

# **BOARD MEETING**

**THURSDAY, DECEMBER 16, 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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# ADMINISTRATIVE BUILDING- 801 N. 11<sup>TH</sup> STREET

- 1) Call to Order
- 2) Roll Call
- 3) Pledge of Allegiance
- 4) Public Comments
- 5) Approval of Minutes
  - September 9, 2010
  - September 30, 2010
- 6) Student/Staff Recognition(s)
- 7) Superintendent's Report
  - a) Information Items
  - b) Action Items
    - Consent Agenda
- 8) Board Member Updates
- 9) Adjournment

[illegible]



**ST. LOUIS PUBLIC SCHOOL DISTRICT  
SUPERINTENDENT'S REPORT  
December 16, 2010**

**1.0** Preliminary

**1.1** CONSENT AGENDA

- 1.2**
- a) Information Items
  - b) Business Items – Action Required
    - Consent Agenda

**12-16-10-01** To accept funds and authorize the expenditure of the funds for the FY10-11 eMINTS program for a Data Team Project for the period December 17, 2010 through June 30, 2011 in an amount not to exceed \$68,965.  
**FUNDING SOURCE:** Non-GOB

APPROVED AT THE  
11/30/10 MEETING

**12-16-10-02** To approve authorization and contracts with the Lutheran Association for Special Education and the English Tutoring Project as Title III vendors to provide English for Speakers of Other Language Services for non-public schools in St. Louis City for the period, December 17, 2010 through June 30, 2011 at a total combined amount not to exceed \$48,434.72.  
**FUNDING SOURCE:** Non-GOB

**12-16-10-03** To approve the purchase of medical equipment from Pocket Nurse to be used to upgrade the Health Occupations - Direct Patient Care Program at Clyde C. Miller Academy in an amount not to exceed \$21,253.99  
**FUNDING SOURCE:** Non-GOB

**12-16-10-04** To approve the purchase of the Technical Skills Assessment Test from National Occupational Competency Testing, Inc. in an amount not to exceed \$5,338. These tests are for Career and Technical Education course evaluations.  
**FUNDING SOURCE:** Non-GOB

**12-16-10-05** To approve the purchase of leveled reading books during the period December 17, 2010 through June 30, 2011 with a total dollar limitation of \$2,600,000 from selected vendors per the November 22, 2010 Book Fair.  
**FUNDING SOURCE:** GOB and Non-GOB

**12-16-10-06** To approve acceptance of \$60,000 from the City of St. Louis Department of Public Safety for an afterschool program for Roosevelt High School students.  
**FUNDING SOURCE:** Non-GOB

APPROVED AT THE  
11/30/10 MEETING

**12-16-10-07** To approve the acceptance of \$800,000 in grant funds from the Community Development Administration. The funds will support the Community Education program for the calendar year January 1, 2011 through December 31, 2011.  
**FUNDING SOURCE:** Non-GOB

APPROVED AT THE  
11/30/10 MEETING

**12-16-10-08** To approve a Memorandum of Understanding with the American Federation of Teachers – St. Louis Local 420 to establish expectations to staff Turnaround and Transformation schools and implement the goals and objectives of the School Improvement Plan.  
**FUNDING SOURCE:** There is no cost associated with this request

**12-16-10-09** To approve a Memorandum of Understanding with Anaona Counseling Center to provide therapeutic counseling services to students at the Bevo-Long Community Education Full Service School for the period December 17, 2010 through December 16, 2011.  
**FUNDING SOURCE:** There is no cost associated with this request

- 12-16-10-10** To approve a contract renewal with Urban K-Life St. Louis in an amount not to exceed \$50,000 to implement an attendance improvement and mentoring program for chronically absent students at Sumner and Beaumont High Schools for the 2010-2011 school year.  
**FUNDING SOURCE:** GOB
- 12-16-10-11** To approve a contract renewal with SAP America Enterprise to provide maintenance and enterprise support services for the SAP financial system and the BSI Payroll Tax software for the period January 1, 2011 through December 31, 2011 in an amount not to exceed \$268,225.12  
**FUNDING SOURCE:** GOB
- 12-16-10-12** To approve a contract renewal with Group Basis, Inc. to provide SAP maintenance and implementation services for the period January 1, 2011 through June 30, 2012 in an amount not to exceed \$81,000.  
**FUNDING SOURCE:** GOB
- 12-16-10-13** To ratify contracts with Connections Academy, Aventa Learning, Missouri Council on Economic Education, Florida Virtual School and the North Kansas City School District for Virtual School services for the period July 1, 2010 through June 30, 2011 at a total combined cost not to exceed \$300,000. The cost of each individual contract will be based upon enrollment.  
**FUNDING SOURCE:** GOB
- 12-16-10-14** To approve acceptance of funds generated and approve a contract renewal with Accelify for School District Administrative Claiming services for the 2010-2011 academic year at a cost not to exceed 3% of generated revenue.  
**FUNDING SOURCE:** GOB
- APPROVED AT THE  
11/30/10 MEETING
- 12-16-10-15** To ratify approval of a short term loan in the amount of \$11,933,660 to enable the District to borrow money from the Agency Fund and place it in the General Operating Fund to clear the negative cash balance.

### **JANUARY 11, 2011 ITEMS FOR CONSIDERATION**

- 01-11-11-01** To receive the audit report offered by the Phi Delta Kappa Curriculum Management Services Incorporated (PDK-CMSi).
- 01-11-11-02** To approve the use of the Superintendent's Book Club funds to purchase book sets for elementary schools for the period January 2011 through May 2011 at a cost not to exceed \$414,000.  
**FUNDING SOURCE:** Non-GOB
- 01-11-11-03** To approve a contract renewal with Ranken Technical College for the Dual Enrollment Program for the period January 12, 2011 through June 30, 2011 at a cost not to exceed \$55,460.  
**FUNDING SOURCE:** GOB
- 01-11-11-04** To approve a contract renewal with Linhardt Consulting Services to provide a program review of the Career and Technical Education Program for the period January 12, 2011 through June 30, 2011 at a cost not to exceed \$8,100.  
**FUNDING SOURCE:** GOB
- 01-11-11-05** To approve a sole source contract renewal with Showroom Shine to provide presentations on entrepreneurship for selected Career and Technical Education students for the period January 12, 2011 through June 30, 2011 at a cost not to exceed \$5,000.  
**FUNDING SOURCE:** Non-GOB

- 01-11-11-06** To ratify the emergency purchase of World Languages replacement textbooks from Pearson Learning in the amount of \$10,842.92.  
**FUNDING SOURCE:** GOB
- 01-11-11-07** To ratify the emergency purchase of replacement Social Studies and Music textbooks from McMillan/McGraw-Hill in the amount of \$11,538.12.  
**FUNDING SOURCE:** GOB
- 01-11-11-08** To approve the purchase of 30 Frequency Modulation Systems from Oticon, Inc. for deaf/hard of hearing students at a cost not to exceed \$33,145.  
**FUNDING SOURCE:** Non-GOB
- 01-11-11-09** To approve a sole source purchase of reading instructional materials and software from Scientific Learning for the Oak Hill Elementary School at a cost not to exceed \$14,650.  
**FUNDING SOURCE:** GOB
- 01-11-11-10** To approve the payment of the examination fees for the May 2011 student examinations through the International Baccalaureate Diploma Program (IBDP) at a cost not to exceed \$21,093. The IBDP prepares students for university education.  
**FUNDING SOURCE:** GOB
- 01-11-11-11** To approve the November 2010 Monthly Budget Transaction Report.
- 01-11-11-12** To approve the final cost of the Early Retirement Incentive Program (ERIP) in the amount of \$9,522,000.
- 01-11-11-13** To approve participation in the Early Retirement Reinsurance Program (ERRP) through payment of monthly reporting fees to United Health Care/Medco for the plan year 2010 at an annual cost not to exceed \$37,100.
- 01-11-11-14** To ratify a Memorandum of Understanding between the St. Louis Public Schools (District) and the American Federation of Teachers – St. Louis (AFT-St. Louis) to establish the *St. Louis Plan* for the period July 1, 2009 through June 30, 2012.  
**FUNDING SOURCE:** There is no cost associated with this request
- 01-11-11-15** To approve Memorandum of Understanding with the American Federation of Teachers – St. Louis (AFT-St. Louis) to establish certain work rules to govern formation and operation of schools in need of improvement.  
**FUNDING SOURCE:** There is no cost associated with this request
- 01-11-11-16** To approve a contract with Hilliker Corporation LLC for Real Estate Services for the period January 12, 2011 through June 30, 2011. The cost will be based on commission (percentage of sale price) for each property.
- 01-11-11-17** To approve a contract with Charles E. Jarrell Contracting Company for air conditioning upgrades at Mullanphy Elementary School. The services are to be completed between January 12, 2011 and October 15, 2011 at the cost of \$1,935,221, plus 10% contingency of \$193,523 for a total cost not to exceed \$2,128,744.  
**FUNDING SOURCE:** Non-GOB





**ITEM 12-16-10-01**

**APPROVED  
AT THE  
11/30/10 MEETING**





# Board Resolution

Date: November 18, 2010

Agenda Item: 12-16-10-02

To: Dr. Kelvin R. Adams, Superintendent

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

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

Action: X

Action to be Approved:

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

X RFP/Bid

RFP # 009-1011

## SUBJECT:

To authorize the Lutheran Association for Special Education (LASE) and the English Tutoring Project as Title III vendors to provide English for Speakers of Other Languages (ESOL) Services for non-public schools in St. Louis City and to approve contracting with both vendors to provide the services for the period December 17, 2010 through June 30, 2011. The total combined cost of the services will not exceed \$48,434.72. An option to renew these contracts for up to 2 additional years with an annual approval by the Board is also requested.

## BACKGROUND:

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

Accountability Plan Goal: Goal III: Facilities, Resources Support

Objective/Strategy: III.A.

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

Fund Source: 838 - YL - 621 - 3411 - 6312

Non GOB

Requisition #: 10121396, 10121397

Amount: \$ 48,434.72

Title III

Fund Source: - - - -

Requisition #:

Amount:

Fund Source: - - - -

Requisition #:

Amount:

Cost not to Exceed: \$ 48,434.72

Pending Funding Availability Vendor #: Various

Department: ESOL Program

Angela Banks, Interim Budget Director

Requestor: Nahed Chapman

Enos Moss, CFO/Treasurer

Dr. Carlinda Purcell, Dep. Supt. - Academics

Dr. Kelvin R. Adams, Superintendent

# RFP 009-1011 Response Evaluation

## Accreditation of Prospective Vendors

	<u>English Tutoring Project</u>	<u>Lutheran Association for Special Education</u>
Certified Staff	30	30
Staff with ESOL Teaching Experience	25	20
Staff with ELL Assessment Experience	20	15
Ability to closely monitor progress	10	10
Ability to align language acquisition with content	<u>10</u>	<u>10</u>
Total Points	95	85
	<u>Approved</u>	<u>Approved</u>





## BOARD RESOLUTION

Date: November 18, 2010

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item : 12-16-10-03

Information: ☐

Action: ☒

Action to be Approved: Purchase of Good (s)

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

**SUBJECT:** To approve the purchase of medical equipment from Pocket Nurse under the approval of the 2010-11 Enhancement Grant for a cost not to exceed \$21,253.99.

