           | \$1,000,000                                           |
| Expediting Expenses                                            | \$1,000,000                                           | \$1,000,000                                           |
| Extra Expense                                                  | \$15,000,000                                          | \$15,000,000                                          |
| Fine Arts                                                      | \$1,000,000 (fine arts)<br>\$100,000 (jewelry & furs) | \$1,000,000 (fine arts)<br>\$100,000 (jewelry & furs) |
| Fire Department Service Charges                                | \$250,000                                             | \$250,000                                             |
| Gross Earnings                                                 | \$1,000,000                                           | \$1,000,000                                           |
| Interruption by Civil Authority                                | \$15,000,000<br>1 mile limitation/30 days             | \$15,000,000<br>1 mile limitation/30 days             |
| Ingress/Egress                                                 | \$15,000,000<br>1 mile limitation/30 days             | \$15,000,000<br>1 mile limitation/30 days             |
| Law or Ordinance - Demolition & Increased Cost of Construction | \$20,000,000                                          | \$20,000,000                                          |
| Leasehold Interest (365 consecutive calendar days)             | \$2,500,000                                           | \$2,500,000                                           |
| Newly Acquired Real Property - 180 days                        | \$25,000,000                                          | \$25,000,000                                          |
| Outdoor trees, shrubs, plants, lawns                           | \$100,000                                             | \$100,000                                             |
| Property in the Course of Construction                         | \$10,000,000 (180 days)                               | \$10,500,000 (180 days)                               |
| Pollutants & Contaminants from Land & Water                    | \$250,000 Annual Aggregate                            | \$250,000 Term Aggregate                              |
| Professional Fees                                              | Not Insured                                           | \$100,000                                             |
| Protection and Preservation of Property                        | \$1,000,000                                           | \$1,000,000                                           |
| Radioactive Contamination                                      | \$100,000                                             | \$100,000                                             |
| Research and Development                                       | \$250,000                                             | \$250,000                                             |
| Tax Treatment of Profits                                       | \$5,000,000                                           | \$5,000,000                                           |
| Temporary Removal of Property                                  | \$5,000,000                                           | \$5,000,000                                           |

|                                                 |                                                                                                    |                                                                                                    |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Transportation                                  | \$2,000,000                                                                                        |                                                                                                    |
| Unintentional Errors and Omissions              | \$10,000,000                                                                                       |                                                                                                    |
| Unnamed Locations                               | \$1,000,000                                                                                        |                                                                                                    |
| Valuable Papers & Records                       | \$20,000,000                                                                                       |                                                                                                    |
| Rental Value                                    | \$1,000,000                                                                                        |                                                                                                    |
| Service Interruption                            | \$10,000,000                                                                                       |                                                                                                    |
| Soft Costs                                      | Not Insured                                                                                        |                                                                                                    |
| Terrorism (Certified Acts)                      | \$2,500,000                                                                                        |                                                                                                    |
| Vacancy                                         | Not Insured                                                                                        |                                                                                                    |
| DEDUCTIBLES                                     |                                                                                                    |                                                                                                    |
| Earth Movement                                  | 2% of values at the time of loss at all premises sustaining a loss, subject to a \$100,000 minimum | 2% of values at the time of loss at all premises sustaining a loss, subject to a \$100,000 minimum |
| Flood, as respects "High Hazard Zones for Flood | \$500,000                                                                                          | \$500,000                                                                                          |
| Transportation                                  | \$10,000                                                                                           | \$10,000                                                                                           |
| Interruption by Civil Authority                 | 24 hour waiting period                                                                             | 24 hour waiting period                                                                             |
| Ingress/Egress                                  | 24 hour waiting period                                                                             | 24 hour waiting period                                                                             |
| Other Losses                                    | \$100,000                                                                                          | \$100,000                                                                                          |
| OTHER TERMS & CONDITIONS                        |                                                                                                    |                                                                                                    |
| CANCELLATION                                    | 90 days notice except 10 days for non-payment of premium                                           | 90 days notice except 10 days for non-payment of premium                                           |
| EXCLUSIONS                                      | Exclusion of Certain Computer-Related Losses                                                       | Exclusion of Certain Computer-Related Losses                                                       |
|                                                 | War & Military Action                                                                              | War & Military Action                                                                              |
|                                                 | Fungus                                                                                             | Fungus                                                                                             |
|                                                 | Others as more fully detailed in policy form                                                       | Others as more fully detailed in policy form                                                       |





# SAINT LOUIS PUBLIC SCHOOLS

Date: May 19, 2010

To: Dr. Kelvin R. Adams, Superintendent

From: Enos K. Moss, CFO/Treasurer

## VENDOR SELECTION METHOD:

|                                     |                     |       |
|-------------------------------------|---------------------|-------|
| <input type="checkbox"/>            | RFP/Bid             | _____ |
| <input type="checkbox"/>            | Sole Source         | _____ |
| <input checked="" type="checkbox"/> | Board Policy Change | _____ |
| <input type="checkbox"/>            | Ratification        | _____ |

Agenda Item:  
Information:  
Conference:  
Action:

|                          |                          |                                     |
|--------------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Do-24-10-16

## SUBJECT:

To approve the rescission of District Policy P3511 and District Regulation R3511 and the adoption of the Safety and Risk Management Policy to replace the rescinded policy and regulation. The Safety and Risk Management Policy has been drafted by the Safety and Risk Management Committee as one of the priority items to improve District Safety. Also included with the Safety and Risk Management Policy, for your review, is an employee acknowledgement page and the table of contents for the Safety & Risk Management Handbook.

## BACKGROUND:

The Safety and Risk Management Policy has been drafted as one of the priority objectives of the Safety and Risk Management Committee. The Policy will be the cover page for the Safety and Risk Management Handbook that each employee will receive and will be required to acknowledge in writing that they have read and understand the safety program and guidelines in the Handbook.

|       |        |                                        |       |     |       |               |
|-------|--------|----------------------------------------|-------|-----|-------|---------------|
| CSIP: | Goal # | SLPS Goal #2 - Process and Performance | Row # | 126 | MSIP: | 6.6.1 & 6.6.3 |
|-------|--------|----------------------------------------|-------|-----|-------|---------------|

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

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

Department: Risk Management

Requestor:

Kevin Coyne

Angela Banks, Interim Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

ST. LOUIS BOARD OF EDUCATION POLICY

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

NON-INSTRUCTIONAL OPERATIONS

Operations

Safety

In order to provide a safe, healthful environment for the learning process, precautionary measures must be taken to prevent accidents. School buildings will be maintained in compliance with health and safety codes of the City of St. Louis. Precautionary measures shall be taken to prevent the spreading of disease in the school and on school property.