**BACKGROUND:** The equipment purchased will be used to upgrade the Health Occupations - Direct Patient Care Program at Clyde C. Miller Career Academy. The equipment and vendor have been approved by DESE under the 2010-11 Enhancement Grant. The grant reimburses the District up to 75% of the cost of equipment and 50% of the cost of supplies.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1.B.5.a

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


Fund Source: 826-K5-110-2492-6541	GOB	Requisition #: 10121364
Amount: 21,253.99		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$21,253.99	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600000444


Department: Career and Technical Ed.

Requestor: Tim M. Murrell

  
Dr. Carlinda Purcell, Dep. Supt., Academics

  
Angela Banks, Interim Budget Director

  
Enos Moss, CFO/Treasurer

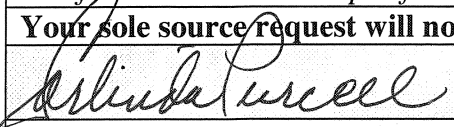
  
Dr. Kelvin R. Adams, Superintendent

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# REQUEST FOR SOLE SOURCE PURCHASE

<b>Requestor: Tim M. Murrell</b>	<b>Date: 11/16/2010</b>
<b>Department / School: Career and Technical Education</b>	<b>Phone Number: (314) 345-4530</b>
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
<b>Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)</b>	
Provide medical equipment for the Health Occupations – Direct Patient Care Program at Clyde C. Miller Career Academy. The equipment and vendor have been approved by DESE under the 2010-11 Enhancement Grant.	
<b>Vendor Name: Pocket Nurse</b>	<b>Email:</b>
<b>Vendor Contact: Chris Martinez</b>	<b>Phone Number 412-630-2950</b>
<b>Justification Information</b>	
<b>1. Why the uniquely specified goods are required?</b>	
<b>2. Why good or services available from other vendors /competitors are not acceptable?</b>	
Vendor approved by DESE under Enhancement Grant	
<b>3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)</b>	
N/A	
<b>4. List the Names of other Vendors contacted &amp; Price Quotes:</b>	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
<b>Your sole source request will not be approved without the required signatures below:</b>	
	11/18/10
Department Head	Date
CFO	Date
Superintendent	Date

## Sole Source Checklist

### 1. Check one of the following:

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

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

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

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

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

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

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

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

- Document a search for additional suppliers

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

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

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

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

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

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

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

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

- Sole supplier (i.e. Regional Distributor)

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

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

- Complete Emergency Purchase Form

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



Page	Date	QUOTE #
1	11/1/2010	223022

200 1st St. \* Ambridge, PA 15003-2194  
 Tel: 412.630.2950 \* Fax 412.630.2951  
 E-mail: info@pocketnurse.com \* Federal ID: 25-1763055

S O L D T O	ACCOUNTS PAYABLE ST. LOUIS PUBLIC SCHOOLS BOARD OF EDUCATION 801 N. 11TH ST. SAINT LOUIS, MO 63101-1015	S H I P T O	
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Customer No.	Sales I.D.	PO #	Media Code	Terms
9367	18			NET 30

ATTENTION: New Pocket Nurse Remit To Address (Payables Only)  
 200 1st Street Ambridge PA 15003-2194  
 PRODUCTS ARE SOLD SOLELY FOR HEALTHCARE EDUCATION PURPOSES

QUOTE \*\*\*\*\* QUOTE \*\*\*\*\* QUOTE \*\*\*\*\* QUOTE \*\*\*\*\* QUOTE \*\*\*\*\* QUOTE \*\*\*\*\*

Qty	Item#	Description	Unit Price	Disc	Extension
1	01-24-6001	Welch Allyn Atlas Monitor Each	\$5,432.00	--	\$5,432.00
1	10-09-9762	Skills Video Series for Nurses & Nursing Assistants Each (5 DVD's)	\$1,950.00	--	\$1,950.00
1	10-81-S550	NOELLE Maternal and Neonatal Birthing Simulator Each	\$3,495.00	--	\$3,495.00
1	01-43-3100INTERP	Atria 3100 ECG Machine Each with interpretation includes free cart	\$4,395.00	--	\$4,395.00
1	01-43-8008	Burdick EKG Cart Each	\$0.00	--	\$0.00
1	04-50-3008	Refurbished Hill Rom 850 Bed Package Each	\$3,695.00	--	\$3,695.00
1	04-50-BSC LT. OAK	Hill Rom Classic Bedside Cabinet Each LT. OAK	\$0.00	--	\$0.00
1	04-50-B850LT OAK	Refurbished Hill Rom Centra 850 Bed with Mattress Each Light Oak	\$0.00	--	\$0.00
1	04-50-OBT2 LT. OAK	Refurbished Hill-Rom Overbed Table (DoubleTop) Each LT. OAK	\$0.00	--	\$0.00
1	04-76-HLSL	Hydraulic Lift with Sling Each Sling included with lift	\$1,002.00	--	\$1,002.00
1	04-76-1120	Hoyer Polydura Sling W/Chains Each	\$0.00	--	\$0.00

MERCHANDISE INVOICE TOTAL \$19,969.00

SHIPPING & HANDLING \$1,284.99

INVOICE TOTAL \$21,253.99

BALANCE FOR THIS ORDER \$21,253.99







# BOARD RESOLUTION

Date: November 18, 2010

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item : 12-16-10-04

Information: ☐

Action: ☒

Action to be Approved: Purchase of Good (s)

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

**SUBJECT:** To approve the purchase of testing materials from National Occupational Competency Testing, Inc. (NOCTI) for Career and Technical Education course evaluations for a total cost not to exceed \$5,338.00.

**BACKGROUND:** The testing materials purchased will evaluate 75% of the students enrolled in Career and Technical Education courses throughout the District. This evaluation is being performed per DESE guidelines. Each district using Carl Perkins funds must evaluate its students based on a third party system. This vendor has been approved by DESE and Carl Perkins grant funds will be used to pay for the cost of the testing materials.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1.B.4.d

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

Fund Source: 826-KZ-251-1394-6412	Non-GOB	Requisition #: 10121112
Amount: \$5,338.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$5,338.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600012763

Department: Career and Technical Ed.

Requestor: Tim M. Murrell

  
Dr. Carlinda Purcell, Dep. Supt., Academics

  
Angela Banks, Interim Budget Director

  
Enos Moss, CFO/Treasurer

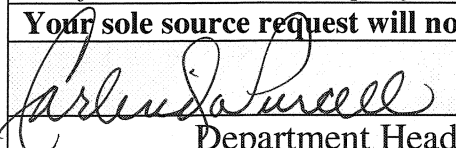
  
Dr. Kelvin R. Adams, Superintendent

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# REQUEST FOR SOLE SOURCE PURCHASE

<b>Requestor: Tim M. Murrell</b>	<b>Date: 11/16/2010</b>
<b>Department / School: Career and Technical Education</b>	<b>Phone Number: (314) 345-4530</b>
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
<b>Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)</b>	
Provide testing materials for Career and Technical Education course evaluations. This vendor has been approved by DESE.	
<b>Vendor Name: National Occupational Competency Testing Inc. (NOCTI)</b>	<b>Email:</b>
<b>Vendor Contact: Julie Vanhala</b>	<b>Phone Number 1-800-334-6283</b>
<b>Justification Information</b>	
<b>1. Why the uniquely specified goods are required?</b>	
<b>2. Why good or services available from other vendors /competitors are not acceptable?</b>	
Vendor approved by DESE for use with course evaluations.	
<b>3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)</b>	
N/A	
<b>4. List the Names of other Vendors contacted &amp; Price Quotes:</b>	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
<b>Your sole source request will not be approved without the required signatures below:</b>	
 Department Head	11/18/10 Date
CFO	Date
Superintendent	Date

## Sole Source Checklist

### 1. Check one of the following:

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

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

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

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

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

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

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

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

- Document a search for additional suppliers

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

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

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

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

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

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

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

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

- Sole supplier (i.e. Regional Distributor)

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

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

- Complete Emergency Purchase Form

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

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

**NOCTI**

500 North Bronson Avenue  
Big Rapids, MI 49307

# Quote

Customer No.: STLOUIS

Quote No.: 100

Quote To: **St Louis Public Schools**

Attn: Paul Cady  
801 North 11th Street  
Saint Louis, MO 63101

Ship To: **St Louis Public Schools**

Attn: Barbara Major  
801 North 11th Street  
Saint Louis, MO 63101

Date		Ship Via		F.O.B.		Terms	
11/02/10				Origin		Net 30	
Purchase Order Number			Sales Person			Required	
						11/02/10	
Quantity			Item Number	Description	Unit Price	Amount	
Required	Shipped	B.O.					
3				Online Performance-Post test Pre Engineering/Engineering Technology	19.00	57.00	
15				Online Performance-Post test Medical Assisting	19.00	285.00	
9				Medical Assisting	19.00	171.00	
16				Online Performance-Post test Medical Assisting	19.00	304.00	
6				Online Performance-Post test Medical Assisting	19.00	114.00	
13				Online Performance-Post test Medical Assisting	19.00	247.00	
5				Online Performance-Post test Visual Communications & Multimedia Design	19.00	95.00	
5				Online Performance-Post test Computer Networking Fundamentals	19.00	95.00	
7				Online Performance-Post test Building Trades Maintenance	19.00	133.00	
1				Estimated Shipping	75.00	75.00	
Quote subtotal						5338.00	
Quote total						5338.00	

Prices good through 06/30/2011.

Thank You



**NOCTI**

500 North Bronson Avenue  
Big Rapids, MI 49307

# Quote

Customer No.: STLOUIS

Quote No.: 100

Quote To: **St Louis Public Schools**

Attn: Paul Cady  
801 North 11th Street  
Saint Louis, MO 63101

Ship To: **St Louis Public Schools**

Attn: Barbara Major  
801 North 11th Street  
Saint Louis, MO 63101

Date		Ship Via		F.O.B.		Terms	
11/02/10				Origin		Net 30	
Purchase Order Number			Sales Person			Required	
						11/02/10	
Quantity			Item Number	Description	Unit Price	Amount	
Required	Shipped	B.O.					
11				Online Performance-Post test Business Information Process	19.00	209.00	
14				Online Performance-Post test 21st Century Skills for Workplace Success	19.00	266.00	
10				Online Performance-Post test Computer Repair Technology	19.00	190.00	
19				Online Performance-Post test Electronics	19.00	361.00	
15				Online Performance-Post test Culinary Arts Prep Cook-I	19.00	285.00	
14				Online Performance-Post test Hospitality Management- Food & Beverage	19.00	266.00	
15				Online Performance-Post test Visual Communications & Multimedia Design	19.00	285.00	
18				Online Performance-Post test Medical Assisting	19.00	342.00	
15				Online Performance-Post test Health Assisting	19.00	285.00	
14				Online Performance-Post test Small Animal Science	19.00	266.00	
25				Online Performance-Post test 21st Century Skills for Workplace Success	19.00	475.00	
9				Online Performance-Post test Business Information Process	19.00	171.00	
10				Online Performance-Post test Architectural Drafting	19.00	190.00	
9				Online Performance-Post test Electrical Occupations	19.00	171.00	

Thank You

10/21/12

# Technical Skills Assessments List 2010-2011 NOCTI -(Performance Test) Post -Test

School Name	NOCTI Assessment Title	Students with IEPs	Number of Students	Teacher Name
Clyde Miller	Business Information Processing		11	Bast, Thomas
Clyde Miller	21st Century		14	Manning, Tanya
Clyde Miller	Computer Repair Technology (Performance Test)		10	Conner, Michael
Clyde Miller	Electronics	2	19	Paynter
Clyde Miller	Culinary Arts Prep Cook Level 1	2	15	Wilson, Joseph
Clyde Miller	Hospitality Management-Food & Beverage	1	14	McInturff, Mariana
Clyde Miller	Visual Communications & Multimedia Design		15	Atchinson, Timothy
Clyde Miller	Medical Assisting		18	Smith, Alverta
Clyde Miller	Health Asisting (Performance Test)		15	Ernst, Alan
Gateway Tech	Small Animal Science Test Code 7413		14	Ballinger, Kara
Gateway Tech	21st Century		25	Bonnell, Meagan
Gateway Tech	Business Information Processing		9	Sheppard, Peter
Gateway Tech	Architectural - Design 1	1	10	Briggs, Russel
Gateway Tech	Electrical Occupations		9	Blair, Charlie
Gateway Tech	Pre-Engineering / Engineering Technology Test Code 2475		3	Dressel, Frank
Gateway Tech	Medical Assisting		15	Stuckey, Kimberly
Gateway Tech	Medical Assisting		9	Laster, Timothy
Gateway Tech	Medical Assisting		16	Riddle, Kenneth
Gateway Tech	Medical Assisting		6	Porter, James
Beaumont	Medical Assisting	2	13	Lewis-Bey, Dewanda
Sumner	Visual Communications & Multimedia Design		5	Fagbemi, Tony
Vashon	Computer Networking Fundamentals (Performance)	1	5	Ferguson, Reginald
Roosevelt	Building Trades Maintenance (Performance)		7	Jessee-Lantz, Bart
	Shipping and Handling	9	277	
			\$75	
		Total:		\$5,338.00

Technical Skills Assessments - 2017 @ \$17.00 = \$5,263.00

Shipping & Handling = \$75.00

Total = \$5,338.00

Acct. # 251-1394 886-KZ 251 6412

Ship to:  
Barb Meyer  
801 N. 11th St  
St. Louis, MO





# BOARD RESOLUTION

Date: November 19, 2010

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item : 12-16-10-05

Information: ☐

Action: ☒

Action to be Approved: Purchase of Good (s)

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

**SUBJECT:** To approve the purchase of leveled reading books during the period December 17, 2010 through June 30, 2011 with a total dollar limitation of \$2,600,000.00. The books may be purchased through vendors as approved by the Deputy Superintendent - Academics (potential vendors listed on the attached page). The funds used to purchase the books will be a combination of School Improvement Grant funds, Title funds and District funds.

**BACKGROUND:** A Book Fair will be held on November 22, 2010 to allow the principals, curriculum supervisors and other District personnel to view the leveled reading and literature discussion books of the vendors and provide their input on the selection of vendors. Principals and members of their school leadership team will be provided with a protocol to guide their selection of leveled texts to support literacy strategies in guided reading and literature circles. Based upon the input of the District staff, the Deputy Superintendent - Academics will approve the use of vendors to ensure that the District strategy is followed when purchasing leveled reading books.

Accountability Plan Goals: Goal I: Student Performance

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

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

Fund Source: Various		Requisition #: NA
Amount: \$2,600,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$2,600,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Academics

Requestor:

Dr. Carlinda Purcell, Dep. Supt., Academics

Angela Banks, Interim Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

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# Leveled Text Book Fair

November 22, 2010

## Participating Publishers

Benchmark Publishing  
Book Source  
Children's Press  
Heinemann Publishing  
Kaeden Publishing  
Mary Ruth Books Publishing  
Mondo Publishing  
National Geographic  
Pearson Learning  
Perfection Learning  
Pioneer Valley Educational Press  
Redbrick Publishing  
Richard C. Owne Publishing Company  
Rigby Publishing  
Rosen Publishing  
Scholastic Publishing  
Schoolwide, Inc.  
Sundance/Newbridge Publishing  
Wright Group Publishing



**ITEM 12-16-10-06**

**APPROVED  
AT THE  
11/30/10 MEETING**



**ITEM 12-16-10-07**

**APPROVED  
AT THE  
11/30/10 MEETING**





# Board Resolution

Date: November 19, 2010

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item: 12-16-1008

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

Action: X

Action to be Approved:

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

**X** Memorandum of Understanding

## SUBJECT:

To approve a Memorandum of Understanding (MOU) with the American Federation of Teachers - St. Louis, Local 420 (AFT St. Louis) to establish expectations to staff Turnaround and Transformation schools, and implement the goals and objectives of the School Improvement Grant.

## BACKGROUND:

The MOU is to memorialize the intent of the District and AFT St. Louis that teachers and administrators in these schools will work collaboratively to create effective learning environments for students. Teachers, other school staff and parents will have a voice in implementing the goals and objectives of the School Improvement Grant.

Accountability Plan Goal: Goal II: Highly Qualified Staff

Objective/Strategy:

II.B.1.

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

Fund Source: - - - -  
Amount: Not Applicable

Requisition #:

Fund Source: - - - -  
Amount:

Requisition #:

Fund Source: - - - -  
Amount:

Requisition #:

Cost not to Exceed: Not Applicable

Pending Funding Availability Vendor #:

Department: Assoc. Sup. Of Innovative Services

Blake Youde, Dep. Supt. - Institutional Advancement

Dr. Carlinda Purcell, Dep. Supt. - Academics

Angela Banks, Interim Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent





# Board Resolution

Date: November 17, 2010

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item: 12-16-10-09

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

Action: X

Action to be Approved:

X Memorandum of Understanding

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

## SUBJECT:

To approve a Memorandum of Understanding (MOU) with Anaona Counseling Center to provide therapeutic counseling services to students addressing such areas as: reactive attachment disorder, adjustment disorder, pervasive developmental disorder, anxiety, sexual abuse, behavior disorders, attention deficit/hyperactivity disorder, generalized stress, and mood disorders at the Bevo-Long Community Education Full Service School (CEFSS) at no cost to the District. The MOU will be for the period December 17, 2010 to December 16, 2011.

## BACKGROUND:

The Community Education Interest survey indicated that mental health services were a top priority. Consistent therapeutic services provided to each student served and their ability to verbalize appropriate responses to conflictual and challenging events in their lives will serve as the measure of success.

Accountability Plan Goal: Goal IV: Parent, Community Involvement

Objective/Strategy:

IV.A.

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

Fund Source:

- - - -

Amount:

Not Applicable

Requisition #:

Fund Source:

- - - -

Amount:

Requisition #:

Fund Source:

- - - -

Amount:

Requisition #:

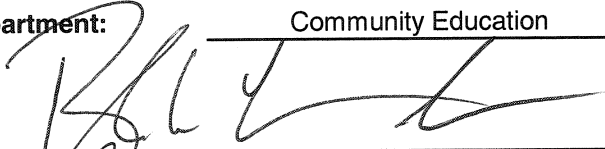
Cost not to Exceed:

Not Applicable

☐ Pending Funding Availability Vendor #:

Department:

Community Education

  
Blake Youde, Dep. Supt. - Institutional Advancement

  
Dr. Carlinda Purcell, Dep. Supt. - Academics

  
Angela Banks, Interim Budget Director

  
Enos Moss, CFO/Treasurer

  
Dr. Kelvin R. Adams, Superintendent

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

This Memorandum of Understanding ("MOU") is entered into by and between the Saint Louis Public Schools ("SLPS") and Anaona Counseling Center ("Agency") on this 17<sup>th</sup> day of December, 2010.

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

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

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

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

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

**5. Obligations of SLPS:**

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

---

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

---

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

---

**6. Obligations of Agency:**

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

---

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

---

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

---

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

---

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

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

(a) Consistent therapeutic services provided to each student served.  
\_\_\_\_\_  
\_\_\_\_\_

(b) Students to whom therapeutic services are provided will be able to verbalize appropriate responses to conflictual and challenging events in their lives.  
\_\_\_\_\_

(c) Students to whom therapeutic services are provided will be able to verbalize appropriate responses to conflictual and challenging events in their lives.  
\_\_\_\_\_

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

Saint Louis Public Schools

(Agency)

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

By: \_\_\_\_\_  
Name: Anne Farina, LCSW  
Title: Therapist





## Board Resolution

Date: November 19, 2010

Agenda Item: 12-16-10-10

To: Dr. Kelvin R. Adams, Superintendent

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

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

Action: X

**Action to be Approved:**

**X**

**Contract Renewal**

Previous Bd. Res. # 10-20-09-05

Previous Contract Amt \$68,000

**Other Transaction Descriptors:**

**Sole Source**

**SUBJECT:**

To approve contract renewal with Urban K-Life St. Louis to implement an attendance improvement and mentoring program for chronically absent freshmen, sophmores and juniors at Sumner and Beaumont High Schools for the 2010 -2011 school year. Two hundred twenty-five students will be served in the program. The contract will not exceed \$50,000.

**BACKGROUND:**

During the 2009-10 school year, K-Life worked with 150 freshmen and sophmores at Sumner and Beaumont High Schools. K-Life staff worked with school staff to boost the attendance of these schools, mentor and provide a weekly "Lunch with a Professional" for the students to provide positive, meaningful adult interaction. The attendance rate of the students increased from 59% to 69% during that time. For the 2010-11 school year, 87 students served by K-Life in the previous year returned and have an attendance rate of over 80%.

**Accountability Plan Goal:** Goal I: Student Performance

**Objective/Strategy:**

**1.B.8**

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

Fund Source:	-	-	-	-	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 #:	600013988

Department: \_\_\_\_\_

Requestor: \_\_\_\_\_

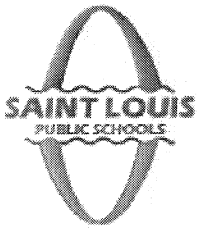
Blake Youde, Dep. Supt. - Institutional Advancement

Angela Banks, Interim Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent





## Vendor Performance Report

<b>Type of report:</b> Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		<b>Report Date:</b> 11-16-2010
<b>Dept / School:</b> Institutional Advancement		<b>Reported By:</b> Blake Youde
<b>Vendor:</b> Urban K-Life St. Louis		<b>Vendor #:</b> 600013988
<b>Contract # / P.O. #:</b>		<b>Contract Name:</b>
<b>Contract Amount:</b> \$68,000		<b>Award Date:</b>
<b>Purpose of contract (Brief Description):</b> To provide an attendance improvement and mentoring program for chronically absent students at Sumner and Beaumont.		
<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		
<b>Category</b>	<b>Rating</b>	<b>Comments (Brief)</b>
Quality of Goods / Services	5 ④ 3 2 1	
Timeliness of Delivery or Performance	5 ④ 3 2 1	
Business Relations	5 ④ 3 2 1	
Customer Satisfaction	⑤ 4 3 2 1	
Cost Control	5 ④ 3 2 1	
<b>Average Score</b>	4.2	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

## VENDOR PERFORMANCE REPORT INSTRUCTIONS

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

### Performance Ratings Guidelines

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

### Performance Categories Descriptions

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





# BOARD RESOLUTION

Date: November 17, 2010

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item : 12-16-10-11

Information: ☐

Action: ☒

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 02-11-10-08

Prior Year Cost \$260,808.00

**SUBJECT:** To approve a contract renewal with SAP America Enterprise to provide maintenance and enterprise support services for the SAP financial system and the BSI Payroll Tax software for the period January 1, 2011 to December 31, 2011 at a cost not to exceed \$268,225.12.