Policy adopted: June 26, 1990

Revised: February 9, 1999

ST. LOUIS BOARD OF EDUCATION REGULATION

## BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

## NON-INSTRUCTIONAL OPERATIONS

Operations

## Safety

The Board of Education shall designate a safety coordinator who is responsible for monitoring all aspects of safety. The coordinator ensures that facilities and grounds are periodically inspected and that corrections are made promptly in accordance with local and/or state public safety requirements. The district shall develop and implement emergency procedures and ensure that all staff members and students are trained in the safe and proper use of all safety and emergency devices.

In addition, the principal shall make frequent inspections of the building and grounds to ensure the safety and welfare of students and staff. The principal shall report immediately to the custodian or custodian supervisor any unsatisfactory condition of cleaning, heating, lighting, sanitation, ventilation, or other hazards to health and safety. The principal shall also report any non-operational safety and emergency devices. If conditions so warrant, the associate superintendent for site support/instructional and leadership and the commissioner of buildings, grounds, and property management also shall be advised.

The commissioner of buildings, grounds, and property management shall direct the custodial supervisors to make monthly inspections of school buildings and grounds.

All administrators are responsible for ensuring the safety and welfare of their staffs.

Reference

Legal: Missouri School Improvement Program Standard 14.2

Regulation approved: June 26, 1990

Revised: September 8, 1998

Revised: February 9, 1999

## **Safety and Risk Management Policy**

The St. Louis Public Schools District (District) is committed to providing and maintaining a safe, orderly, and healthy workplace for all students, employees, visitors and others present on district property, or at a school sponsored event. Proactive procedures shall be in place to prevent accidents, occupational injuries, and illnesses.

Prevention activities to reduce lost work time shall be promoted by the District. The District shall strive to provide a safe, orderly, and healthy workplace environment along with providing the appropriate training on safe working procedures, guidelines, and policies. To ensure safety procedures, guidelines, and policies are followed the District has developed a school district safety program that is outlined in the St. Louis Public Schools Safety and Risk Management Handbook.

The St. Louis Public School Board expects the cooperation of all St. Louis Public School staff for the maintenance of the safe, orderly, and healthy workplace environment.

Adopted:

Revised:

Legal Refs:

St. Louis Public Schools District

April 2010



## **SAFETY & RISK MANAGEMENT HANDBOOK**

The safety of all St. Louis Public School (SLPS) personnel, students, and visitors is of vital importance. To this end, it shall be the policy and practice of SLPS to prevent accidents, occupational injuries, and illnesses by taking reasonable precautions to protect the safety of all students, employees, visitors and others present on district property or at school sponsored events.

SLPS shall strive to provide safe working conditions for all staff members and will give prompt consideration to remediate those conditions that may present a threat to the health and safety of all staff members. To that end, SLPS will mandate and provide workshops to instruct staff on safe work practices so that work, teaching, and learning can be accomplished without threat to life, health or loss of property.

SLPS will respond to employee requests for reasonable accommodations when an employee has a disability as defined by Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008.

The Superintendent shall have the overall responsibility for the safety program. SLPS administrators, as the Superintendent's designees, will ensure that all employees are kept informed of current state and local requirements related to occupational safety. Administrators and principals shall be responsible for administration and supervision of the safety program within their assigned areas of responsibility.

To ensure safety procedures, guidelines, and policies are followed, SLPS has developed a safety program that is outlined in this handbook. Every SLPS employee will receive a copy of this handbook; new employees shall be given a copy upon employment. All employees will receive annual reviews and updates on the SLPS safety program and protocols.

As a condition of employment I acknowledge that I have read, understand, and will adhere to the safety program and guidelines contained in the St. Louis Public Schools Safety & Risk Management Handbook.

**JULY 2010**

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

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

Employee Signature: \_\_\_\_\_

Signed copy of this statement will be kept on file in the Human Resources.

May 2010 Version #4





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## **APPENDIX**





# SAINT LOUIS PUBLIC SCHOOLS

Date: June 2, 2010  
To: Dr. Kelvin R. Adams, Superintendent  
From: Deanna J. Anderson, Exec. Dir. - Transport & Food Serv

## VENDOR SELECTION METHOD:

|                                     |                  |             |
|-------------------------------------|------------------|-------------|
| <input type="checkbox"/>            | RFP/Bid          |             |
| <input type="checkbox"/>            | Sole Source      |             |
| <input checked="" type="checkbox"/> | Contract Renewal | 08-06-09-25 |
| <input type="checkbox"/>            | Ratification     |             |

|                                     |              |
|-------------------------------------|--------------|
|                                     | Agenda Item: |
|                                     | Information: |
| <input checked="" type="checkbox"/> | Conference:  |
|                                     | Action:      |

06-24-10-17

## SUBJECT:

To approve a contract renewal with Chartwells-Thompson Hospitality for food services to be provided to St. Louis Public School's students in the 2010-2011 school year. The term of this agreement shall be for the period July 1, 2010 through June 20, 2011 unless terminated by either Party without cause by giving sixty (60) days notice in writing to the other Party of its intent to do so. Means for the District Food Services are provided under the guidelines and funding provided through the Federal Free and Reduced Meals Program. The cost of the contract is not to exceed \$12,250,000 dollars. This is the 2nd year renewal of a 4 year contract.

## BACKGROUND:

The total cost of the contract is \$250,000 less than the FY09-10 contract. Cost of the contract is based on the number of students enrolled in the District and the number of meals served under the Federal Free and Reduced Meals Program guidelines. The funds used to provide this service to District students come from the Federal Free and Reduced Meals Program administered by the USDA and not from District General Operating Funds. Under the renewal of the agreement, Chartwells-Thompson Hospitality will manage the 2010-2011 regular and summer (2011) school food service programs, as well as vending operation located in the cafeterias and kitchens of the District school facilities. Pending legal review and availability of funds.

|       |        |                                        |       |     |       |      |
|-------|--------|----------------------------------------|-------|-----|-------|------|
| CSIP: | Goal # | SLPS Goal #2 - Process and Performance | Row # | 108 | MSIP: | 8.12 |
|-------|--------|----------------------------------------|-------|-----|-------|------|

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

|                                                   |                  |                                     |                              |                |
|---------------------------------------------------|------------------|-------------------------------------|------------------------------|----------------|
| Fund Source: 510 - 3121 - 6319 - 906 - 00 Non GOB |                  |                                     |                              | Requisition #: |
| Amount: \$ 12,250,000.00                          |                  |                                     |                              |                |
| Fund Source: - - - - -                            |                  |                                     |                              | Requisition #: |
| Amount:                                           |                  |                                     |                              |                |
| Fund Source: - - - - -                            |                  |                                     |                              | Requisition #: |
| Amount:                                           |                  |                                     |                              |                |
| Cost not to Exceed:                               | \$ 12,250,000.00 | <input checked="" type="checkbox"/> | Pending Funding Availability |                |
|                                                   |                  |                                     | Vendor #:                    | 600012482      |

Department: Food Service

Requestor:

Althea Albert-Santiago

Angela Banks, Interim Budget Director

Enos Moss, CFO/Treasurer

Deanna J. Anderson, Exec. Dir. - Transport & Food Serv

Dr. Kelvin R. Adams, Superintendent



## Request for Contract Renewal Form

|                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------|
| Date of Submittal: May 18, 2010                                                                                                              |
| Name of Department Head submitting Request: Deanna J. Anderson                                                                               |
| Name of Contract: Food Service Management                                                                                                    |
| Purpose of Contract: To provide the food services and food service management for the District                                               |
| Are there changes versus prior year contract    X    Yes    No                                                                               |
| If Yes explain Changes: The price of the services has decreased from \$12.5 M to \$12.25M. The cost savings for 2010-2011 will be \$250,152. |
| Total Cost of Contract (estimated cost of expenses inclusive): \$12,250,000                                                                  |
| Vendor Name: Chartwells-Thompson Hospitality      Vendor Number: 600012482                                                                   |
| Start Date of Contract: July 1, 2009                                                                                                         |
| Expiration Date of Contract: June 30, 2010                                                                                                   |
| Department Responsible for Vendor Performance Monitoring: Food Services                                                                      |
| Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Date:                                                                 |
| Superintendent Signature                                                                                                                     |

Please attach the Vendor Performance Report and Proposed Contract







# SAINT LOUIS PUBLIC SCHOOLS

Date: June 2, 2010

To: Dr. Kelvin R. Adams, Superintendent

From: Deanna Anderson, Exec. Dir., Transport Food Svcs

## VENDOR SELECTION METHOD:

☐ RFP/Bid

☐ Sole Source

☐ Contract Renewal

☐ Ratification

Previous Bd. Res. #: 10-20-09-17

Agenda Item:

Information:

Conference:

Action:

06-24-10-18

## SUBJECT:

To approve a one year contract extension renewal with Metropolitan Taxicab Corporation, St. Louis County Cab Company, Inc., and Harris Cab Company to provide student transportation services in a total amount not to exceed \$1,350,000 beginning July 1, 2010 and ending with the summer session of 2011.

## BACKGROUND:

See attached

CSIP: Goal 2: Process Performance Row: 110 MSIP: 8.10.1

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

|                                         |                                                                  |                    |
|-----------------------------------------|------------------------------------------------------------------|--------------------|
| Fund Source: 927-110-2551(2553)-6341-00 | GOB                                                              | Requisition #:     |
| Amount: \$250,000                       |                                                                  |                    |
| Fund Source: 822-110-2336-6341          | GOB                                                              | Requisition #:     |
| Amount: \$1,100,000                     |                                                                  |                    |
| Fund Source:                            |                                                                  | Requisition #:     |
| Amount:                                 |                                                                  |                    |
| Cost not to Exceed:<br>\$1,350,000.00   | <input checked="" type="checkbox"/> Pending Funding Availability | Vendor #: Multiple |

Department: Transportation

Requestor: Deanna Anderson

Deanna Anderson  
Deanna Anderson, Exec. Dir., Transport Food Svc.

Angela Banks  
Angela Banks, Interim Budget Director

Enos Moss  
Enos Moss, CFO/Treasurer

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

### Documentation for Renewal of Taxi Cab Contracts for FY10-11

On October 20, 2009, the SAB voted to enter into an agreement with the three (3) taxicab companies listed below. The taxicab transportation services are necessary for students not provided a bus due to special needs as required by their Individual Education program (IEP); students requiring taxi transportation under Section 504 of the Rehabilitation Act of 1973; Students in Transition (homeless) under the McKinney Vento Act of 2001; and students who are unable to be served by a regular bus due to road conditions. Multiple taxi companies are used due to availability of vehicles, types of service required, and cost. As was practiced in the past, the cost for students that are homeless and attend school in another district will be split (50/50) with the district they are attending. Of the \$1,100,000 requested for the Students In Transition program \$300,000 will be reimbursed. In FY09-10, Students In Transition served 2,513 students. Furthermore, stimulus funds received for Students in Transition FY09-10 are not available in FY10-11. A comparison cost per trip from 09-10 vs 10-11 is:

|              | 09-10   | 10-11   |
|--------------|---------|---------|
| Harris       | \$17.68 | \$17.68 |
| Metropolitan | \$16.58 | \$17.41 |
| County       | \$17.33 | \$18.20 |

It is recommended that the Special Administrative Board of the Transitional School District of the City of St. Louis approve a one (1) year contract extension with multiple vendors (listed above) beginning July1, 2010 and ending with the summer school session of 2011 pending legal review and availability of funds.