**BACKGROUND:** The District's main Business Information System is the SAP America Enterprise System. SLPS has used the SAP Software System since 1998 and upgraded its license in 2001. Also included in the contract is processing maintenance for the BSI U.S. Payroll Tax software that is used in conjunction with the SAP software.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.A.

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

Fund Source: 981-75-110-2828-6319	GOB	Requisition #: 10121369
Amount: 268,225.12		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$268,225.12	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600005771

Department: Technology

Requestor: J. F. Larry

  
Dr. Jesolyn Larry, Interim Chief Information Ofr.

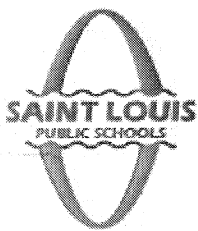
  
Angela Banks, Interim Budget Director

  
Enos Moss, CFO/Treasurer

  
Dr. Kelvin R. Adams, Superintendent

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## Vendor Performance Report

<b>Type of report:</b> Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		<b>Report Date:</b> 11-16-2010
<b>Dept / School:</b> Information Technology		<b>Reported By:</b> J. F. Larry
<b>Vendor:</b> SAP America		<b>Vendor #:</b> 600005771
<b>Contract # / P.O/ #:</b>		<b>Contract Name:</b>
<b>Contract Amount:</b> \$ \$260,808.00		<b>Award Date:</b> 02-11-10
<b>Purpose of contract (Brief Description):</b> To provide maintenance and enterprise licenses and support for the SAP financial system and the BSI Payroll Tax software.		
<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		
<b>Category</b>	<b>Rating</b>	<b>Comments (Brief)</b>
<b>Quality of Goods / Services</b>	5 4X 3 2 1	
<b>Timeliness of Delivery or Performance</b>	5 4X 3 2 1	
<b>Business Relations</b>	5 4 X 3 2 1	
<b>Customer Satisfaction</b>	5 4 X 3 2 1	
<b>Cost Control</b>	5 4 X 3 2 1	
<b>Average Score</b>	4	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

## VENDOR PERFORMANCE REPORT INSTRUCTIONS

Type of report	Identify if this 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
Required Delivery Date	Enter the date that all goods or services are due or anticipated
Actual Delivery Date	The date delivery actually takes place
Contract Description	Provide a brief description of the work being done under the contract
Performance Ratings	In the comment column provide the rationale for the rating you give. Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

### Performance Ratings Guidelines

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

### Performance Categories Descriptions

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





## BOARD RESOLUTION

Date: November 17, 2010

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item : 12-16-10-12

Information: ☐

Action: ☒

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 06-08-10-03

Prior Year Cost \$108,000.00

**SUBJECT:** To approve a contract renewal with Group Basis, Inc. to continue to provide SAP maintenance and implementation services for the period of January 1, 2011 to June 30, 2012 at a cost not to exceed \$81,000.00.

**BACKGROUND:** The District's main Business Information System is the SAP America Enterprise System. SLPS has used the SAP Software System since 1998. Group Basis provides SAP Technical Support services to the District. Under this agreement, Group Basis will continue to provide on-going SAP Basis support, proactive maintenance, and expert problem resolution in the District's SAP environment. Ultimately, the District plans to consolidate the two SAP contracts, for software licenses and support, however, at this time it does not appear prudent to do so.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.A.

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

Fund Source: 981-75-110-2828-6319	GOB	Requisition #: 10121375
Amount: \$81,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$81,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600012197


Department: Technology Services

Requestor: J. F. Larry

  
Dr. Jesolyn Larry, Interim Chief Information Ofr.

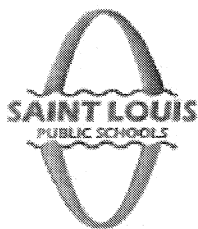
  
Angela Banks, Interim Budget Director

  
Enos Moss, CFO/Treasurer

  
Dr. Kelvin R. Adams, Superintendent

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## Vendor Performance Report

<b>Type of report:</b> Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		<b>Report Date:</b> 11-16-2010
<b>Dept / School:</b> Information Technology		<b>Reported By:</b> J. F. Larry
<b>Vendor:</b> Group Basis		<b>Vendor #:</b> 600012197
<b>Contract # / P.O. / #:</b>		<b>Contract Name:</b>
<b>Contract Amount:</b> \$ \$108,000.00		<b>Award Date:</b> 06-08-10
<b>Purpose of contract (Brief Description):</b> To provide maintenance and support for the hardware/software used for archiving District email.		
<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		
<b>Category</b>	<b>Rating</b>	<b>Comments (Brief)</b>
<b>Quality of Goods / Services</b>	5	
	4X	
	3	
	2	
	1	
<b>Timeliness of Delivery or Performance</b>	5	
	4X	
	3	
	2	
	1	
<b>Business Relations</b>	5	
	4 X	
	3	
	2	
	1	
<b>Customer Satisfaction</b>	5	
	4 X	
	3	
	2	
	1	
<b>Cost Control</b>	5	
	4 X	
	3	
	2	
	1	
<b>Average Score</b>	4	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

## VENDOR PERFORMANCE REPORT INSTRUCTIONS

Type of report	Identify if this 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
Required Delivery Date	Enter the date that all goods or services are due or anticipated
Actual Delivery Date	The date delivery actually takes place
Contract Description	Provide a brief description of the work being done under the contract
Performance Ratings	In the comment column provide the rationale for the rating you give. Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

### Performance Ratings Guidelines

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

### Performance Categories Descriptions

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





# Board Resolution

Date: November 17, 2010

To: Dr. Kelvin R. Adams, Superintendent

From: Dr. Jesolyn Larry, Interim Information Technology

Agenda Item: 12-16-10-13

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

Action: X

Action to be Approved:

X Contract

Other Transaction Descriptors: Ratification

## SUBJECT:

To ratify contracts with Connections Academy, Aventa Learning, Missouri Council on Economic Education, Florida Virtual School, and The North Kansas City School District for Virtual Schools services provided to St. Louis City student residents from July 1, 2010 through June 30, 2011. The cost of each individual contract will be based on enrollment and the combined cost will not exceed \$300,000.00.

## BACKGROUND:

Missouri Revised Statute 167.121 requires any unaccredited school district in Missouri to allow the option for parents to "enroll the parent's or guardian's child in the Missouri virtual school created in section 161.670, RsMo." The Virtual School curriculum providers listed above have been selected and approved by DESE.

Accountability Plan Goal: Goal I: Student Performance

Objective/Strategy:

I.A

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

Fund Source: 981 - QZ - 110 - 2223 - 6319

GOB

Requisition #:

Amount: \$ 300,000.00

Fund Source: - - - -

Requisition #:

Amount:

Fund Source: - - - -

Requisition #:

Amount:

Cost not to Exceed: \$ 300,000.00

Pending Funding Availability

Vendor #:

Various

Department: Technology

Requestor: \_\_\_\_\_

Angela Banks, Interim Budget Director

Enos Moss, CFO/Treasurer

Dr. Jesolyn Larry, Interim Information Technology Officer

Dr. Kelvin R. Adams, Superintendent

# *Missouri Revised Statutes*

## **Chapter 167**

### **Pupils and Special Services**

#### **Section 167.121**

August 28, 2009

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#### **Assignment of pupil to another district--tuition, how paid, amount--lapsed, unaccredited, and provisionally unaccredited districts, enrollment in virtual school permitted.**

167.121. 1. If the residence of a pupil is so located that attendance in the district of residence constitutes an unusual or unreasonable transportation hardship because of natural barriers, travel time, or distance, the commissioner of education or his designee may assign the pupil to another district. Subject to the provisions of this section, all existing assignments shall be reviewed prior to July 1, 1984, and from time to time thereafter, and may be continued or rescinded. The board of education of the district in which the pupil lives shall pay the tuition of the pupil assigned. The tuition shall not exceed the pro rata cost of instruction.

2. (1) For the school year beginning July 1, 2008, and each succeeding school year, a parent or guardian residing in a lapsed public school district or a district that has scored either unaccredited or provisionally accredited, or a combination thereof, on two consecutive annual performance reports may enroll the parent's or guardian's child in the Missouri virtual school created in section 161.670, RSMo, provided the pupil first enrolls in the school district of residence. The school district of residence shall include the pupil's enrollment in the virtual school created in section 161.670, RSMo, in determining the district's average daily attendance. Full-time enrollment in the virtual school shall constitute one average daily attendance equivalent in the school district of residence. Average daily attendance for part-time enrollment in the virtual school shall be calculated as a percentage of the total number of virtual courses enrolled in divided by the number of courses required for full-time attendance in the school district of residence.

(2) A pupil's residence, for purposes of this section, means residency established under section 167.020, RSMo. Except for students residing in a K-8 district attending high school in a district under section 167.131, RSMo, the board of the home district shall pay to the virtual school the amount required under section 161.670, RSMo.

(3) Nothing in this section shall require any school district or the state to provide computers, equipment, Internet or other access, supplies, materials or funding, except as provided in this

section, as may be deemed necessary for a pupil to participate in the virtual school created in section 161.670, RSMo.

(4) Any rule or portion of a rule, as that term is defined in section 536.010, RSMo, that is created under the authority delegated in this section shall become effective only if it complies with and is subject to all of the provisions of chapter 536, RSMo, and, if applicable, section 536.028, RSMo. This section and chapter 536, RSMo, are nonseverable and if any of the powers vested with the general assembly pursuant to chapter 536, RSMo, to review, to delay the effective date, or to disapprove and annul a rule are subsequently held unconstitutional, then the grant of rulemaking authority and any rule proposed or adopted after August 28, 2007, shall be invalid and void.

(L. 1963 p. 200 § 8-12, A.L. 1973 H.B. 158, A.L. 1979 H.B. 280, A.L. 1983 H.B. 815, A.L. 2007 S.B. 64)

(Source: RSMo 1959 § 161.093)

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Missouri General Assembly



**ITEM 12-16-10-14**

**APPROVED  
AT THE  
11/30/10 MEETING**





# Board Resolution

Date: November 23, 2010

Dr. Kelvin R. Adams, Superintendent

From: Enos K. Moss, CFO/Treasurer

Agenda Item: 12-16-10-15

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

Action: X

Action to be Approved:

X

Short Term Loan

Other Transaction Descriptors:

Ratification

## SUBJECT:

To ratify a short term loan to enable the District to borrow money from the Agency Fund and place it in the General Operating Fund to clear the negative cash balance. The loan is in the amount of \$11,933,660 and would be borrowed from the Agency Fund on June 30, 2010 and will be reflected on the District financial statements as having been repaid on July 1, 2010.

## BACKGROUND:

The District is allowed access to capital funds to cover day to day cash needs. Pursuant to State law, the funds must be repaid by the close of the fiscal year. The cash was replaced. As a result, the General Fund ended with a negative cash balance at June 30, 2010 of \$20,026,476. Cash from the pooled funds, which include Agency and Internal Service funds, are available for borrowing to cover this cash deficit. However, using Agency funds require the approval of the Special Administrative Board. The approval of this resolution will allow the District to borrow from the Agency Fund on a short term basis to cover its cash deficit per the June 30, 2010 financial statements and to be in compliance with State law. This resolution is required for financial accounting purposes only.