## Vendor Performance Report

| Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>                                                                                                                                                                                                                                                                                                  |                                     | Report Date: <u>MAY 25, 2010</u>                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------------------------------------------|
| Dept / School: <u>The Student's Transition</u>                                                                                                                                                                                                                                                                                                                                                |                                     | Reported By: <u>Deidra Thomas-Murray</u>                                |
| Vendor: <u>Netro Cab Company</u>                                                                                                                                                                                                                                                                                                                                                              |                                     | Vendor #:                                                               |
| Contract # / P.O. #:                                                                                                                                                                                                                                                                                                                                                                          |                                     | Contract Name: <u>Tajicab</u>                                           |
| Contract Amount: \$                                                                                                                                                                                                                                                                                                                                                                           |                                     | Award Date: <u>October 21, 2009</u>                                     |
| Purpose of Contract (Brief Description): <u>SIT cab services</u>                                                                                                                                                                                                                                                                                                                              |                                     |                                                                         |
| <p><b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (please attach additional sheets if necessary). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory</p> |                                     |                                                                         |
| Category                                                                                                                                                                                                                                                                                                                                                                                      | Rating                              | Comments (Brief)                                                        |
| Quality of Goods / Services                                                                                                                                                                                                                                                                                                                                                                   | <u>5</u><br>4<br>3<br>2<br>1        |                                                                         |
| Timeliness of Delivery or Performance                                                                                                                                                                                                                                                                                                                                                         | <u>5</u><br>4<br>3<br>2<br>1        | Great request turnaround                                                |
| Business Relations                                                                                                                                                                                                                                                                                                                                                                            | <u>5</u><br>4<br>3<br>2<br>1        | minimal complaints<br>very helpful<br>quick response                    |
| Customer Satisfaction                                                                                                                                                                                                                                                                                                                                                                         | <u>5</u><br>4<br>3<br>2<br>1        | Ed goes the extra mile!<br>very accomodating                            |
| Cost Control                                                                                                                                                                                                                                                                                                                                                                                  | <u>5</u><br><u>4</u><br>3<br>2<br>1 | Customers love Metro                                                    |
| Average Score                                                                                                                                                                                                                                                                                                                                                                                 | <u>4.4</u>                          | Add above ratings: divide the total by the number of areas being rated. |
| Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.                                                                                                  |                                     |                                                                         |
| Please Check                                                                                                                                                                                                                                                                                                                                                                                  |                                     | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>     |



## Vendor Performance Report

| Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>                                                                                                                                                                                                                                                                                                  |                       | Report Date: <u>MAY 25, 2010</u>                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------------------------------------------------------------------------------------------------------|
| Dept / School: <u>Stu. In Transition</u>                                                                                                                                                                                                                                                                                                                                                      |                       | Reported By: <u>Deidra Thomas-Murray</u>                                                                          |
| Vendor: <u>HARRIS Cab Company</u>                                                                                                                                                                                                                                                                                                                                                             |                       | Vendor #: <u>60004710</u>                                                                                         |
| Contract # / P.O. #:                                                                                                                                                                                                                                                                                                                                                                          |                       | Contract Name: <u>Taxicab</u>                                                                                     |
| Contract Amount: \$                                                                                                                                                                                                                                                                                                                                                                           |                       | Award Date: <u>October 21, 2009</u>                                                                               |
| Purpose of Contract (Brief Description): <u>Students In-Transition Cab Services</u>                                                                                                                                                                                                                                                                                                           |                       |                                                                                                                   |
| <p><b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (please attach additional sheets if necessary). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory</p> |                       |                                                                                                                   |
| Category                                                                                                                                                                                                                                                                                                                                                                                      | Rating                | Comments (Brief)                                                                                                  |
| Quality of Goods / Services                                                                                                                                                                                                                                                                                                                                                                   | 5<br>④<br>3<br>2<br>1 |                                                                                                                   |
| Timeliness of Delivery or Performance                                                                                                                                                                                                                                                                                                                                                         | 5<br>④<br>3<br>2<br>1 | <u>Minimal complaints</u><br><u>traffic contributed to services</u><br><u>Turned around cab requests asap</u>     |
| Business Relations                                                                                                                                                                                                                                                                                                                                                                            | ⑤<br>4<br>3<br>2<br>1 | <u>Great, open communication</u><br><u>Flexible/justification</u>                                                 |
| Customer Satisfaction                                                                                                                                                                                                                                                                                                                                                                         | 5<br>④<br>3<br>2<br>1 | <u>Parents appreciate Harris' customer service</u><br><u>Open send cabs back out for late/relocating families</u> |
| Cost Control                                                                                                                                                                                                                                                                                                                                                                                  | 5<br>4<br>③<br>2<br>1 |                                                                                                                   |
| Average Score                                                                                                                                                                                                                                                                                                                                                                                 | <u>4</u>              | Add above ratings: divide the total by the number of areas being rated.                                           |
| Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.                                                                                                  |                       |                                                                                                                   |
| Please Check                                                                                                                                                                                                                                                                                                                                                                                  |                       | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                                               |



## Vendor Performance Report

| Type of report: Final <input type="checkbox"/> Quarterly <input type="checkbox"/>                                                                                                                                                                                                                                                                                                               | Report Date:          |                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------------------------------------------------------------------------------------------------|
| Dept / School:                                                                                                                                                                                                                                                                                                                                                                                  | Reported By:          |                                                                                                               |
| Vendor: <u>Yellow Cab Company</u>                                                                                                                                                                                                                                                                                                                                                               | Vendor #:             |                                                                                                               |
| Contract # / P.O. #:                                                                                                                                                                                                                                                                                                                                                                            | Contract Name:        |                                                                                                               |
| Contract Amount: \$                                                                                                                                                                                                                                                                                                                                                                             | Award Date:           |                                                                                                               |
| Purpose of Contract (Brief Description): <u>SIT cab services</u>                                                                                                                                                                                                                                                                                                                                |                       |                                                                                                               |
| <b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory |                       |                                                                                                               |
| Category                                                                                                                                                                                                                                                                                                                                                                                        | Rating                | Comments (Brief)                                                                                              |
| Quality of Goods / Services                                                                                                                                                                                                                                                                                                                                                                     | 5<br>④<br>3<br>2<br>1 |                                                                                                               |
| Timeliness of Delivery or Performance                                                                                                                                                                                                                                                                                                                                                           | 5<br>4<br>③<br>2<br>1 | Turnaround time not great<br>Not reliable day to day                                                          |
| Business Relations                                                                                                                                                                                                                                                                                                                                                                              | 5<br>4<br>③<br>2<br>1 | Difficult to contact via phone<br>Office closes early                                                         |
| Customer Satisfaction                                                                                                                                                                                                                                                                                                                                                                           | 5<br>4<br>3<br>②<br>1 | Students stranded on more than one occasion<br>We've taken a few kids out of yellow due to scheduling issues. |
| Cost Control                                                                                                                                                                                                                                                                                                                                                                                    | 5<br>④<br>3<br>2<br>1 |                                                                                                               |
| Average Score                                                                                                                                                                                                                                                                                                                                                                                   | 3.1                   | Add above ratings: divide the total by the number of areas being rated.                                       |
| Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.                                                                                                    |                       |                                                                                                               |
| Please Check Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                |                       |                                                                                                               |



## Vendor Performance Report

| Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>                                                                                                                                                                                                                                                                                                    |                       | Report Date: May 25, 2010                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------------------------------------------------------------|
| Dept / School: Transportation                                                                                                                                                                                                                                                                                                                                                                   |                       | Reported By: Deanna J. Anderson                                         |
| Vendor: Metropolitan Taxicab Corporation                                                                                                                                                                                                                                                                                                                                                        |                       | Vendor #: 6000012701                                                    |
| Contract # / P.O. #: 4500150487 & 4500149962                                                                                                                                                                                                                                                                                                                                                    |                       | Contract Name: Taxicab                                                  |
| Contract Amount: \$ 150,000                                                                                                                                                                                                                                                                                                                                                                     |                       | Award Date: October 21, 2009                                            |
| <b>Purpose of Contract (Brief Description):</b><br>To provide taxi cab services for student transportation.                                                                                                                                                                                                                                                                                     |                       |                                                                         |
| <b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory |                       |                                                                         |
| Category                                                                                                                                                                                                                                                                                                                                                                                        | Rating                | Comments (Brief)                                                        |
| Quality of Goods / Services                                                                                                                                                                                                                                                                                                                                                                     | 5<br>4<br>3<br>2<br>1 |                                                                         |
| Timeliness of Delivery or Performance                                                                                                                                                                                                                                                                                                                                                           | 5<br>4<br>3<br>2<br>1 |                                                                         |
| Business Relations                                                                                                                                                                                                                                                                                                                                                                              | 5<br>4<br>3<br>2<br>1 |                                                                         |
| Customer Satisfaction                                                                                                                                                                                                                                                                                                                                                                           | 5<br>4<br>3<br>2<br>1 |                                                                         |
| Cost Control                                                                                                                                                                                                                                                                                                                                                                                    | 5<br>4<br>3<br>2<br>1 |                                                                         |
| Average Score                                                                                                                                                                                                                                                                                                                                                                                   | 3.4                   | Add above ratings: divide the total by the number of areas being rated. |
| Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.                                                                                                    |                       |                                                                         |
| Please Check                                                                                                                                                                                                                                                                                                                                                                                    |                       | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>     |



## Vendor Performance Report

| Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>                                                                                                                                                                                                                                                                                                    | Report Date: May 25, 2010       |                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-------------------------------------------------------------------------|
| Dept / School: Transportation                                                                                                                                                                                                                                                                                                                                                                   | Reported By: Deanna J. Anderson |                                                                         |
| Vendor: Harris Cab Company                                                                                                                                                                                                                                                                                                                                                                      | Vendor #: 600004710             |                                                                         |
| Contract # / P.O. #: 4500150477 & 4500150486                                                                                                                                                                                                                                                                                                                                                    | Contract Name: Taxicab          |                                                                         |
| Contract Amount: \$ 110,000                                                                                                                                                                                                                                                                                                                                                                     | Award Date: October 21, 2009    |                                                                         |
| <b>Purpose of Contract (Brief Description):</b><br>To provide taxi cab services for student transportation.                                                                                                                                                                                                                                                                                     |                                 |                                                                         |
| <b>Performance Ratings:</b> Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings ( <i>please attach additional sheets if necessary</i> ). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory |                                 |                                                                         |
| Category                                                                                                                                                                                                                                                                                                                                                                                        | Rating                          | Comments (Brief)                                                        |
| Quality of Goods / Services                                                                                                                                                                                                                                                                                                                                                                     | 5<br>4<br>3<br>2<br>1           |                                                                         |
| Timeliness of Delivery or Performance                                                                                                                                                                                                                                                                                                                                                           | 5<br>4<br>3<br>2<br>1           |                                                                         |
| Business Relations                                                                                                                                                                                                                                                                                                                                                                              | 5<br>4<br>3<br>2<br>1           |                                                                         |
| Customer Satisfaction                                                                                                                                                                                                                                                                                                                                                                           | 5<br>4<br>3<br>2<br>1           |                                                                         |
| Cost Control                                                                                                                                                                                                                                                                                                                                                                                    | 5<br>4<br>3<br>2<br>1           | <i>Sends weekly invoices that are easy</i>                              |
| Average Score                                                                                                                                                                                                                                                                                                                                                                                   | 3.4                             | Add above ratings: divide the total by the number of areas being rated. |
| Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.                                                                                                    |                                 |                                                                         |
| Please Check                                                                                                                                                                                                                                                                                                                                                                                    |                                 | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>     |

SAINT LOUIS PUBLIC SCHOOLS

Date: September 30, 2009

To: Dr. Kelvin Adams, Superintendent

From: Deanna J. Anderson, Executive Director of Transportation and Food Services

Agenda Item: 10-20-09-17

Information: ☐

Conference: ☐

Action: ☒

Subject:

Request approval to enter into agreements with Metropolitan Taxicab Corporation, St. Louis County Cab Company, Inc., and Harris Cab Company to provide student transportation services in a total amount not to exceed \$1,192,639.

Background:

The taxicab transportation services are necessary for students not provided a bus due to special needs as required by their Individual Education Program (IEP); students requiring bus transportation under Section 504 of the Rehabilitation Act of 1973; Students in Transition (homeless) under the McKinney Vento Act of 2001; and students who are unable to be served by a regular bus due to road conditions. Multiple taxi companies are used due to availability of vehicles, types of service required, and cost. As was practiced in the past, the cost for students that are homeless and attend school in another District will be split (50/50) with the District they are attending. Total cost in 08-09 for this service was \$1.8M. A comparison cost per trip from 08-09 vs 09-10 is:

|              |         |         |
|--------------|---------|---------|
|              | 08-09   | 09-10   |
| Harris       | \$15.98 | \$17.68 |
| Metropolitan | \$16.80 | \$16.58 |
| County       | -----   | \$17.33 |

It is recommended that the Special Administrative Board of the Transitional School District of the City of St. Louis approve a one (1) year taxicab contract with multiple vendors (with an option for two one year renewals) beginning October 21, 2009 and ending with the summer school session of 2010 pending legal review and availability of funds.