Accountability Plan Goal: Goal III: Facilities, Resources Support

Objective/Strategy:

III.D.1.

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

Fund Source: - - - -

Amount:

Requisition #:

Fund Source: - - - -

Amount:

Requisition #:

Fund Source: - - - -

Amount:

Requisition #:

Cost not to Exceed: \$ -

Pending Funding Availability

Vendor #:

Angela Banks, Interim Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent





**SPECIAL ADMINISTRATIVE BOARD OF THE  
TRANSITIONAL SCHOOL DISTRICT OF THE CITY OF ST. LOUIS  
&  
AMERICAN FEDERATION OF TEACHERS - ST. LOUIS,  
LOCAL 420**



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

**MEMORANDUM OF UNDERSTANDING  
REGARDING 2010-2013 TURNAROUND  
AND  
TRANSFORMATION SCHOOLS  
CONTINGENT UPON STATE APPROVAL**

**PURPOSE OF THE MOU**

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

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

.....

**Turnaround and Transformation Schools**

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

Each school shall form an Instructional Leadership Team which shall include but not limited to the Principal, Building Stewards, Teaching and Learning Facilitator and content specialists. The team will mutually agree on the development of specific outlines of duties/responsibilities within the team. The team will monitor the school's progress and implementation of the school improvement plan. Turnaround and Transformation schools shall remain within the District and employees shall if they choose to do so, maintain their full status as members of the AFT St. Louis bargaining unit and employees of the District. These employees shall continue to accrue seniority and benefits established in the AFT St. Louis and SLPS Policy Statement.

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

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

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

### **Work Condition Waiver Template**

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

### **Staffing in Turnaround Schools**

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

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

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

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

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

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

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

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

### **Staffing in Transformation Schools**

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

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

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

### **Collaborative Review Process**

The monitoring tools utilized by the Instructional Leadership Teams will be used to give recommendations to the Superintendent and the Union President.

### **Union Liaison Coordinator**

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

**ACKNOWLEDGED AND AGREED TO BY:**

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

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

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

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

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

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

**BY: \_\_\_\_\_  
RICK SULLIVAN  
PRESIDENT AND  
CHIEF EXECUTIVE OFFICER**

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







## BOARD RESOLUTION

Date: November 19, 2010

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item : 01-11-11-01

Information: ☐

Action: ☒

Action to be Approved: Receipt of Audit Report

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

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

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

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.A

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

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

Department: Academics

Requestor: Dr. Carlinda Purcell

  
Dr. Carlinda Purcell, Dep. Supt., Academics

  
Angela Banks, Interim Budget Director

  
Enos Moss, CFO/Treasurer

  
Dr. Kelvin R. Adams, Superintendent

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Audit Process and Methodology**

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

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

recommendations.

## **Standards and Findings**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **RECOMMENDATIONS**

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

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

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

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

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

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

## **Conclusion**

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

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

desired outcomes can be achieved.





# BOARD RESOLUTION

Date: December 9, 2010

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item : 01-11-11-02

Information: ☐

Action: ☒

Action to be Approved: RFP/Bid

Previous Board Resolution # 09-30-10-07

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

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

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

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1.A

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

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

Department: Academic Office

Requestor: Sheila Smith-Anderson

Dr. Carlinda Purcell, Dep. Supt., Academics

Angela Banks, Interim Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

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# BOARD RESOLUTION

Date: December 6, 2010

Agenda Item : 01-11-11-03

To: Dr. Kelvin R. Adams, Superintendent

Information: ☐

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

Action: ☒

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 02-25-10-07

Prior Year Cost \$38,075.00

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

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

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1.B.7.b

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

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

Department: Career and Technical Ed.

Requestor: Tim M. Murrell

Dr. Carlinda Purcell, Dep. Supt., Academics

Angela Banks, Interim Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

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## Request for Contract Renewal Form

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

Please attach the Vendor Performance Report and Proposed Contract



## Vendor Performance Report

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

**St. Louis Public Schools and Ranken Technical College**  
**Collaborative Technical Program**

**Mission**

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

**Goal**

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

**Ranken Programs**

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

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

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

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

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

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

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

### **Program Design**

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

### **Program Implementation**

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

### **Student Selection Process**

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

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

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

### **Assessment Components**

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

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

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

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





## BOARD RESOLUTION

Date: December 6, 2010

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item : 01-11-11-04

Information: ☐

Action: ☒

Action to be Approved: Contract Renewal

Previous Board Resolution # 01-26-10-25

Prior Year Cost \$8,100.00

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

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

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

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1.B.2.a

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


Fund Source: 826-00-110-2421-6319	GOB	Requisition #: 10121589
Amount: \$8,100.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$8,100.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600007514


Department: Career and Technical Ed.

Requestor: Tim M. Murrell

  
Dr. Carlinda Purcell, Dep. Supt., Academics

  
Angela Banks, Interim Budget Director

  
Enos Moss, CFO/Treasurer

  
Dr. Kelvin R. Adams, Superintendent

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## Request for Contract Renewal Form

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

Please attach the Vendor Performance Report and Proposed Contract



## Vendor Performance Report

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

## 2011 Project Proposal

St. Louis Public Schools  
Career and Technical Education

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

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

Date	Activities	Time	Cost*
January thru June	Review and possibly revise the District's Program Effectiveness Review System.	1 day	\$ 400
	Develop the 2012 Enhancement Grant application and needed curriculum for new and existing Career and Technical Education programs.	8 days	\$3,200
	Administer the 2011 Program Effectiveness Review, including: <ol style="list-style-type: none"><li>1. Preparation of documents;</li><li>2. Meeting with District staff regarding the 2011 Program Effectiveness Review.</li><li>3. Administering the student survey, instructor survey, and advisory committee survey; and district data collection retrieval for all programs being reviewed;</li><li>4. Preparation of the final individual program and District reports; and</li><li>5. Preparation of all data summaries to focus District operated program improvement efforts.</li></ol>	11.25 days	\$ 4,500
<b>Total</b>			<b>\$ 8,100</b>

\* Related miscellaneous costs are included.

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





# BOARD RESOLUTION

Date: December 6, 2010

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item : 01-11-11-05

Information: ☐

Action: ☒

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 02-11-10-09

Prior Year Cost \$5,000.00

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

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

Accountability Plan Goals: Goal I: Student Performance

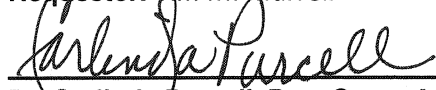
Objective/Strategy: 1.B.7.b


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


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


Department: Career and Technical Ed.

Requestor: Tim M. Murrell

  
Dr. Carlinda Purcell, Dep. Supt., Academics

  
Angela Banks, Interim Budget Director

  
Enos Moss, CFO/Treasurer

  
Dr. Kelvin R. Adams, Superintendent

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## Request for Contract Renewal Form

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

**Please attach the Vendor Performance Report and Proposed Contract**

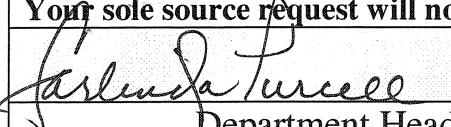


## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: December 1, 2010
Dept / School: Career & Technical Ed.		Reported By: Shonda Gray
Vendor: Showroom Shine		Vendor #: 600013938
Contract # / P.O. #: 4500151912		Contract Name: Consultant Agreement w/Showroom Shine
Contract Amount: \$ 5,000		Award Date: February 12, 2010
<b>Purpose of Contract (Brief Description):</b> Presentations for selected Career and Technical Education programs.		
<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		
<b>Category</b>	<b>Rating</b>	<b>Comments (Brief)</b>
Quality of Goods / Services	5 4 3 2 1	
Timeliness of Delivery or Performance	5 4 3 2 1	
Business Relations	5 4 3 2 1	
Customer Satisfaction	5 4 3 2 1	
Cost Control	5 4 3 2 1	
Average Score	5.0	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		



## REQUEST FOR SOLE SOURCE PURCHASE

<b>Requestor: Tim M. Murrell</b>	<b>Date: 12/06/2010</b>
<b>Department / School: Career and Technical Education</b>	<b>Phone Number: (314) 345-4530</b>
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
<b>Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)</b>	
Provide ten presentations to selected Career and Technical Education students based on their book "The Young Entrepreneur's Guide to Success."	
<b>Vendor Name: Showroom Shine</b>	<b>Email:</b>
<b>Vendor Contact: Sylvester Chisom</b>	<b>Phone Number 314-324-3581</b>
<b>Justification Information</b>	
<b>1. Why the uniquely specified goods are required?</b>	
<b>2. Why good or services available from other vendors /competitors are not acceptable?</b>	
Presentations directly from the authors of the source document.	
<b>3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)</b>	
N/A	
<b>4. List the Names of other Vendors contacted &amp; Price Quotes:</b>	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
<b>Your sole source request will not be approved without the required signatures below:</b>	
 Department Head	12/7/10 Date
CFO	Date
Superintendent	Date

## Sole Source Checklist

### 1. Check one of the following:

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

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

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

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

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

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

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

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

- Document a search for additional suppliers

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

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

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

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

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

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

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

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

- Sole supplier (i.e. Regional Distributor)

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

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

- Complete Emergency Purchase Form

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

Vendor # 600013938

Acct. # 251-1394  
826-K2-251  
6319

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

10/2/574

## Price Quote

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

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

**Quantity:** 10

**Cost Per Unit:** \$500

**Total Cost:** \$5000





# BOARD RESOLUTION

Date: December 3, 2010

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item : 01-11-11-06

Information: ☐

Action: ☒

Action to be Approved: Purchase of Good (s)

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

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

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

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.A.1

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

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

Department: Curr and Instruction

Requestor: Sheila Smith-Anderson

Dr. Carlinda Purcell, Dep. Supt., Academics

Angela Banks, Interim Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

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## EMERGENCY PURCHASE REQUEST (Non-Construction)

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

**Comments:**

Vendor Code #  
600005234

Reg #

10/2/437

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

\$4,788.03

391.32

S&H

\$5,179.35

*Expenditure*  
*#*  
*10/2/436*

*Vendor*  
*600065234*

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

\$5,138.82  
 S&H  
 524.75  
 \$5,663.57





## BOARD RESOLUTION

Date: December 6, 2010

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item : 01-11-11-07

Information: ☐

Action: ☒

Action to be Approved: Purchase of Good (s)

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

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

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

Accountability Plan Goals: Goal I: Student Performance

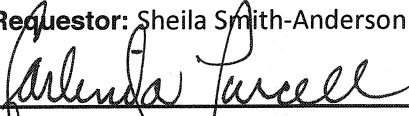
Objective/Strategy: I.A.1


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


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


Department: Curr and Instruction

Requestor: Sheila Smith-Anderson

  
Dr. Carlinda Purcell, Dep. Supt., Academics

  
Angela Banks, Interim Budget Director

  
Enos Moss, CFO/Treasurer

  
Dr. Kelvin R. Adams, Superintendent

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## EMERGENCY PURCHASE REQUEST (Non-Construction)