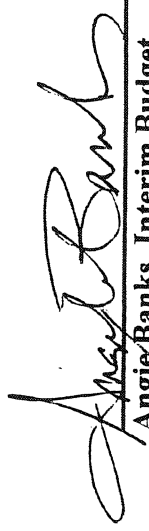
CSIP Pg 25 MSIP 8.13

Funding Source : 927-110-2551-6341-00(\$110,000); 927-110-2553-6341-00 (\$175,000);  
822RM-110-2336-6341-00 (\$907,639) Requisition No.

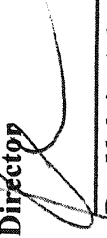
Cost not to exceed:

Recommendation: Approval

  
Deanna J. Anderson, Executive Director of  
Transportation and Food Services

  
Angie Banks, Interim Budget  
Director

  
Enos Moss, CFO / Treasurer

  
Dr. Kelvin Adams  
Superintendent of Schools









# SAINT LOUIS PUBLIC SCHOOLS

Date: May 26, 2010

To: Dr. Kelvin R. Adams, Superintendent

From: Dr. Jesolyn Larry, Interim Info.Technology Officer

## VENDOR SELECTION METHOD:

- ☐ RFP/Bid  
☐ Sole Source  
☒ Contract Renewal  
☐ Ratification

Previous Bd. Res. #: 01-26-10-06

Agenda Item: 06-24-10-19  
Information: ☐  
Conference: ☐  
Action: ☒

## SUBJECT:

To approve a contract renewal with Belcan InfoServices to provide temporary technical personnel to be used in the Technology Department to support Intranet, email account and server administration. The contract is for the period July 1, 2010 - December 31, 2010 and the cost is not to exceed \$50,000.00.

## BACKGROUND:

Belcan InfoServices specializes in providing temporary and direct hire technical personnel. As a result of changes in staffing in the Technology Department, a need has been identified for an individual with the technical knowledge to support the SLPS Intranet, email accounts and assist with server administration. The current individual was identified by Belcan, approved by the Technology Department and has been a productive asset to the department.

CSIP: Goal 2: Process Performance Row: 94 MSIP: 6.4.1 8.10.1

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

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

Department: Technology

Requestor: J.F. Larry

Dr. Jesolyn Larry, Interim Info.Technology Officer

Angela Banks, Interim Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



## Request for Contract Renewal Form

|                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date of Submittal: 5-27-2010                                                                                                                                           |
| Name of Department Head submitting Request: J. F. Larry                                                                                                                |
| Name of Contract: Belcan, Corp- Temporary Services                                                                                                                     |
| Purpose of Contract: To provide temporary technical support personnel in the Technology Department for Internet, email and server support.                             |
| Are there changes versus prior year contract X Yes <input type="checkbox"/> No                                                                                         |
| Yes explain Changes: This contract is for a 6 month period, if needed. Once the District is stabilized, we should determine exactly which positions need to be filled. |
| Total Cost of Contract (estimated cost of expenses inclusive): \$50,000.00                                                                                             |
| Vendor Name: Belcan Corp. Vendor Number: 600013993                                                                                                                     |
| Start Date of Contract: July 1, 2010                                                                                                                                   |
| Expiration Date of Contract: December 30, 2010                                                                                                                         |
| Department Responsible for Vendor Performance Monitoring: Information Technology                                                                                       |
| Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Date:                                                                                           |
| Superintendent Signature                                                                                                                                               |

Please attach the Vendor Performance Report and Proposed Contract





# SAINT LOUIS PUBLIC SCHOOLS

Date: May 27, 2010

To: Dr. Kelvin R. Adams, Superintendent

From: Dr. Jesolyn Larry, Interim Info.Technology Officer

## VENDOR SELECTION METHOD:

- ☐ RFP/Bid  
☒ Sole Source  
☒ Contract Renewal  
☐ Ratification

Previous Bd. Res. #: 05-28-09-20

Agenda Item: 06-24-10-20  
Information: ☐  
Conference: ☐  
Action: ☒

## SUBJECT:

To approve a sole source contract renewal with Kronos Leasing to provide a software upgrade and hardware and software maintenance and support for the Kronos time and attendance system used by the District for the period from July 1, 2010 through June 30, 2011 at a cost not to exceed \$170,610.00.

## BACKGROUND:

This is the annual maintenance agreement for the Kronos time and attendance system. Kronos Workforce Central Software and 100 terminals were installed in the District in 2007. The hardware maintenance provides problem resolution support to the District's technicians when outages are reported and the technician is unable to repair the terminal. To ensure continued support, we are upgrading to the latest software version-6.1. This software upgrade will provide continued support, replacement of malfunctioning terminals, and assistance with problems that may result from software failures.

CSIP: Goal 2: Process Performance Row: 93 MSIP: 6.4.1

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

|                                   |                                                                  |                     |
|-----------------------------------|------------------------------------------------------------------|---------------------|
| Fund Source: 110-2828-6319-981-75 | GOB                                                              | Requisition #:      |
| Amount: \$ 170,610.00             |                                                                  |                     |
| Fund Source:                      |                                                                  | Requisition #:      |
| Amount:                           |                                                                  |                     |
| Fund Source:                      |                                                                  | Requisition #:      |
| Amount:                           |                                                                  |                     |
| Cost not to Exceed: \$170,610.00  | <input checked="" type="checkbox"/> Pending Funding Availability | Vendor #: 600012700 |