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

**Comments:**

Vendor  
600000 291

Receipt

10/21/441

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

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

\$10,965.93

S&H

572.19

\$11,538.12





# BOARD RESOLUTION

Date: December 3, 2010

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item : 01-11-11-08

Information: ☐

Action: ☒

Action to be Approved: RFP/Bid

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

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

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

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: Objective D

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

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

Department: Special Education

Requestor: Dr. Joseph "Chip" Jones

Dr. Carlinda Purcell, Dep. Supt., Academics

Angela Banks, Interim Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

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**Sales Quote SQ04812**

Page 1

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

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

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

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

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

	Qty.	Unit Price	Gross Amount	Discount %	Discount Amount	Amount
<b>ST. LOUIS</b>						
<b>Amigo Arc Receiver</b>	30 EACH	595.00	17,850.00			17,850.00
Color: User Selectable -all avail. choices sent with uni						
Program to use with Audio Devices						0.00
Two Year Standard Amigo Warranty (1st yr L/D)	30 2 Yea					0.00
<b>ST. LOUIS</b>						
<b>Amigo T30 Transmitter</b>	29 EACH	499.00	14,471.00			14,471.00
Color: Black Silver Battery: AA						
Omni Lapel Microphone	29 EACH	80.00	2,320.00	100	2,320.00	0.00
Two Year Standard Amigo Warranty (1st yr L/D)	29 2 Yea					0.00
<b>ST. LOUIS</b>						
<b>Amigo T31 Transmitter</b>	1 EACH	799.00	799.00			799.00
Color: Black Silver Battery: AA						
Omni Lapel Microphone	1 EACH	80.00	80.00	100	80.00	0.00
Two Year Standard Amigo Warranty (1st yr L/D)	1 2 Yea					0.00
<b>Shipping and Handling - Advanced Products</b>	1 EACH	25.00	25.00			25.00

**Total \$ 33,145.00**  
**Tax Amount 0.00**  
**Total \$ Incl. Sales Tax 33,145.00**

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

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

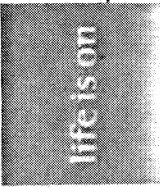
Thank you for your request for quotation. To ensure proper processing of your order,  
please refer to the sales quote number at the top of the quote when submitting purchase order.

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

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

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

26



**PHONAK**

November 10, 2010

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

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

Description	Part Number	Qty	List Price	Total	30+ Unit Price	Total
inspiro transmitter w/iLapel	052-0184	30	\$ 983.00	\$ 29,490.00	\$ 789.00	\$ 23,670.00
<i>Includes:</i>						
(1) inspiro (2yr warranty)						
(1) Power Supply						
(1) miniUSB programming cable						
(1) iLapel microphone						
(1) Audio Cable						
Trade-UP	TIN100	18			\$ (100.00)	\$ (1,800.00)
MyLink+ Dynamic FM Receiver (2 yr wty)	052-0616	30	\$ 699.00	\$ 20,970.00	\$ 545.00	\$ 16,350.00
Shipping Charge		1		\$ 16.99		\$ 16.99
Total				\$ 50,476.99		\$ 38,236.99

**Trade-UP**

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

**Right-of-Return Policy:**

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

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





## BOARD RESOLUTION

Date: November 18, 2010

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item : 01-11-11-09

Information: ☐

Action: ☒

Action to be Approved: Purchase of Good (s)

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

**SUBJECT:** To approve a sole source purchase of reading instructional materials and software from Scientific Learning for the Oak Hill Elementary School at a cost not to exceed \$14,650.00.

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

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I. A. 1


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


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

Department: Oak Hill Elementary

Requestor: Hollie Russell-West

  
Dr. Carlinda Purcell, Dep. Supt., Academics

  
Angela Banks, Interim Budget Director

  
Enos Moss, CFO/Treasurer

  
Dr. Kelvin R. Adams, Superintendent

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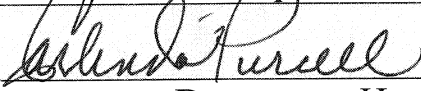
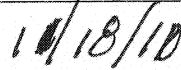
# REQUEST FOR SOLE SOURCE PURCHASE

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

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

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

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

	
Department Head	Date
CFO	Date
Superintendent	Date

## Sole Source Checklist

### 1. Check one of the following:

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

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

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

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

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

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

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

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

- Document a search for additional suppliers

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

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

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

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

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

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

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

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

- Sole supplier (i.e. Regional Distributor)

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

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

- Complete Emergency Purchase Form

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

# Reading Assistant Proposal for Oak Hill School

Prepared by James Mayfield Smith

August 20, 2010

Scientific Learning®	Fast ForWord® Reading Assistant™	7 computer workstations	Subscription One Year Site License	Perpetual Site License
Number of Workstations		7 10	Full Site	Full Site
Total Price		\$14,320 17,400	\$15,880	\$26,900

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

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

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

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

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

## FOR FULL SITE SUBSCRIPTION LICENSES ONLY:

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





# Board Resolution

Date: December 3, 2010

Agenda Item: 01-11-11-10

To: Dr. Kelvin R. Adams, Superintendent

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

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

Action: X

Action to be Approved:

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

X Purchase a Good/Service

## SUBJECT:

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

## BACKGROUND:

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

Accountability Plan Goal: Goal I: Student Performance

Objective/Strategy:

I.B.10

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

Fund Source: 156 - FL - 110 - 1177 - 6311

GOB

Requisition #: 10121602

Amount: \$ 21,093.00

Fund Source: - - - -

Requisition #:

Amount:

Fund Source: - - - -

Requisition #:

Amount:

Cost not to Exceed: \$ 21,093.00

Pending Funding Availability

Vendor #:

600006330

Department: Metro HS

Requestor: Wilfred Moore

Angela Banks, Interim Budget Director

Erios Moss, CFO/Treasurer

Dr. Carlinda Purcell, Dep. Supt. - Academics

Dr. Kelvin R. Adams, Superintendent

# Sales invoice Facture Factura

+1 301-202-3000

+1 301-202-3003

[ibabilling@ibo.org](mailto:ibabilling@ibo.org)

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

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

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

Payment due by  
Païement échu près  
Pago debido cerca

24-DEC-10

Payment Due  
Païement du  
A pagar

USD 21,093.00

**For authorized schools based in USA please send check payments to:**

Pour les écoles autorisées basées aux Etats Unis d'Amérique, veuillez transmettre le paiement par chèque à :

Para los Colegios del Mundo del IB de los Estados Unidos, sírvase enviar los pagos con cheque a:

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

**For authorized schools based in Canada please send check payments to:**

Pour les écoles autorisées basées aux Canada, veuillez transmettre le paiement par chèque à :

Para los Colegios del Mundo del IB de Canadá, sírvase enviar los pagos con cheque a

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

**For Wire Transfer details and candidate school payments please visit IB website**

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

**Please quote school account number and invoice number on all payments**

Veuillez indiquer le numéro de compte de l'établissement et le numéro de facture pour tous les paiements adressés à l'IB.  
Todos los pagos realizados al IB deben incluir el número de cuenta del colegio y el número de factura

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



## IBIS - Registration fees Summary

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

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

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

---

**Payment (deadline 15 December)****Please print this page and send it with your payment**

You should send payment by cheque to:

IB North America

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

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

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

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





# Board Resolution

Date: December 7, 2010

To: Dr. Kelvin R. Adams, Superintendent

From: Enos K. Moss, CFO/Treasurer

Agenda Item: 01-11-11-11

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

Action: X

Action to be Approved:

X Financial Report Approval

Other Transaction Descriptors:

Monthly Report Approval

**SUBJECT:**

Monthly Board Transaction Report for November 2010.

**BACKGROUND:**

Accountability Plan Goal: Goal III: Facilities, Resources Support

Objective/Strategy:

III.D.

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

Fund Source:

- - - -

Amount:

Requisition #:

Fund Source:

- - - -

Amount:

Requisition #:

Fund Source:

- - - -

Amount:

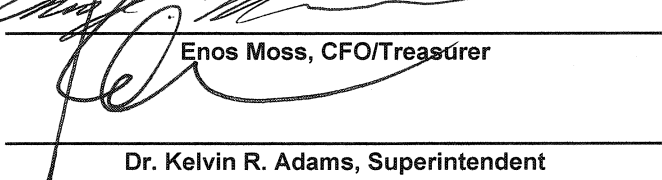
Requisition #:

Cost not to Exceed: \$ -

☐ Pending Funding Availability Vendor #:

  
Angela Banks, Interim Budget Director

  
Enos Moss, CFO/Treasurer

  
Dr. Kelvin R. Adams, Superintendent



## Monthly Budget Report

Dates: 11-01-2010 - 11-30-2010

Fiscal Year: 2010 - 2011

## 110-INCIDENTAL

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

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

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

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

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

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

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

From: 110-2332 - 828-00-110 - 6383 7,210.50-  
To: 110-2332 - 828-00-110 - 6384 534.06-  
110-1272 - 847-00-110 - 6261 143.10  
110-1272 - 847-00-110 - 6231 390.96  
110-1272 - 847-00-110 - 6411 2,100.00  
110-1272 - 847-00-110 - 6149 5,110.50  
Control No: B1011-1163

From Amount: 7,744.56-  
To Amount: 7,744.56

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

## Monthly Budget Report

Dates: 11-01-2010 - 11-30-2010

Fiscal Year: 2010 - 2011

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

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

From:	110-1381	- 826-KK-110	- 6411	1,800.00-
To:	110-1381	- 826-00-110	- 6383	1,800.00

Control No: B1011-1030

From Amount: 1,800.00-

To Amount: 1,800.00

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

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

From:	110-1411	- 847-MY-110	- 6541	24,400.00-
To:	110-1411	- 847-MY-110	- 6411	24,400.00

Control No: B1011-1194

From Amount: 24,400.00-

To Amount: 24,400.00

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

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

From:	110-2218	- 847-00-110	- 6422	52,000.00-
To:	110-2218	- 820-00-110	- 6422	52,000.00

Control No: B1011-1165

From Amount: 52,000.00-

To Amount: 52,000.00

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

## Monthly Budget Report

Dates: 11-01-2010 - 11-30-2010

Fiscal Year: 2010 - 2011

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

From: 110-2522 - 820-00-110 - 6211 409,061.00-  
To: 110-2261 - 814-00-110 - 6831 409,061.00

Control No: B1011-1084

From Amount: 409,061.00-

To Amount: 409,061.00

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

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

From: 110-2316 - 970-00-110 - 6318 567,020.00-  
To: 110-2316 - 820-00-110 - 6318 567,020.00

Control No: B1011-1032

From Amount: 567,020.00-

To Amount: 567,020.00

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

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

From: 110-2332 - 828-00-110 - 6384 5,465.94-  
To: 110-2332 - 828-00-110 - 6383 289.50-  
110-2332 - 820-00-110 - 6384 5,755.44