Department: Technology

Requestor: J.F. Larry

Dr. Jesolyn Larry, Interim Info.Technology Officer

Angela Banks, Interim Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



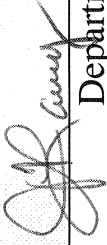
## Request for Contract Renewal Form

|                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date of Submittal: 5-27-2010                                                                                                                                                                                          |
| Name of Department Head submitting Request: J. F. Larry                                                                                                                                                               |
| Name of Contract: Kronos, Inc- Time and Management System                                                                                                                                                             |
| Purpose of Contract: To provide the software, support and maintenance required for the District's time management system.                                                                                             |
| Are there changes versus prior year contract X Yes <input type="checkbox"/> No                                                                                                                                        |
| If Yes explain Changes: We are proposing upgrading KRONOS to the latest version-6.1. If we are keeping the system, we should upgrade because the 5.2 version that we are using is no longer supported by the company. |
| Total Cost of Contract (estimated cost of expenses inclusive): \$170,000.00                                                                                                                                           |
| Vendor Name: KRONOS, Inc. Vendor Number: 600012700                                                                                                                                                                    |
| Start Date of Contract: July 1, 2010                                                                                                                                                                                  |
| Expiration Date of Contract: June 30, 2011                                                                                                                                                                            |
| Department Responsible for Vendor Performance Monitoring: Information Technology                                                                                                                                      |
| Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Date:                                                                                                                                          |
| Superintendent Signature                                                                                                                                                                                              |

Please attach the Vendor Performance Report and Proposed Contract



# REQUEST FOR SOLE SOURCE PURCHASE

|                                                                                                                                                         |                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| <b>Requestor:</b> J. F. Larry                                                                                                                           | <b>Date:</b> 5-27-2010                   |
| <b>Department / School:</b> Information Technology                                                                                                      | <b>Phone Number:</b> 345-2383            |
| <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>                                                            |                                          |
| Kronos Inc. provides the District's time and management system which is used for payroll.                                                               |                                          |
| <b>Vendor Name:</b> Kronos, Inc.                                                                                                                        | <b>Email:</b> Katherine.Helen@kronos.com |
| <b>Vendor Contact:</b> Katherine Helen                                                                                                                  | <b>Phone Number</b> 314-422-5050         |
| <b>Justification Information</b>                                                                                                                        |                                          |
| <b>1. Why the uniquely specified goods are required?</b>                                                                                                |                                          |
| Kronos provides the software support and maintenance required to assure the functionality of the time and attendance needed for payroll                 |                                          |
| <b>2. Why good or services available from other vendors /competitors are not acceptable?</b>                                                            |                                          |
| Kronos, Inc. is the developer manufacturer of the software system.                                                                                      |                                          |
| <b>3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)</b>                  |                                          |
|                                                                                                                                                         |                                          |
| <b>4. List the Names of other Vendors contacted &amp; Price Quotes:</b>                                                                                 |                                          |
|                                                                                                                                                         |                                          |
| <i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i> |                                          |
| <b>Your sole source request will not be approved without the required signatures below:</b>                                                             |                                          |
|                                                                    |                                          |
| Department Head                                                                                                                                         | Date                                     |
|                                                                                                                                                         |                                          |
| CFO                                                                                                                                                     | Date                                     |
|                                                                                                                                                         |                                          |
| Superintendent                                                                                                                                          | Date                                     |





# SAINT LOUIS PUBLIC SCHOOLS

Date: May 26, 2010

To: Dr. Kelvin R. Adams, Superintendent

From: Dr. Jesolyn Larry, Interim Info. Technology Officer

## VENDOR SELECTION METHOD:

- ☐ RFP/Bid  
☒ Sole Source  
☒ Contract Renewal  
☐ Ratification

Previous Bd. Res. #: 07-21-09-6

Agenda Item: 0624-10-21  
Information: ☐  
Conference: ☐  
Action: ☒

## SUBJECT:

To approve a sole source contract renewal with Tyler Technologies, Inc. for annual license renewal of the Student Information System to be provided from July 1, 2010 through June 30, 2011 at a cost not to exceed \$385,822.00.

## BACKGROUND:

The current Student Information System is a web-based application provided by Tyler Technologies, Inc. and was implemented District-wide in 2007. Tyler Technologies acquired School Information System (SIS) in 2008. SIS, Inc. was the original vendor of the student system. Additionally, the student system serves as the authoritative data source for the collection and reporting of student data by providing enrollment, attendance, grades and various demographic information for all students. This system also facilitates data driven decision making. This contract has been amended (reduced from 4 agreements) to include software licenses, server management, Auto Calling System (School Reach), Custom Programming and On-site training.

CSIP: Goal 2: Process Performance Row: 91 MSIP: 6.4.1

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

|                                   |                                                                  |                     |
|-----------------------------------|------------------------------------------------------------------|---------------------|
| Fund Source: 981-110-2223-6441-L3 | 600                                                              | Requisition #:      |
| Amount: \$385,822.00              |                                                                  |                     |
| Fund Source:                      |                                                                  | Requisition #:      |
| Amount:                           |                                                                  |                     |
| Fund Source:                      |                                                                  | Requisition #:      |
| Amount:                           |                                                                  |                     |
| Cost not to Exceed: \$385,822.00  | <input checked="" type="checkbox"/> Pending Funding Availability | Vendor #: 600013770 |

Department: Information Technology

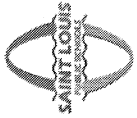
Requestor: J. F. Larry

Angela Banks, Interim Budget Director

Edmos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent





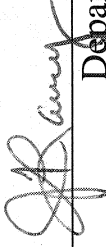
## Request for Contract Renewal Form

|                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Date of Submittal: 5-27-2010                                                                                                                        |
| Name of Department Head submitting Request: J. F. Larry                                                                                             |
| Name of Contract: Tyler Technologies-Student Information System                                                                                     |
| Purpose of Contract: To provide the District with SIS licenses, a call notification system (School Reach), custom programming and on-site training. |
| Are there changes versus prior year contract X Yes <input type="checkbox"/> No                                                                      |
| If Yes explain Changes: This year we are combining several modules under one contract.                                                              |
| Total Cost of Contract (estimated cost of expenses inclusive): \$385,822.00                                                                         |
| Vendor Name: Tyler Technologies, Inc. Vendor Number: 600013770                                                                                      |
| Start Date of Contract: July 1, 2010                                                                                                                |
| Expiration Date of Contract: June 30, 2011                                                                                                          |
| Department Responsible for Vendor Performance Monitoring: Information Technology                                                                    |
| Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Date:                                                                        |
| Superintendent Signature                                                                                                                            |