Control No: B1011-1164

From Amount: 5,755.44-

To Amount: 5,755.44

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

## Monthly Budget Report

Dates: 11-01-2010 - 11-30-2010

Fiscal Year: 2010 - 2011

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

10 SAP Hierarchy Doc #: 0501788858

SAP Entry Doc #: 0501788820

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

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

487,055.00-  
487,055.00

## Monthly Budget Report

Dates: 11-01-2010 - 11-30-2010

Fiscal Year: 2010 - 2011

## 231-TITLE I IASA 98/99

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

From:			
231-1127	- 560-DT-231	- 6371	13,567.53-
231-1127	- 314-DT-231	- 6371	10,375.17-
231-1127	- 466-DT-231	- 6371	7,631.73-
231-1127	- 612-DT-231	- 6371	7,182.81-
231-1127	- 324-DT-231	- 6371	4,239.85-
231-1127	- 526-DT-231	- 6371	3,990.45-
231-1127	- 550-DT-231	- 6371	3,990.44-
231-1127	- 400-DT-231	- 6371	2,992.83-
231-1127	- 492-DT-231	- 6371	2,992.83-
231-1127	- 463-DT-231	- 6371	2,992.83-
231-1127	- 586-DT-231	- 6371	1,695.94-
231-1127	- 328-DT-231	- 6371	1,695.94-
231-1127	- 518-DT-231	- 6371	1,596.18-
231-1127	- 448-DT-231	- 6371	997.61-
231-1127	- 550-DT-231	- 6261	101.15
231-1127	- 526-DT-231	- 6261	101.16
231-1127	- 324-DT-231	- 6261	107.49
231-1127	- 612-DT-231	- 6261	182.06
231-1127	- 466-DT-231	- 6261	193.47
231-1127	- 314-DT-231	- 6261	263.02
231-1127	- 526-DT-231	- 6231	276.39
231-1127	- 550-DT-231	- 6231	276.39
231-1127	- 324-DT-231	- 6231	293.66
231-1127	- 560-DT-231	- 6261	343.95
231-1127	- 612-DT-231	- 6231	497.40
231-1127	- 466-DT-231	- 6231	528.56
231-1127	- 314-DT-231	- 6231	718.65
231-1127	- 560-DT-231	- 6231	939.73
231-1127	- 448-DT-231	- 6384	997.61
231-1127	- 518-DT-231	- 6384	1,596.18
231-1127	- 586-DT-231	- 6384	1,695.94
231-1127	- 328-DT-231	- 6384	1,695.94
231-1127	- 492-DT-231	- 6384	2,992.83

To:

## Monthly Budget Report

Dates: 11-01-2010 - 11-30-2010

Fiscal Year: 2010 - 2011

231-1127	- 463-DT-231	- 6384	2,992.83
231-1127	- 400-DT-231	- 6384	2,992.83
231-1127	- 550-DT-231	- 6143	3,612.90
231-1127	- 526-DT-231	- 6143	3,612.90
231-1127	- 324-DT-231	- 6143	3,838.70
231-1127	- 612-DT-231	- 6143	6,503.35
231-1127	- 466-DT-231	- 6143	6,909.70
231-1127	- 314-DT-231	- 6143	9,393.50
231-1127	- 560-DT-231	- 6143	12,283.85

Control No: B1011-1063

From Amount: 65,942.14-

To Amount: 65,942.14

Text: To transfer 231 Title 1 International Welcome School funds to set up accounts at various schools. 2010-2011 School Year.

2 SAP Hierarchy Doc #: 0501788997

SAP Entry Doc #: 0501788959

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

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

3 SAP Hierarchy Doc #: 0501788902

SAP Entry Doc #: 0501788864

From:	231-1127	- 377-AM-231	- 6111	106,924.00-
	231-1127	- 377-AM-231	- 6113	104,679.00-
	231-1127	- 377-AM-231	- 6123	91,877.00-
	231-1127	- 377-AM-231	- 6122	84,310.00-
	231-1127	- 377-AM-231	- 6211	62,046.40-
	231-1127	- 377-AM-231	- 6241	47,751.48-
	231-1127	- 377-AM-231	- 6231	29,665.94-
	231-1127	- 377-AM-231	- 6261	10,858.12-
	231-1127	- 377-AM-231	- 6245	2,850.54-

## Monthly Budget Report

Dates: 11-01-2010 - 11-30-2010

Fiscal Year: 2010 - 2011

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

Control No: B1011-1086

From Amount:

545,220.30-

To Amount:

545,220.30

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

## Monthly Budget Report

Dates: 11-01-2010 - 11-30-2010

Fiscal Year: 2010 - 2011

## 251-ADULT BASIC ED 10-11

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

From:	251-1361	- 826-KZ-251	- 6411	70,778.40-
To:	251-1361	- 826-KZ-251	- 6443	70,778.40
Control No:	B1011-1035			
From Amount:		70,778.40-		
To Amount:		70,778.40		

Text: To transfer funds to pay for desktop computers at various CTE  
Business Program locations approved by DESE.

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

From:	251-1381	- 826-KZ-251	- 6411	100,581.60-
To:	251-1381	- 826-KZ-251	- 6443	100,581.60
Control No:	B1011-1036			
From Amount:		100,581.60-		
To Amount:		100,581.60		

Text: To transfer funds to pay for desktop computers at various CTE Trade  
and Industrial Program locations approved by DESE.

## Monthly Budget Report

Dates: 11-01-2010 - 11-30-2010

Fiscal Year: 2010 - 2011

271-PL 94-142 SPEC ED 98

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

From:	271-1232	- 828-00-271	- 6319	2,500.00-
To:	271-2213	- 828-00-271	- 6383	2,500.00

Control No: B1011-1042

From Amount: 2,500.00-

To Amount: 2,500.00

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

## Monthly Budget Report

Dates: 11-01-2010 - 11-30-2010

Fiscal Year: 2010 - 2011

## 291-MINI FEDERAL 98-99

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

From:	291-2214	- 324-UG-291	- 6411	53,099.96-
To:	291-2214	- 324-UG-291	- 6443	20,609.96
	291-2214	- 324-UG-291	- 6541	32,490.00
Control No:	B1011-1009			
From Amount:				53,099.96-
To Amount:				53,099.96

Text: Funds to purchase computers and equipment for SIG.

## Monthly Budget Report

Dates: 11-01-2010 - 11-30-2010

Fiscal Year: 2010 - 2011

## 621-TITLE VI 10-11

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

From:	621-3411	- 838-JI-621	- 6124	99,387.00-
	621-3411	- 838-JI-621	- 6111	20,000.00-
	621-3411	- 838-JI-621	- 6211	9,055.04-
	621-3411	- 838-JI-621	- 6149	5,000.00-
	621-3411	- 838-JI-621	- 6384	5,000.00-
	621-3411	- 838-JI-621	- 6231	2,110.90-
	621-3411	- 838-JI-621	- 6241	1,789.68-
	621-3411	- 838-JI-621	- 6261	772.63-
	621-3411	- 838-JI-621	- 6245	195.45-
	621-3411	- 838-JI-621	- 6411	43.98-
	621-3411	- 838-JI-621	- 6242	11.86-
	621-3411	- 838-JI-621	- 6244	3.97-
	621-3411	- 838-JI-621	- 6246	12.19
	621-3411	- 838-JI-621	- 6243	31.79
	621-3411	- 838-JI-621	- 6164	5,000.00
	621-3411	- 838-JI-621	- 6411	5,000.00
	621-3411	- 838-JI-621	- 6143	30,000.00
	621-3411	- 838-JI-621	- 6411	41,533.53
	621-3411	- 838-JI-621	- 6123	61,793.00
To:	B1011-1190			
Control No:				
From Amount:				143,370.51-
To Amount:				143,370.51

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







# Board Resolution

Date: December 10, 2010

To: Dr. Kelvin R. Adams, Superintendent

From: Sharonica Hardin, Chief Human Resource Officer

Agenda Item: 01-11-11-12

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

Action: X

Action to be Approved:

X Program Modification

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

## SUBJECT:

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

## BACKGROUND:

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

Accountability Plan Goal: Goal II: Highly Qualified Staff

Objective/Strategy:

II.E.1.

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

Fund Source: - - - -  
Amount:

Requisition #:

Fund Source: - - - -  
Amount:

Requisition #:

Fund Source: - - - -  
Amount:

Requisition #:

Cost not to Exceed: \$ -

☐ Pending Funding Availability Vendor #:

Department: Human Resources

Requestor: Patricia Canada

Angela Banks

Angela Banks, Interim Budget Director

Enos Moss

Enos Moss, CFO/Treasurer

Sharonica Hardin

Sharonica Hardin, Chief Human Resource Officer

Dr. Kelvin R. Adams

Dr. Kelvin R. Adams, Superintendent



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

### **Background**

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

### **Cost Associated with Option I**

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

### **Assumptions for Option 1**

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

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

### **ERIP Return to Work Salary Guidelines:**

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

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

- 21** Employees have returned in varying capacities, of those returning, below is an analysis of which capacities and wages earned:
  - 1** Returned to work retiree/Teacher
  - 7** Employees returned as Substitutes
  - 5** Part- Time
  - 8** Temporary employees (See attached chart)

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

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

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

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

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







# Board Resolution

Date: December 9, 2010

To: Dr. Kelvin R. Adams, Superintendent

From: Sharonica Hardin, Chief Human Resource Officer

Agenda Item: 01-11-11-23

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

Action: X

Action to be Approved:

X

New Program

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

## SUBJECT:

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

## BACKGROUND:

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

Accountability Plan Goal: Goal II: Highly Qualified Staff

Objective/Strategy:

II.E.1.

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

Fund Source: 000 - UH - 710 - 2184 - 0000

Non GOB

Requisition #:

Amount: \$ 37,100.00

Fund Source: - - - -

Requisition #:

Amount:

Fund Source: - - - -

Requisition #:

Amount:

Cost not to Exceed: \$ 37,100.00

☐

Pending Funding Availability

Vendor #:

Various

Department: Human Resources

Requestor:

Patricia Canada

Angela Banks, Interim Budget Director

Enos Moss, CFO/Treasurer

Sharonica Hardin, Chief Human Resource Officer

Dr. Kelvin R. Adams, Superintendent





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

06/22/2010

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

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

Dear John:

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

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

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

The Parties agree as follows:

1. Sponsor shall be solely responsible for determining whether individuals qualify under the Program, and shall provide Medco with an accurate list of such individuals, or the Medco group number(s) identifying such individuals, and shall update such list as necessary, in a format reasonably determined and processable by Medco. Medco shall provide Sponsor or the entity designated by Sponsor with the prescription drug claims of such individuals during a period and for a frequency reasonably agreed by the Parties ("Claims Data") so that Sponsor can determine whether the claims are eligible under the Program. The Parties understand and acknowledge that information that it provides to the other will be used to obtain Federal funds. Sponsor is solely responsible for submitting the Claims Data to the Program Administrator, and for all other aspects of the Program, including but not limited to, preparation and submission of the Program application, data aggregation and accumulation; application of rebates to claims, including previously-submitted claims; and any other data or information that HHS may require. In the event that Sponsor instructs Medco to provide the Claims Data to a designated third-party, Sponsor represents and acknowledges that such third-party is a representative of Sponsor. All data and information delivered to SPONSOR under the Program is Confidential Information governed by the Agreement, and may not be transmitted to any third-party unless applicable provisions of the Agreement have been satisfied.

2. Medco shall provide Claims Data in accordance with its privacy and security obligations under applicable law and under the Agreement in its capacity as a business associate within the meaning of the Health Insurance Portability and Accountability Act of 1996, as amended, and the regulations promulgated thereunder ("HIPAA"). The Parties hereby agree that the Claims Data provided by Medco to Sponsor or its designee may include, but will not be limited to, protected health information, as that term is defined under HIPAA, including claims information with a list of early retirees under the Plan for whom claims may be submitted under the Program and documentation of actual costs incurred under the Plan with respect to such claims.