Please attach the Vendor Performance Report and Proposed Contract



# REQUEST FOR SOLE SOURCE PURCHASE

|                                                                                                                                                         |                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| Requestor: J. F. Larry                                                                                                                                  | Date: 5-27-2010                                                               |
| Department / School: Information Technology                                                                                                             | Phone Number: 345-2383                                                        |
| <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>                                                            |                                                                               |
| To contract with Tyler Technologies for the SIS licenses, call notification system, customer programming and on-site training.                          |                                                                               |
| Vendor Name: Tyler Technologies, Inc.                                                                                                                   | Email: <a href="mailto:Bob.Fowler@tylertech.com">Bob.Fowler@tylertech.com</a> |
| Vendor Contact: Bob Fowler                                                                                                                              | Phone Number 888-445-8503                                                     |
| Justification Information                                                                                                                               |                                                                               |
| <b>1. Why the uniquely specified goods are required?</b>                                                                                                |                                                                               |
| The SIS system is the authoritative source for the collection and reporting of student data for the District.                                           |                                                                               |
| <b>2. Why good or services available from other vendors /competitors are not acceptable?</b>                                                            |                                                                               |
| The SIS software is only available from Tyler.                                                                                                          |                                                                               |
| <b>3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)</b>                  |                                                                               |
|                                                                                                                                                         |                                                                               |
| <b>4. List the Names of other Vendors contacted &amp; Price Quotes:</b>                                                                                 |                                                                               |
|                                                                                                                                                         |                                                                               |
| <i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i> |                                                                               |
| <b>Your sole source request will not be approved without the required signatures below:</b>                                                             |                                                                               |
|                                                                    |                                                                               |
| Department Head                                                                                                                                         | Date                                                                          |
|                                                                                                                                                         |                                                                               |
| CFO                                                                                                                                                     | Date                                                                          |
|                                                                                                                                                         |                                                                               |
| Superintendent                                                                                                                                          | Date                                                                          |

A





# SAINT LOUIS PUBLIC SCHOOLS

Date: June 3, 2010  
To: Dr. Kelvin R. Adams, Superintendent  
From: Dr. Jesolyn Larry, Interim Info. Technology Officer

## VENDOR SELECTION METHOD:

☐ RFP/Bid  
☒ Sole Source  
☒ Contract Renewal  
☐ Ratification

Previous Bd. Res. #: 11-19-09-07

Agenda Item: 06-24-10-223  
Information: ☐  
Conference: ☐  
Action: ☒

## SUBJECT:

To approve a sole source renewal contract with Morenet to allow District connectivity to training, technical support and online reference resources as recommended by DESE. These services will be provided July 1, 2010 through June 30, 2011 at a cost not to exceed \$14,000.00.

## BACKGROUND:

The District was cited previously for not providing adequate library reference resources. While this service is more expensive this year, we are receiving more valuable online resources, technical support and training at a discounted price.

CSIP: Goal 2: Process Performance Row: 57 MSIP: 6.8.1

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

|                                   |                                                                  |                     |
|-----------------------------------|------------------------------------------------------------------|---------------------|
| Fund Source: 110-2828-6319-981-54 | GOB                                                              | Requisition #:      |
| Amount: \$14,000.00               |                                                                  |                     |
| Fund Source:                      |                                                                  | Requisition #:      |
| Amount:                           |                                                                  |                     |
| Fund Source:                      |                                                                  | Requisition #:      |
| Amount:                           |                                                                  |                     |
| Cost not to Exceed: \$14,000.00   | <input checked="" type="checkbox"/> Pending Funding Availability | Vendor #: 600006850 |

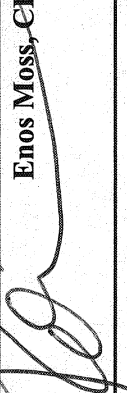
Department: Technology

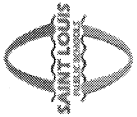
Requestor: J.F. Larry

  
Dr. Jesolyn Larry, Interim Info. Technology Officer

  
Angela Banks, Interim Budget Director

  
Enos Moss, CFO/Treasurer

  
Dr. Kelvin R. Adams, Superintendent



## Request for Contract Renewal Form

|                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------|
| Date of Submittal: 5-27-2010                                                                                                     |
| Name of Department Head submitting Request: J. F. Larry                                                                          |
| Name of Contract: MoreNet                                                                                                        |
| Purpose of Contract: To provide a MoreNet membership with Internet access to on-line reference resources as recommended by DESE. |
| Are there changes versus prior year contract X Yes <input type="checkbox"/> No                                                   |
| If Yes explain Changes: The MoreNet membership is more expensive because the agency experienced a reduction in state funding.    |
| Total Cost of Contract (estimated cost of expenses inclusive): \$14,000.00                                                       |
| Vendor Name: MoreNet Vendor Number: 600006850                                                                                    |
| Start Date of Contract: July 1, 2010                                                                                             |
| Expiration Date of Contract: June 30, 2011                                                                                       |
| Department Responsible for Vendor Performance Monitoring: Information Technology                                                 |
| Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Date:                                                     |
| Superintendent Signature                                                                                                         |

Please attach the Vendor Performance Report and Proposed Contract



# REQUEST FOR SOLE SOURCE PURCHASE

|                                                                                                                                                  |                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Requestor: J. F. Larry                                                                                                                           | Date: 5-27-2010           |
| Department / School: Information Technology                                                                                                      | Phone Number: 345-2383    |
| Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc....)                    |                           |
| Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)                                                            |                           |
| Morenet's District membership fee of 14000.00                                                                                                    |                           |
| Vendor Name: Morenet                                                                                                                             | Email: Eric@more.net      |
| Vendor Contact: Eric Nicklas                                                                                                                     | Phone Number 573-882-0289 |
| Justification Information                                                                                                                        |                           |
| 1. Why the uniquely specified goods are required?                                                                                                |                           |
| Morenet membership provides the District's librarians access to online reference resources as recommended by DESE.                               |                           |
| 2. Why good or services available from other vendors /competitors are not acceptable?                                                            |                           |
| This membership is only available from Morenet.                                                                                                  |                           |
| 3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)                  |                           |
|                                                                                                                                                  |                           |
| 4. List the Names of other Vendors contacted & Price Quotes:                                                                                     |                           |
|                                                                                                                                                  |                           |
| I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor. |                           |
| Your sole source request will not be approved without the required signatures below:                                                             |                           |
|                                                             |                           |
| Department Head                                                                                                                                  | Date                      |
|                                                                                                                                                  |                           |
| CFO                                                                                                                                              | Date                      |
|                                                                                                                                                  |                           |
| Superintendent                                                                                                                                   | Date                      |

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