3. Medco shall maintain policies and procedures that are provided or offered to its clients that are designed to detect and reduce fraud, waste and abuse under the Plan. Upon request by the Program Administrator, Medco will produce these policies and procedures, along with appropriate documents or data to substantiate their implementation and effectiveness in a format reasonably determined by Medco to comply with HHS requirements.

4. Medco shall provide Sponsor with the amounts of rebates paid to Sponsor for claims submitted under the Program within a reasonable period of time after such rebates have been paid to Sponsor and after Sponsor has identified the claims for which it has sought reimbursement under the Program. Sponsor has sole responsibility for correcting any information or claims previously provided to HHS or the Program Administrator as a result of such rebates, and shall defend and indemnify Medco for any claims, damages or penalties of any nature for any failure to do so.

5. Medco shall maintain records with respect to the Claims Data and Medco's activities under this Agreement for the period prescribed in the Agreement (but in no event shorter than a period of six (6) years following the end of the plan year in which costs submitted for reimbursement under the Program are incurred) or such longer period as may

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

6. Medco's fees for the services described in this letter are as follows:

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

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

Sincerely,

MEDCO HEALTH SOLUTIONS, INC.



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

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

AGREED AND ACCEPTED BY:

St. Louis Public Schools

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**RECITALS**

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

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

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

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

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

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

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

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

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

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

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

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

Signature Page Follows

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

The Board of Education of the City of St Louis

UnitedHealthcare Insurance Company

## **EXHIBIT A SERVICES AND FEES**

### **SERVICES**

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

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

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

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

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

### **SERVICE FEES**

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

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

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

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

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





# BOARD RESOLUTION

Date: December 6, 2010

To: Dr. Kelvin R. Adams, Superintendent

From: Sharonica Hardin, Chief Human Resource Officer

Agenda Item : 01-11-11-14

Information: ☐

Action: ☒

Action to be Approved:  
Memorandum of Understanding

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

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

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

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

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

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

Accountability Plan Goals: Goal II: Highly Qualified Staff

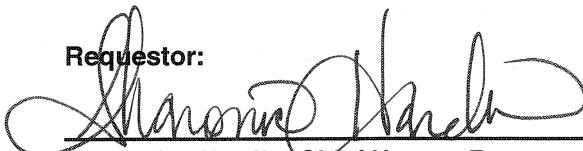
Objective/Strategy: II.E.1.

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


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

Department: Human Resources

Requestor:

  
 Sharonica Hardin, Chief Human Resource Officer

  
 Angela Banks, Interim Budget Director

  
 Enos Moss, CFO/Treasurer

  
 Dr. Kelvin R. Adams, Superintendent

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**SPECIAL ADMINISTRATIVE BOARD OF THE  
TRANSITIONAL SCHOOL DISTRICT OF THE CITY OF ST. LOUIS  
&  
AMERICAN FEDERATION OF TEACHERS - ST. LOUIS,  
LOCAL 420**

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

**MEMORANDUM OF UNDERSTANDING  
Regarding the "Saint Louis Plan"**

**PURPOSE OF THE MOU**

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

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

**ST. LOUIS PLAN**

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

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

**Intern Evaluation**

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

**Intervention**

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

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

**ACKNOWLEDGED AND AGREED TO BY:**

**American Federation of Teachers-St. Louis,  
Local 420**

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

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

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

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

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

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

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





# Board Resolution

Date: November 8, 2010

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item: 01-11-11-15

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

Action: X

Action to be Approved:

X Memorandum of Understanding

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

## SUBJECT:

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

## BACKGROUND:

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

Accountability Plan Goal: Goal II: Highly Qualified Staff

Objective/Strategy:

II.B.1.

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

Fund Source: - - - -  
Amount: Not Applicable

Requisition #:

Fund Source: - - - -  
Amount:

Requisition #:

Fund Source: - - - -  
Amount:

Requisition #:

Cost not to Exceed: Not Applicable ☐

Pending Funding Availability Vendor #:

Department: Assoc. Sup. Of Innovative Services

Blake Youde, Dep. Supt. - Institutional Advancement

Dr. Carlinda Purcell, Dep. Supt. - Academics

Angela Banks, Interim Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



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



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

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

**MEMORANDUM OF UNDERSTANDING  
REGARDING 2010-2013 TURNAROUND  
AND  
TRANSFORMATION SCHOOLS  
CONTINGENT UPON STATE APPROVAL**

**PURPOSE OF THE MOU**

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

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

.....

**Turnaround and Transformation Schools**

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

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

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

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

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

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

### **Work Condition Waiver Template**

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

### **Staffing in Turnaround Schools**

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

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

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

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

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

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

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

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

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

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

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

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

#### **Collaborative Review Process**

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

### Union Liaison Coordinator

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

### ACKNOWLEDGED AND AGREED TO BY:

AMERICAN FEDERATION OF TEACHERS  
ST. LOUIS  
LOCAL 420

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

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

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

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

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

BY: \_\_\_\_\_  
RICK SULLIVAN  
PRESIDENT AND  
CHIEF EXECUTIVE OFFICER

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





## BOARD RESOLUTION

Date: December 6, 2010

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item : 01-11-11-16

Information: ☐

Action: ☒

Action to be Approved: RFP/Bid

RFP/Bid # 007-1011

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

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

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

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

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


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

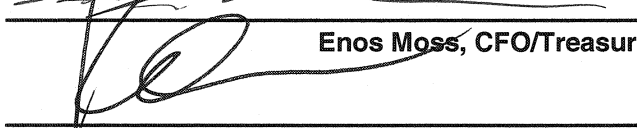
Department: Operations

Requestor: Tom Goodrich

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

  
Angela Banks, Interim Budget Director

  
Enos Moss, CFO/Treasurer

  
Dr. Kelvin R. Adams, Superintendent

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December 2, 2010

## MEMORANDUM

**TO:** Rick Schaeffer: Purchasing Office

**FROM:** Tom Goodrich

**RE:** Bid Evaluation Record for RFP# 007-1011 Real Estate Services

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

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

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

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

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

A handwritten signature of Tom Goodrich in black ink.

Tom Goodrich  
Construction Project Manager  
Operations Department

NAME: Lou Kruger

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

NAME: Roger L. CayCe

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

NAME: Tom Goodrich

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



**ATTACHMENT B**  
**COST/PRICING PROPOSAL**

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

**Elements of Cost/Pricing**

Signage

Commission

**Cost**

\$26,517.04 (see Attachment B, Exhibit 4)

4.25% of the Sale Price of Each Property

**Breakdown of 4.25% Commission**

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

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

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

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

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

Signature of Authorized Official

October 26, 2010

Date

Manor Real Estate

Company Name



## 5.3 Part II – Cost/Pricing Proposal

### 5.3 Part II – Cost/Pricing Proposal

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

#### ATTACHMENT B

#### COST / PRICING PROPOSAL

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

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

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

Please see the following pages.

- Optional Proposal

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

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

Signature of Authorized Official

Date

Company Name



## 5.3 Part II – Cost/Pricing Proposal

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

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

### COMPENSATION

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

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

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

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

#### If Disposition by Auction

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

#### If Disposition by Sale

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



## 5.3 Part II – Cost/Pricing Proposal

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

### **If Disposition by Lease**

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

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

### **Financial Advisory Services**

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

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

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

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

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



## 5.3 Part II – Cost/Pricing Proposal

### Appraisal

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

### P CARD ACKNOWLEDGEMENT

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

**ATTACHMENT B**  
**COST / PRICING PROPOSAL**

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

**Elements of Cost / Pricing**

See Fee Schedule on the following page.

**Costs(\$)**

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

**Total**

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

Real Estate Brokerage Services - See Attachment A, Part I - Scope of Services

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

3. Optional Proposal

**Elements of Cost / Pricing**

N/A

**Cost**

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

**Total**

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

See Fee Schedule on the following page.



Signature of Authorized Official

10-27-10

Date

Hilliker Corporation

Company Name

## **Fee Schedule**

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

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

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





## BOARD RESOLUTION

Date: December 6, 2010

To: Dr. Kelvin R. Adams, Superintendent

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

Agenda Item : 01-11-11-17

Information: ☐

Action: ☒

Action to be Approved: RFP/Bid

RFP/Bid # 008-1011

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

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

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

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

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

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

Department: Operations

Requestor: Tom Goodrich

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

Angela Banks

Angela Banks, Interim Budget Director

Enos Moss

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams

Dr. Kelvin R. Adams, Superintendent

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November 30, 2010

## MEMORANDUM

**TO:** Rick Schaeffer: Purchasing Office

**FROM:** Tom Goodrich

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

The evaluation began at 11/9/10, 10:00 a.m. and was concluded at 11/16/10 4:00 p.m. The evaluation committee consisted of the following:

Roger L. CayCe	Executive Director of Operations	SLPS
Tom Goodrich	Project Manager	SLPS
Mike Dobbs	Project Manager	SLPS
Yvonne Green	Project Manager	SLPS

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

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

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

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

Tom Goodrich  
Construction Project Manager  
Operations Department

NAME: Roger L. CayCe

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

NAME: Mike Dobbs

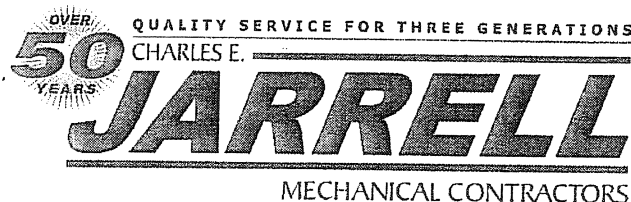
BID SUMMARY FOR RFP 008-1011 MULLANPHY MECHANICAL UPGRADE PHASE II								
Contractor	Cost	M/WBE Participation	Prior Performance with SLPS	Meets Overall Proposal Requirements	Vendor's Experience and Demonstrated Expertise	Use P Card Included in Pricing	Scores	
Charles E. Jarrell Contracting Company	\$1,935,221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

NAME: Tom Goodrich

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

NAME: Yvonne Green

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



November 17, 2010

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

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

Dear Mr. Cayce:

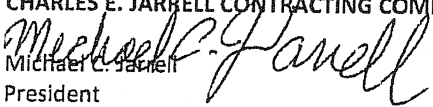
Our responses are as follows:

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

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

Sincerely,

CHARLES E. JARRELL CONTRACTING COMPANY, INC.

  
Michael C. Jarrell  
President

MCI/kk

Cc: Mike Dobbs  
Tom Goodrich  
Orland Williams

**ATTACHMENT B**  
**COST / PRICING PROPOSAL**

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

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

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

Removal and replacement of architectural finishes as required for this scope of work.

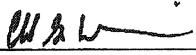
Installation of Chiller, AHUs, VAV, Boilers, Pumps and Exhaust Fans.

Upgrade of electrical services as required, Johnson Controls

3. Optional Proposal

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

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

  
 Signature of Authorized Official
 
 11/09/2010  
 Date

Wiegmann & Associates Inc.  
 Company Name

**ATTACHMENT B**  
**COST / PRICING PROPOSAL**

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

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

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

See Attached Scope of Work

\_\_\_\_\_

\_\_\_\_\_

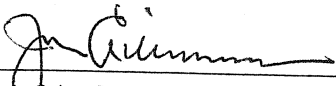
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3. Optional Proposal

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

4. Please attach the detail addressing Sections 5.3.2 and 5.3.3 as Attachment B, Exhibit 1.  
See Lump Sum Proposal Above

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

11/9/10  
\_\_\_\_\_  
Date

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